

AI Tips & Tricks for Business Users

Prompting Techniques

- Define a Role & Mission: Set the scene — e.g., “You’re a Maryland business consultant helping me write a grant proposal.”
- Add Only Vital Context: Be specific, not wordy — clarity beats length.
- Define Success Criteria: Tell it what a “good” answer looks like.
- Specify Deliverable + Format: Ask for bullet points, tables, or summaries.
- State Priorities/Trade-Offs: (“Focus on clarity over creativity.”)
- Set Hard Rails: Limit what it should not do or say.
- Require Evidence: (“Cite data or provide Maryland examples.”)
- Iterate: Treat it like collaboration — ask for revisions or clarifications.
- Examples > Adjectives: “Write it like a TED Talk,” not “Make it inspiring.”
- Memory Hooks: Remind it of context if needed (“Earlier you said...”).
- Fail-Safe Prompts: “If unsure, ask clarifying questions.”
- Add Time/Locale Anchors: “As of 2025” or “specific to Calvert County.”
- Anonymize Data: Never include confidential or private details.

Things to Know

- Use Quotes to force exact phrases.
- Sometimes Less Is More — shorter prompts yield sharper focus.
- Memories Beat Roles — long-term context works better than repeating “You are a...” every time.
- Context Windows Are Finite — too much text causes “forgetting.”
- “Regenerate” ≠ “Edit” — they produce different kinds of refinement.
- Large Spreadsheets = Weak Point — flatten tables before uploading.
- Images Are Parsed in Sections — not all details are read.
- Different Chats, Different Results — no two sessions are identical.
- ChatGPT Always Suggests More — you decide when the answer is done.
- Agreeability Bias: It tends to agree with you — push back and verify.

Risks to Watch For

- Sensitive Data: Never paste confidential, financial, or personally identifiable info.
- AI Hallucinations: It may confidently produce false information.
- Delusion: Sometimes it “believes its own lies” — a more persistent, narrative-level error. Always verify with outside sources.
- Bias & Credibility: It reflects bias in its training data. Always apply Human-in-the-Loop (HITL) judgment.
- Overdependence: Use AI to enhance, not replace, your expertise.
- Rapid Change: Tools evolve weekly — double-check instructions or screenshots before reusing them.

Human-in-the-Loop (HITL)

- Think of AI as a junior analyst — fast, capable, but still learning.
- Your role: review, refine, approve.
- Fact-check everything before publishing or sharing externally.
- Use AI to amplify your skills, not replace your thinking.

Productivity Boosters

- Be Honest and Personal: Talk to ChatGPT like a teammate. Tell it your weaknesses (“I struggle to summarize clearly”) so it can compensate.
- Start Every Chat with Context: “You are an expert in [X]. I need help with [Y].”
- Keep Prompts Under 300 Words: Enough for clarity, not overload.
- Iterate, Don’t Expect Perfect: Regenerate → Refine → Review.
- Save Good Prompts as Templates: Reuse what works.
- Build Custom GPTs for Repetitive Tasks: Automate your workflows safely.
- Speak Naturally: Conversational phrasing often produces more human, useful results.
- Ask It to Teach You: “Explain this like I’m new to marketing.”
- Use Voice or Dictation for Flow: Sometimes speaking yields better creativity.
- Validate Before You Trust: Always verify before using outputs professionally.

Tools That Complement ChatGPT

Category	Platform	How It Extends Your Workflow	Official Link
Writing & Editing	Grammarly	Polishes grammar, tone, and clarity after ChatGPT drafts text.	https://www.grammarly.com
Writing & Editing	QuillBot	Rewrites and paraphrases content for tone	https://quillbot.com
Visuals & Design	Canva Magic Studio	Combines AI text, image, and layout tools for presentations, flyers, and posts.	https://www.canva.com/magic-studio
Visuals & Design	Tome.app	Instantly converts text outlines into professional slide decks.	https://tome.app
Visuals & Design	Beautiful.ai	Uses AI to auto-format professional	https://www.beautiful.ai

		presentations.	
Organization & Notes	Notion AI	Summarizes notes, builds outlines, and automates planning.	https://www.notion.so/product/ai
Organization & Notes	Evernote	Combines note-taking with AI-assisted summarization.	https://evernote.com
Organization & Notes	ClickUp Brain	AI-powered productivity tool for task management and summaries.	https://clickup.com/ai
Mind-Mapping & Collaboration	Miro	Creates interactive brainstorming boards and strategy maps.	https://miro.com
Mind-Mapping & Collaboration	Whimsical	Visualizes processes, user journeys, and content flows.	https://whimsical.com
Voice & Accessibility	ChatGPT Mobile App (Voice Mode)	Enables natural conversation with ChatGPT using speech.	https://chat.openai.com
Voice & Accessibility	Speechify	Converts text to lifelike audio for multitasking or accessibility.	https://speechify.com
Automation & Integration	Zapier	Automates workflows between ChatGPT and productivity	https://zapier.com

		tools.	
Automation & Integration	IFTTT	Connects ChatGPT outputs to apps and devices for automation.	https://ifttt.com

Continuing Your AI Literacy Journey

- Stay current: Follow OpenAI’s blog or reputable newsletters like AI for Everyone and MIT Technology Review.
- Compare platforms: Try Claude.ai, Perplexity.ai, or Google Gemini to see different AI reasoning styles.
- Think critically: Always verify facts, respect copyright, and protect data.
- Reflect weekly: Ask, “How did AI make my work or learning easier this week?”