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22 OCTOBER 2026 · ONLINE MEETUP

AI GUIDES · 1/3 · FROM BASICS TO ADVANCED

ChatGPT Cheat Sheet

A quick reference for getting clearer, faster and more useful results from ChatGPT in your everyday work.

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02 · PROMPT FORMULA

A good prompt has five parts

The clearer your request and the more context you provide, the less revision you'll need. Vague requests lead to generic answers.

Part	What to write	Example
1. Role	Tell the AI who it should act as.	"You're an experienced marketing consultant."
2. Task	State what you want in one clear sentence.	"Write three launch emails for my new product."
3. Context	Say who it's for, why you need it and what conditions apply.	"The audience is 25 to 35 years old. Our tone is friendly."
4. Format	Specify the length, structure and appearance of the output.	"Each email should be 120 words, with a heading and three bullet points."
5. Constraints	Say what to avoid and what to pay attention to.	"Avoid clichés and emojis."

Two versions of the same request

Weak prompt

"Write me an email."

Strong prompt

"You're a corporate communications specialist. Write a polite, clear email telling my supplier that the delivery will be three days late. Use no more than 120 words and suggest a subject line. Apologize without overstating our responsibility."

Ask yourself three questions before you write

01 • What do I want?

If you can describe the result in one sentence, your prompt is ready.

02 • Who is it for?

Name the reader and the tone. Think customer, manager or friend.

03 • What should it look like?

Pick a table, bullet points, a short paragraph or a word count.

ChatGPT tip • Set your preferences once

Save your tone, language and length preferences under Custom Instructions in settings so you can reuse them across chats. For longer assignments, use Projects to keep chats, files and instructions together.

An ideal workflow: 1) Ask for a draft. 2) Refine it with requests such as "shorter," "more formal" or "add an example." 3) Review the final version yourself before using it.

03 · FEATURES

ChatGPT’s standout features

You only need to learn the features that suit your work.

Feature	What it does	When to use it
Custom Instructions	Set preferences such as tone, language and length once in settings. They apply across chats.	When you keep typing the same preferences.
Memory	ChatGPT can remember your preferences across chats. Turn Memory on or off, or delete it in settings.	When you want personalized answers.
Projects	Group related chats, files and instructions in one place.	Long-running work such as a book, thesis or client file.
Canvas	Develop text and code together in a workspace alongside the chat.	Editing a report, article or code section by section.
File and data analysis	Upload PDF, Excel or CSV files and request summaries, tables or charts.	Summarizing a report or charting data.
Web search	Looks up current information on the web and cites sources in its answers.	When you need news, prices or recent developments.
Deep research	Reviews many sources and writes a detailed, cited report. This can take several minutes.	Market research, comparisons and literature reviews.
Custom GPTs	Use assistants built for specific tasks or build your own.	Speeding up recurring work.
Voice and images	Talk aloud, upload images for interpretation, or generate images.	Brainstorming on the go or getting information from a photo.

Getting started

Try these three features first

If you’re short on time, these three make a difference quickly.

- Custom Instructions. Save your preferred tone and language.
- File uploads. Ask for a summary of a long PDF.
- Canvas. Edit a text together in the side panel.

04 · READY-TO-USE PROMPTS

Ready-to-use prompts and a blank template

Replace the text in square brackets with your own information.

Task	Prompt template
Writing an email	“You’re a corporate communications specialist. Use the notes below to draft a polite, clear email to a client. Use no more than 150 words and suggest a subject line. Notes: [NOTES].”
Summarizing a long text	“Summarize the text below in three sentences and then in five bullet points. List any risks I should know about separately at the end. Text: [TEXT].”
Making a decision	“I’m deciding between [OPTION A] and [OPTION B]. My criteria are [CRITERIA]. Create a pros-and-cons table, then explain which option you recommend and why.”
Learning	“Explain [TOPIC] as you would to a 12-year-old. Then give me an analogy and a three-question quiz.”
Excel formulas	“I want to filter out weekends from the dates in column A in Excel. Walk me through the formula and explain how it works.”
Meeting notes	“Turn the raw notes below into a list of decisions, action items showing who does what by when, and a table of open questions.”

Blank prompt template to copy and fill in

ROLE	You are a [PROFESSION] with experience in [AREA OF EXPERTISE].
TASK	[What should be done? Write one sentence.]
CONTEXT	[Who is it for, why is it needed and what conditions apply?]
FORMAT	[Length, structure, language and tone.]
CONSTRAINTS	[What to avoid and what must be included.]
EXAMPLE	[Optional: paste an output you like here.]

Build your own prompt library

- Save prompts that work in a notes app.
- Reuse each prompt by changing the text in square brackets.
- Add a short note beside each prompt describing the result it produced.

05 · TECHNIQUES

Techniques and common mistakes

Six techniques for better results

Give an example
A prompt like “Write in this style: [EXAMPLE]” can work better than a long explanation.

Ask for steps
For complex work, say “Make a plan first, get my approval, then write.”

Invite questions
Add “If information is missing, ask me three questions first.”

Switch roles
“Now critique this text like a ruthless editor.”

Iterate
Refine the first answer with “shorter,” “friendlier” or “add an example.”

Ask for a check
“List the assumptions in your answer and the points you’re unsure about.”

Four common mistakes and how to fix them

Mistake	Why it causes problems	Fix
Too little detail	The AI guesses what’s missing and gives a generic answer.	Add a role, context and format.
Asking for too much at once	Long, complicated requests often leave a piece unfinished.	Split the work into steps and approve each one.
Settling for the first answer	The first draft often has room for improvement.	Make two or three passes. Try “shorter” or “clearer.”
Using output without verifying it	Numbers, dates and quotations can be wrong.	Check important information against its source.

Example of refinement over three rounds

Round 1 • You	“Write a LinkedIn post for recent graduates.”
Result	A generic, ordinary draft.
Round 2 • You	“Make it friendlier, cut it to 80 words and end with a question.”
Result	A short post that invites a response.
Round 3 • You	“Make the first sentence more engaging and give me three alternatives.”
Result	Three openings to choose from.

06 · CHOOSING A FEATURE

Which approach suits each task?

Choose an approach and a feature based on the work you're doing.

Task	How to approach it	Tip
Writing and email	Specify the role and tone, then ask for a draft.	Edit the text piece by piece in Canvas.
Summarizing and analyzing	Upload the file and specify an output format, such as a table or bullets.	Use file uploads for PDF and Excel analysis.
Research	Enable web search and ask for sources.	Try deep research for broader topics.
Learning	State your level and ask for step-by-step instruction and a quiz.	Practice by speaking in voice mode.
Data and Excel	Give the column names and your goal.	Ask for tables and charts with data analysis.
Planning and brainstorming	State your constraints and ask for three options.	Keep your plan and notes together in Projects.

ChatGPT's strengths and limitations

Strengths

- A wide range of features, including voice, images, files and custom GPTs
- Versatile and practical for daily tasks
- Personalization with Memory and Projects

Points to watch

- Information on current topics may be outdated when web search is off
- Features can vary by plan and region
- It can write fluently and state incorrect information confidently

Choosing a tool

Which tool does a job best changes over time. For an important task, try the same prompt in two tools and compare the results side by side.

07 · WORKFLOWS

Step-by-step workflows

Break requests into small steps. Check the result at each step and steer the next one.

A. From meeting notes to an email

Step	Prompt
1	“Turn these raw meeting notes into a list of decisions and a table of action items showing who does what by when. Notes: [NOTES].”
2	“Use this list to write a 120-word summary email for the attendees. Keep the tone clear and polite.”
3	“Condense the same email to three sentences for my manager.”

B. Preparing a job application

Step	Prompt
1	“Extract the eight most important skills and keywords from this job posting. Posting: [JOB POSTING].”
2	“Compare the posting with the experience on my CV. Make a table of matches, gaps and areas I should strengthen. CV: [CV].”
3	“Write a cover letter based on the matches. Avoid exaggerated claims.”
4	“Ask me 10 interview questions for this role and assess each answer individually.”

C. Learning a new subject

Step	Prompt
1	“Ask me five questions to assess my level in [TOPIC].”
2	“Based on my answers, create a two-week plan with 30 minutes of study a day.”
3	“Give me an exercise and a mini quiz for each day.”
4	“At the end of the week, summarize my mistakes and create a review plan.”

ChatGPT tip

Continue the steps in the same chat or group them in a Project. Edit the text in Canvas.

08 · PRIVACY AND VERIFICATION

Privacy, security and verification

AI can be a powerful assistant. You decide what to share and how much to trust it.

Avoid sharing

- Passwords, verification codes and API keys
- ID and passport details, tax numbers and IBANs
- Medical or legal records linked to a name or identity
- Confidential company or client data without permission
- Other people's private information

Safe to share

- Public texts and listings
- Documents with personal information removed
- Generic drafts you've written
- Anonymized sample data

Example of anonymization

Before

"Explain this letter for Ahmet Yılmaz, Musterstraße 12, 60311 Frankfurt, tax ID 12345678901."

After

"Person: [FULL NAME], address: [ADDRESS], tax ID: [NUMBER]. Explain the letter below."

Check your settings (menu names may change)

Use Data Controls to choose whether your chats are used to improve the model. Use Temporary Chat for conversations you don't want saved. You can review or delete Memory entries at any time.

Verification checklist

What to check	How
Numbers and dates	Confirm them with an official or original source.
Quotes and sources	Open the link and check that the source exists and says what the answer claims.
Current information	Make sure web search is enabled and check the source date.
Legal, medical and financial matters	Consult a professional or official authority before making a decision based on the answer.
Code and formulas	Test them on a small example first.

How does AI get things wrong?

Fabrication

It may present a made-up source or piece of information as real.

Outdated information

Without web search, it may miss current rules, prices or news.

Overconfidence

It may sound certain even when it's unsure.

09 · LIFE IN GERMANY

Using AI in everyday life in Germany

Prompts for everyday tasks such as dealing with official letters, applying for jobs, finding housing and practicing German.

Task	Prompt template
Understanding an official letter	“Explain the official German letter below in plain Turkish. I’ve removed personal information. Who sent it, what do they want from me, is there a deadline, and what should I do? Then draft a short, polite reply in German. Letter: [TEXT].”
CV and cover letter	“Use the experience on my CV to draft a one-page cover letter (Anschreiben) for [JOB POSTING], following German conventions. Use a professional tone. Write it in German and add a short summary in Turkish. My CV: [CV].”
Understanding a contract	“Summarize the rental clauses below in Turkish. Use separate headings for the total monthly cost, deposit (Kaution), notice period and clauses that could create problems for me. Help me understand the text without giving legal advice. Text: [TEXT].”
Practicing German	“I’m at A2 level. Role-play a conversation in German about making a doctor’s appointment. After each answer, explain my mistakes in Turkish and say the next line in German.”
Planning a move	“Make a plan for the 90 days before I move to Germany. Destination: [CITY]. Budget: [BUDGET]. Put the weekly tasks and checklist in a table.”
Contacting a landlord	“Write a brief, polite first message in German to the landlord of [LISTING]. Introduce me, mention that I’m employed and ask for a viewing. Add a Turkish translation below.”
Practicing for an interview	“Act as an HR specialist interviewing me for [POSITION]. Ask questions in German and give feedback in Turkish after each answer.”

> **ChatGPT tip**
> You can upload a photo or PDF of the letter. Cover names, addresses and numbers first. Refine the draft in the same chat by saying “Now make it shorter and more formal.”

Points to watch

- Remove personal data such as addresses, identity details, tax numbers and IBANs before pasting text.
- Verify important figures, dates, deadlines and regulations with official sources.
- For official and legal matters, use translations and summaries to help you understand the material. They carry no legal authority. Consult a professional if needed.
- Check your account settings to see how your chats are used.

10 · FAQ AND PLAN

FAQ and a seven-day starter plan

Question or issue	What to do
An answer is wrong or made up.	Ask for sources, verify critical information and add “Tell me where you’re uncertain.”
The answers are too generic.	Add context, the audience and an example. Specify the output format.
Quality dropped in a long chat.	Start a new chat and paste a five-point summary of the old one into the first message.
The Turkish sounds unnatural.	Say “Use plain, everyday Turkish and avoid sentences that sound translated.” Include an example sentence.
Which tool should I choose?	Try the same prompt in two tools and use the one that suits your work. Their strengths change over time.
Can I use the answer as is?	Read it, check it and put it in your own voice. The final responsibility is yours.

Seven-day starter plan

Day	Task	Time
Day 1	Check your privacy and data preferences in settings.	10 min
Day 2	Write three prompts using the five-part formula. Refine one over three rounds.	15 min
Day 3	Ask for a summary of a real email or text.	15 min
Day 4	File upload: Upload a PDF and ask for a summary.	15 min
Day 5	Add five templates to your prompt library.	20 min
Day 6	Follow one of the workflows on page 7 from start to finish.	30 min
Day 7	Check answers against the verification checklist and note what worked.	15 min

Up next • Advanced level

You’ve covered the basics. Over the next 10 pages, you’ll learn to write prompts like specifications, measure the results and turn recurring tasks into step-by-step workflows.

- Pages 12–16 cover structured prompts, techniques, evaluation and setup.
- Pages 17–18 cover advanced workflows, reliability and security.
- Pages 19–20 cover advanced uses in Germany and the 30-day plan.

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AI GUIDES · ADVANCED LEVEL · 1/3

ChatGPT Advanced

A practical guide to advanced ChatGPT use, covering prompt design, standing instructions, workflows and verification.

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12 · ADVANCED PROMPT DESIGN

Beyond the formula: structured prompts

Role, task, context, format and constraints are the starting point. At the advanced level, write the prompt like a specification.

Principle	What to do	Example wording
Divide the context into sections	Separate the task, context, source and output with headings or tags.	“# Task … # Source … # Output …”
Define success criteria	Specify what a good answer must deliver.	“The output must meet these four conditions: …”
Specify an output schema	Define the columns or field names in advance.	“Columns: Competitor | Price | Strength | Risk”
Provide two or three examples	Show outputs you like. Examples communicate more than a description alone.	“Follow the style of these two examples: …”
Set priorities	Say which rule comes first when rules conflict.	“If brevity and completeness conflict, prioritize completeness.”
Manage uncertainty	Ask for a question or an explicit assumption when information is missing.	“If information is missing, ask first and list your assumptions separately.”

A basic prompt and a structured version

Basic prompt

“Analyze the competition.”

Structured prompt

Task: Analyze competitors for [PRODUCT] in the German market.
Context: Audience [AUDIENCE], budget [BUDGET].
Criteria: Price, features and positioning.
Output: A table and three recommendations.
Rule: Write “unknown” when you’re unsure. Avoid guessing.

Three questions for designing context

What needs to be done?

Specify the task, audience and setting. Who will use the output, and where?

What should it rely on?

Name the documents, data and examples. Say “Base the answer solely on these sources.”

How will it be evaluated?

Set success criteria and limits. Define what a good answer looks like.

ChatGPT tip • Use headings and separators

Split long prompts into sections with Markdown headings (# Task, # Context) or separators (---). Put pasted text in quotation marks or between separators to distinguish it from instructions.

13 · ADVANCED FEATURES

ChatGPT’s advanced features

Features may vary by plan, account and region. Focus on what each feature can do for you.

Feature	Advanced use	When to use it
Custom Instructions and Memory	Set standing rules for tone and format, including “Say when you’re unsure.” Review what’s saved in Memory regularly.	When you repeat the same preferences in every chat.
Projects	Set instructions and add reference files for each project, such as a style guide, sample outputs or a glossary.	Work organized by client, course or project.
Custom GPTs	Build an assistant for a recurring task with standing instructions and knowledge files.	When you do the same work several times a week.
Data analysis	Upload the file and ask to see the steps and calculations.	Analyzing Excel and CSV files or making charts.
Deep research	Define the scope, time period, source types and output format up front.	Market research, literature reviews and comparisons.
Agent and tasks	Delegate multistep work or scheduled reminders. Require approval at critical steps.	Recurring follow-ups and multistep web tasks.
Connectors	Connect apps such as calendar, email and file storage to work with your own data.	Searching your files and emails.
Canvas	Edit long text or code section by section in the side panel.	Revising reports, articles or code.

Getting started

Three steps that save the most time

Start by setting up these three. You can build on them later.

- Project and instructions. Set up reusable context for recurring work.
- Deep research. Define a clear scope and get a report with sources.
- Data analysis. Ask to see the steps so you can verify the result.

14 · ADVANCED TECHNIQUES

Advanced prompting techniques

Each technique solves a specific problem. Choose what fits your task and combine techniques as needed.

Technique	When to use it	Example prompt
Prompt chaining	Large, multistage tasks	“Start with just the outline. If I approve it, we’ll write each section separately.”
Learning from examples	When a specific format or style is required	“Study the three examples below and transform the new input using the same structure.”
Self-critique loop	Writing where quality matters	“Score your draft from 1 to 5 against these criteria, then rewrite it to fix the three weakest points.”
Counterarguments	Plans, proposals and decision documents	“Critique this plan from a skeptic’s perspective. List the five strongest objections and answer each one.”
Multiple perspectives	Complex decisions	“Assess this separately from the perspectives of a finance professional, a lawyer and a customer.”
Plan first	Analysis and research	“Before answering, list your assumptions and the steps you’ll follow.”
Structured output	When transferring output to Excel or another tool	“Return only a table, with no additional explanation.”
Narrowing with constraints	When answers are too generic	“Use at most five bullets. Each must name a concrete action and who owns it.”

Example of a four-round self-critique loop

1 • Draft	“Write a proposal for [TOPIC].”
2 • Score	“Score the draft from 1 to 5 for clarity, persuasiveness and completeness. Explain each score.”
3 • Revise	“Rewrite it to improve the two lowest-scoring criteria and list the changes.”
4 • Check	“List every claim and number separately so I can verify them.”

Why it works

Drafting and evaluation are different tasks. Asking for them separately helps the model spot gaps in its own output. Clearer criteria lead to more targeted revisions.

15 · META-PROMPTING AND EVALUATION

Ask AI to write the prompt, then test it

Good prompts take design, testing and refinement across versions.

Meta-prompt template for designing a prompt together

ROLE	You're an experienced prompt designer.
GOAL	My goal is [GOAL]. I'll use the output for [AUDIENCE] in [SETTING].
STEP 1	First, ask me up to five clarifying questions.
STEP 2	Based on my answers, write a prompt covering role, task, context, format and constraints.
STEP 3	List your assumptions and suggest three ways to improve the prompt.

A five-criterion rubric for scoring outputs

Criterion	Question to ask	Score
Clarity	Is the output clear on the first read?	1 2 3 4 5
Completeness	Does it include everything requested?	1 2 3 4 5
Format compliance	Does it follow the requested format and length?	1 2 3 4 5
Accuracy	Can the numbers, names and claims be verified?	1 2 3 4 5
Tone	Is it right for the audience and purpose?	1 2 3 4 5

A/B testing and version tracking

01 • Build a test set
Pick three different inputs from your actual work.

02 • Test two versions
Run prompt versions 1 and 2 with the same inputs.

03 • Score and save
Use the rubric and save the winner with a date and a note.

16 · PERSISTENT SETUP

Standing instructions and context management

Write rules once so you can reuse them across chats. Menu names may change over time.

A standing-instructions template to copy and adapt

ABOUT ME	[Profession or role], [industry]. I live in Germany and work in Turkish and German.
STYLE	Use clear, plain, understated Turkish. Skip unnecessary introductions and praise.
FORMAT	Start with a two-sentence conclusion, then explain the reasoning. Use a table for comparisons.
UNCERTAINTY	Say when you're unsure. List your assumptions separately and avoid making up information.
SOURCES	Cite sources for current information. If you have no source, say "unverified."

Where to put what

Level	What to put there
Account level	Custom Instructions in settings, plus optional Memory, for tone, language and formatting.
Project level	Project instructions and reference files such as a style guide, sample outputs and a glossary.
Recurring work	A custom GPT with standing instructions and knowledge files.
Keep out	Passwords, identity details, client data and outdated or conflicting files.

Maintaining context

Do

- Give files descriptive names such as style-guide-v3.
- Keep one authoritative reference file.
- Review instructions every few months.

Avoid

- Leaving conflicting older files on the same topic.
- Overloading the instructions. Keep them short and clear.
- Saving personal or confidential data in persistent context.

Managing long chats

Situation	What to do
The chat is too long.	Ask "Summarize our decisions so far in 10 points." Use that summary to start a new chat.
The topic has changed.	Start a new chat so the previous topic's context doesn't shape the new answers.
Rules are being forgotten.	Move the rules into a project or standing instructions so you can reuse them across chats.
There are multiple documents.	Name each one, and specify in the question which document the answer should rely on.

17 · ADVANCED WORKFLOWS

Advanced workflows, step by step

The output of each step becomes the input for the next. Review intermediate results as you go.

A. Research, synthesis and verification

Step	Prompt
1	“Create a research plan for [TOPIC]. Include subquestions, source types, the time period and what’s out of scope. Get my approval before proceeding.”
2	“Follow the plan. Put each finding in a table with a source link and date.”
3	“List conflicts between sources and findings with weak support separately.”
4	“Write a one-page synthesis. Put confirmed and uncertain points under separate headings.”
5	“For the five most critical claims, quote the relevant sentence from the source.” (Then open the sources yourself.)

B. Data analysis

Step	Prompt
1	“Summarize the structure of the file I uploaded. Identify the columns, data types and missing or suspicious values. Hold off on analysis.”
2	“Suggest an analysis plan for these questions: [QUESTIONS]. What assumptions are needed?”
3	“Carry out the plan and show your steps and calculations.”
4	“Check the main result using a second method and flag any discrepancies.”
5	“Give me a five-point summary for a manager and suggest one chart.”

C. Content production

Step	Prompt
1	“Suggest three different angles for communicating [MESSAGE] to [AUDIENCE].”
2	“Write a first draft using the angle I chose.”
3	“Score the draft from 1 to 5 for clarity, persuasiveness and tone. Show the weak points.”
4	“Rewrite it to fix the weak points and list the changes.”
5	“List the claims and numbers in the text separately.” (Verify them yourself before publishing.)

ChatGPT tip

Run each workflow in its own Project. Use deep research for research and file uploads for data work. Pull the text together in Canvas.

18 · RELIABILITY AND SECURITY

Reduce errors and protect your data

Five techniques for reducing fabricated information

Technique	How
Ground the answer in a document	“Use only the text I provided. If the answer isn’t in the text, write ‘not found.’”
Request quotations	“Next to each claim, quote the relevant sentence from the document.”
Mark confidence levels	“Label each point as certain, likely or a guess.”
Cross-check	Ask the same question in a new chat or another tool and compare the answers.
Ask the reverse question	“What would have to be true for this answer to be wrong?”

Classify information before sharing it

The traffic-light rule

GREEN	Public information and your own generic drafts are fine to use.
YELLOW	Internal or personal information that can be anonymized. Remove names, addresses and numbers first.
RED	Keep passwords, ID and tax numbers, IBANs, medical and legal files, and client secrets private.

Watch for hidden instructions (prompt injection)

Web pages, emails and documents can contain hidden instructions aimed at AI. The tool may follow instructions embedded in the material instead of your request. When using an agent or connector, grant only the permissions you need and require approval for actions such as buying, sending and deleting.

Final check before publishing or sending

- Do numbers, dates, names and quotes match their sources?
- Does the text attribute any claim or statement to you that you didn’t make?
- Is any personal or confidential information still present?

19 · LIFE IN GERMANY

Advanced uses in Germany

These prompts cover more complex administrative and career tasks. Remove personal information from each one before use.

Task	Prompt
Official decision notice (Bescheid)	“Summarize this decision in Turkish. Extract dates, the appeals procedure and the deadline solely from the text. If anything is missing, write ‘not specified.’ Then draft a formal objection (Widerspruch).” Always confirm deadlines with an official source or a professional.
Matching a job posting to a CV	“Separate required and preferred skills in the posting. Match them to my CV and make a table of gaps and points to emphasize. Then suggest a reverse-chronological draft in the common German Lebenslauf format.”
Salary negotiation	“Which sources should I consult to research salaries for [POSITION], [CITY] and [EXPERIENCE]? Avoid making up figures. Then write German scripts for three scenarios with responses to likely objections.”
Rental contract	“Classify the clauses as risky, worth checking or standard. For risky clauses, write the questions I should ask the landlord in German. Help me prepare without giving legal advice.”
Mapping an administrative process	“Put the official tasks I’ll need to handle after moving to [CITY] in order. For each step, name the agency whose official website I should check. Avoid making up deadlines or fees.”
Improving your German	“I’m at [B1] level. Role-play a work meeting with me. Track my mistakes by type in a table (articles, verb position and case endings). At the end, give me exercises for my three most frequent mistakes.”
Networking message	“Write a friendly, professional LinkedIn introduction in German to someone at [COMPANY]. Keep it within 300 characters and give me three tone options.”

Regulations and deadlines change

AI can help you understand official procedures and prepare for them. Always confirm current rules, deadlines and fees with the relevant authority’s official website or a qualified professional. Missing a deadline, especially for an appeal, can cost you your rights.

20 · FAQ AND PLAN

Advanced FAQ and a 30-day plan

Question or issue	What to do
Answers in a long chat have become inconsistent.	The context may have become muddled. Ask for a 10-point summary and paste it into a new chat. Move standing rules into a project or your instructions.
The same prompt gives different results.	This is normal. Tighten the format and criteria and add an example. For important work, run two or three trials and compare them using the rubric.
The AI misses details in a long document.	Ask about the document section by section. Request the section heading and a quote with each answer.
Which tool should I use for which task?	Build a small test set from three real tasks, score the tools with the rubric and repeat every few months.
How do I share this with my team?	Keep the prompt library in a shared document. Give each prompt a version, an owner and an example input and output.

30-day advanced plan

Week	Focus	Time
Week 1	Setup: Write standing instructions, create a project or assistant, and classify your data as green, yellow or red.	1–2 hours
Week 2	Library: Write templates for your 10 most frequent tasks. Test them with the rubric and save the second versions.	2 hours
Week 3	Workflow: Turn a recurring task into a sequence of steps. Measure the time before and after.	2–3 hours
Week 4	Evaluation: Record the time you saved and the quality of the results. Document and share what worked.	1 hour

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