

# ChatGPT Starter Kit

Companion eBook for Bri • AI Bridge Pro

Use this guide while you watch the video, or keep it next to your computer so you never stare at a blank screen again.

**Quick reminder:** ChatGPT is a helpful tool for writing, planning, learning, and brainstorming. It can still make mistakes—especially with facts—so double-check important stuff (health, money, legal).

## What you'll get in this guide

- What ChatGPT is (in normal human words)
- The #1 trick that makes answers better: **topic vs. job**
- Bri's simple prompt formula
- Copy-and-paste prompts you can use today
- Fast "fix it" phrases for weird answers
- Safety tips + quick practice ideas

## 1) What ChatGPT Is (and what it's for)

ChatGPT is a tool where you type a message and it answers back. It's great at **words and structure**—so it can help you write, plan, learn, and brainstorm.

### Great uses

- Writing an email or text
- Cleaning up a messy paragraph
- Planning your week
- Coming up with dinner ideas
- Learning something step-by-step

### Not the best for

Medical, legal, or money decisions. Use it to get organized and learn options—then double-check with a trusted source. (No "oops" decisions.)

## 2) The #1 Trick That Changes Everything

Here's the secret: Don't just tell ChatGPT the **topic**. Tell it the **job**.

|                                |  |
|--------------------------------|--|
| <b>Topic</b> (too vague):      | "Help me with an email."   |
| <b>Job</b> (clear directions): | "Write a friendly email to my teacher. Keep it under 120 words. Make it kind, not stiff. Give me two subject lines." |

When you give clear directions, ChatGPT gets way better—like a golden retriever that finally knows where you threw the ball.

## 3) Bri's Simple Prompt Formula

Start with "Help me..." and add four things: what you want, background, tone, and format.

**Copy this formula:**

**Help me** [do the job].

Here's the situation: [context].

Make it sound [tone].

Keep it [length].

Format it as [bullets / steps / options].

Power add-on (stops guessing):

"Before you answer, ask me three questions so you can do it right."

## 4) Copy-and-Paste Prompts You Can Use Today

Pause whenever you want and steal these. (Stealing is encouraged here.)

### Writing help

“Rewrite this to sound clearer and friendlier. Keep it under 80 words: [paste your text].”

### Learning help

“Explain [your topic] like I’m in 6th grade. Use a fun example. Then quiz me with three questions.”

### Planning help

“Make me a simple weekly plan. I’m busy from 9 to 3. Add breaks. Keep it realistic.”

### Ideas / brainstorming

“Give me 15 ideas for [the thing]. Make them different from each other.”

### Stop guessing (clarity check)

Add one of these at the end of your prompt:

- “Before you answer, ask me three questions so you can do it right.”
- “If you’re not sure, tell me what you’re unsure about.”

## 5) Fix Weird Answers Fast

If ChatGPT gives a weird answer, don’t start over. Just steer it.

### Fast fixes:

- “Make it shorter. Five bullets.”
- “Explain it simpler.”
- “Try again. Use a friendly tone.”
- “That’s not what I meant. I mean this: [one sentence].”
- “Tell me what you’re not sure about.”
- “List any assumptions you made.”

## 6) Safety Tips

Don't paste private stuff into ChatGPT. No passwords, bank info, or personal ID numbers.

Use placeholders instead:

- [NAME] • [ORDER NUMBER] • [ADDRESS] • [DATE]

## 7) Quick Practice (Pick One Today)

- Ask ChatGPT to rewrite something you wrote so it sounds clearer.
- Ask it to explain a topic you're learning, then quiz you.
- Ask it to plan your week with realistic time blocks.

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**Remember: Give it the job + the details. You're the boss. ChatGPT is the helper.**