

BONUS RESOURCE FOR AUDIOBOOK LISTENERS

ChatGPT Made Simple

Audiobook Companion Guide

Visual Guides • Prompt Frameworks • Worksheets • Quick References

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You listened to the explanations. This guide gives you the diagrams, prompt frameworks, checklists, and quick references to turn what you learned into better ChatGPT results.

How to Use This Guide

SIMPLE IDEAS
REAL SKILLS
A BRIGHTER
TOMORROW

This companion guide is designed to help audiobook listeners turn the ideas from ChatGPT Made Simple into practical skill. Use it as a visual reference, a quick refresher, and a working toolkit as you build better ChatGPT habits.



What This Bonus Includes

- A visual map of what makes up the ChatGPT product
- The SCOPE framework for clearer prompts
- The prompt improvement loop for iteration and correction
- Verification and privacy checklists for safer use
- A workflow worksheet for repeatable tasks
- Practical exercises that turn the book into action



How to Get the Most Value

- Read one page while revisiting the matching audiobook section
- Keep the SCOPE and verification pages handy for important work
- Use the worksheet to turn one recurring task into a workflow
- Treat the first response as a draft when quality matters
- Revisit the privacy page before sharing sensitive information



3. The Big Goal

You do not need to become a prompt engineer.
You need a repeatable way to work with ChatGPT.

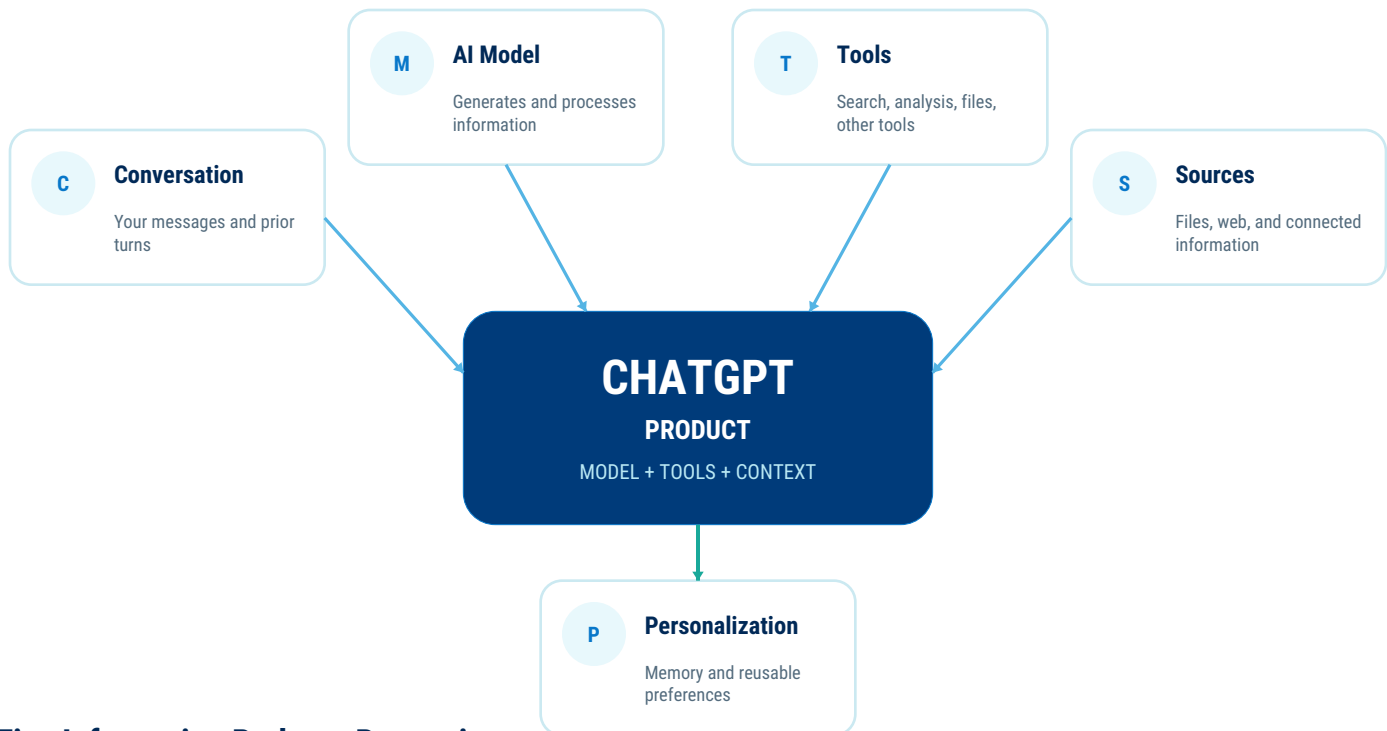
The guide focuses on durable methods: define the task, provide useful context, choose the right evidence, review the output, verify what matters, and apply human judgment.

The ChatGPT Map

How the product and information paths fit together

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ChatGPT is more than a model. The product can combine conversation, models, tools, sources, and personalization. For important work, ask: where did the answer come from?



Five Information Paths to Recognize



Simple takeaway:

ChatGPT is the full product, not just the model. Before you trust an important answer, identify the information path that produced it and choose a verification method that fits that path.

SCOPE

Anatomy of a strong prompt

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A strong prompt is a clear brief. SCOPE helps you include only the situation, constraints, objective, provided material, and expected output the task actually needs.

S	SITUATION	C	CONSTRAINTS	O	OBJECTIVE	P	PROVIDED MATERIAL	E	EXPECTED OUTPUT
	Background that changes the answer		Boundaries and rules		The outcome you need		Evidence ChatGPT should use		What the deliverable should look like
	Who? Why? Audience? What happened?		Length, deadline, tone, budget, source rules		Use an action verb. Make success observable.		Files, notes, data, links, source of truth		Format, order, depth, fields, length

Use only the elements the task actually needs. Simple tasks can stay simple.



A SCOPE Prompt in Practice

SITUATION: I have a 45-minute renewal meeting tomorrow with an existing customer.

CONSTRAINTS: Use only the attached account notes. Do not invent customer views.

OBJECTIVE: Help me determine whether support response time is the real blocker and secure a decision timeline.

PROVIDED MATERIAL: The attached account notes are background and the source for confirmed facts.

EXPECTED OUTPUT: Create five questions, three likely concerns, a suggested opening, and facts I should verify.

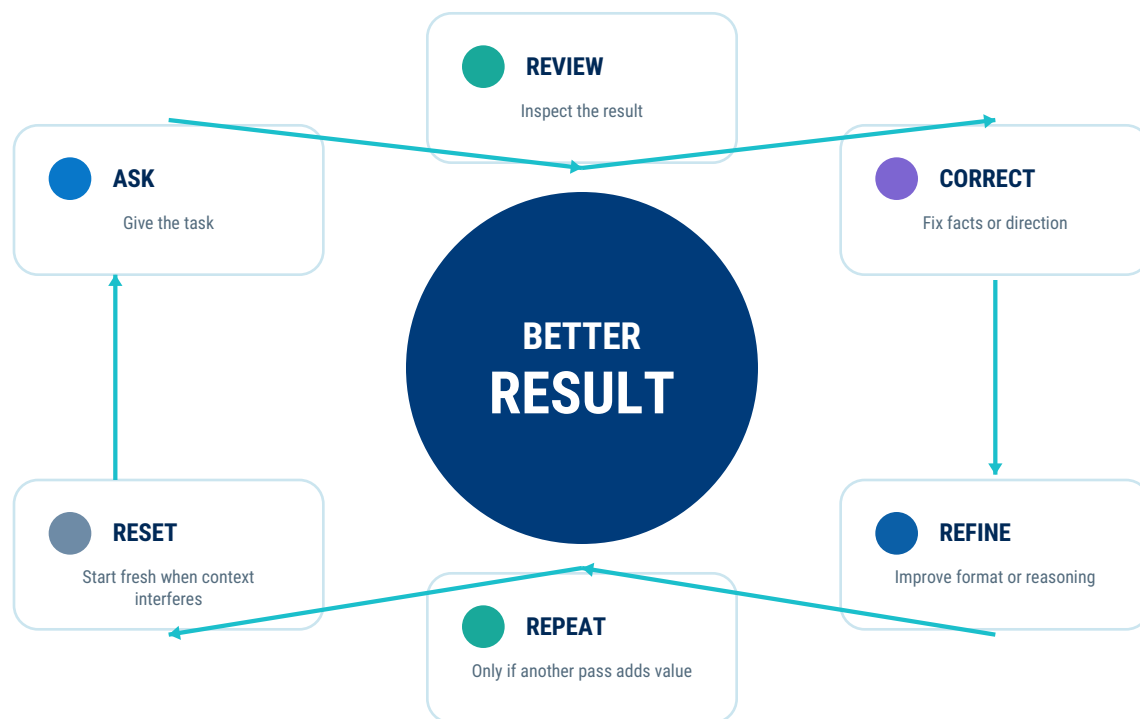
SCOPE = enough context + useful boundaries + a clear outcome + evidence + usable format

The Prompt Improvement Loop

Treat the first response as a draft, not a finish line

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Improve the result in deliberate passes: review, correct, refine, then repeat only while the next pass adds value.



Three Controls That Improve Iteration

- 1 Correct errors explicitly**
State the right fact, name the source of truth, and say what should remain unchanged.
- 2 Separate thinking from polishing**
Challenge the logic and evidence before asking for a cleaner rewrite.
- 3 Know when to start fresh**
Use a new conversation when old context is cluttered, conflicting, or biasing the review.

Simple takeaway: iteration is part of the method, not evidence that the first prompt failed.

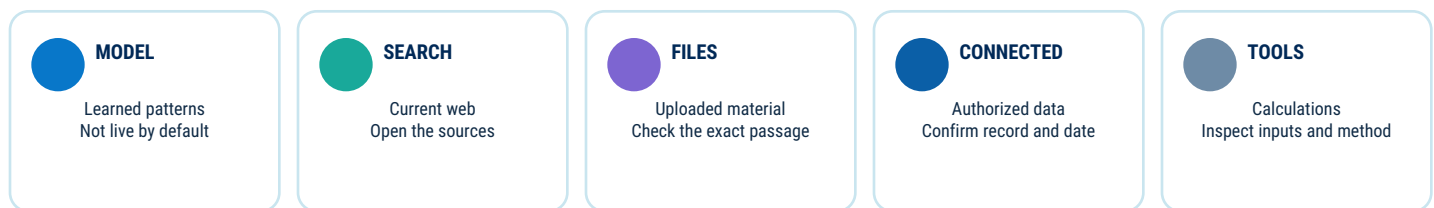
Verification Toolkit

How much checking does this answer deserve?

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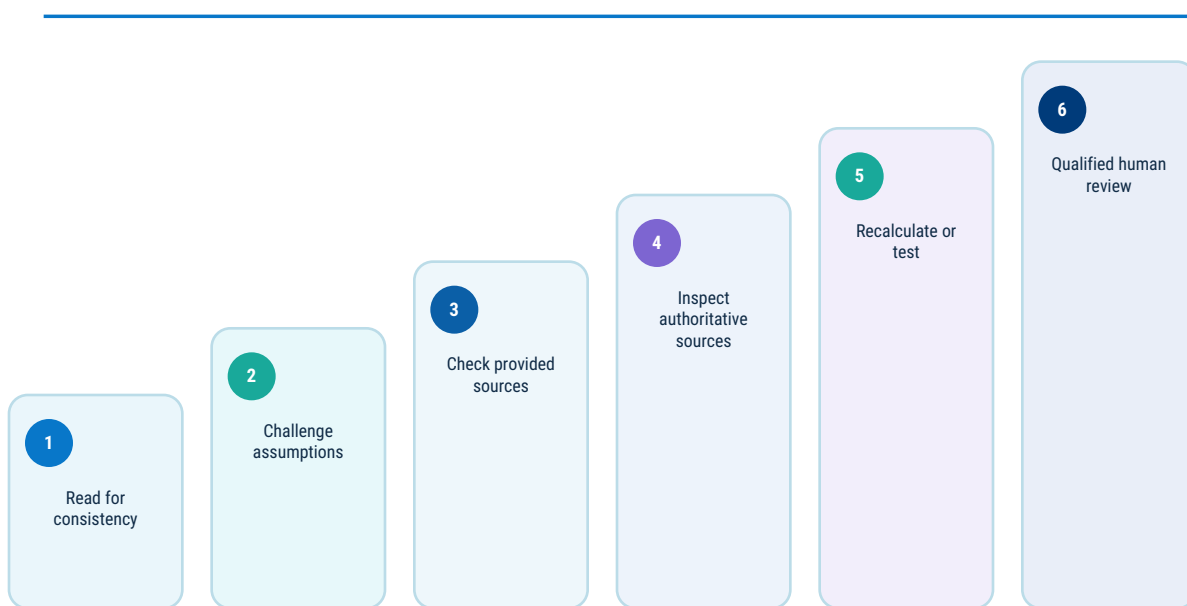
Different tasks deserve different levels of checking. First identify the information path. Then increase verification as the consequence of error rises.

1. Where Did the Answer Come From?



2. Verification Ladder

HIGHER CONSEQUENCE = STRONGER VERIFICATION



Before You Trust an Important Output

Is it factual or creative? • Could the information be stale? • What source supports the claim? • What is missing? • What happens if this is wrong?

Common ChatGPT Mistakes

Fluent output is not proof of correctness

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Most serious failures are repeatable. Recognizing the pattern makes it easier to redesign the task before the error matters.

1

Vague task

Topic instead of a defined outcome

2

False confidence

Polished language treated as evidence

3

Self-verification

Asking the same system "are you sure?"

4

Unchecked citations

A citation is accepted without opening it

5

Stale information

Current question answered without a current source

6

Too little context

Audience, purpose, or constraints are missing

7

Too much context

Irrelevant material hides what matters

8

First answer = final

No review, challenge, or refinement

9

Privacy overshare

Sensitive data shared without need or authority

10

Automating a bad process

Weak process made faster instead of better

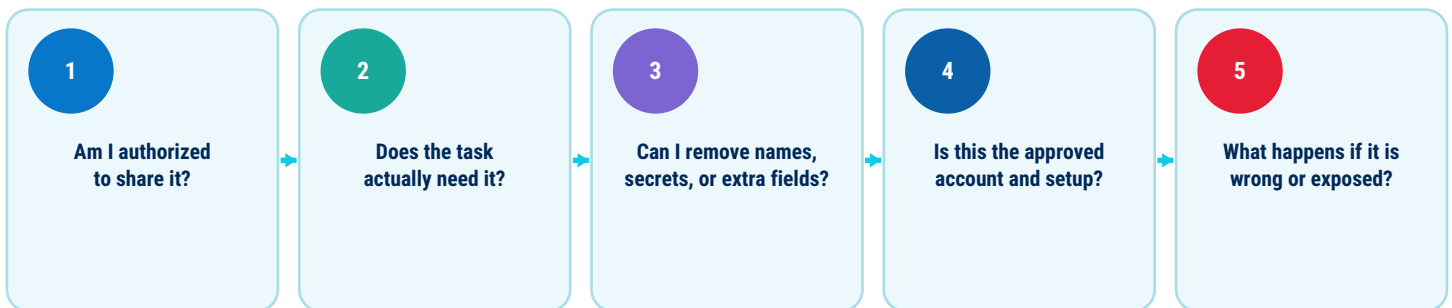
Confidence is a writing style. Evidence is a reason to believe a claim.

Review. Challenge. Change the evidence path. Verify what matters.

Before You Share Information With ChatGPT

A practical privacy and authorization decision guide

Privacy starts before product settings. First ask whether you are authorized to share the information, whether the task needs it, and whether you can minimize what you provide.



If the answer is unclear, minimize, remove, or stop.



Do Not Automatically Share

- Passwords, credentials, or security secrets
- Customer or employee information not needed for the task
- Proprietary documents you are not authorized to provide
- Sensitive data when a smaller excerpt or summary would work
- Information governed by policy, contract, law, or classification rules



Safer Habits

- Use data minimization
- Remove names, account numbers, and extra fields when possible
- Use approved organizational accounts and configurations
- Tell ChatGPT which source is authoritative
- Keep human approval for consequential actions

Simple takeaway

Privacy control does not equal permission to share.

ChatGPT Workflow Worksheet

Turn a recurring task into a repeatable, reviewable method

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Use this page to map one task from trigger to completion. The goal is not to automate everything. The goal is to make the work clearer, more reliable, and easier to reuse.

Task	Trigger	Input	Source of Truth	ChatGPT Assist	Human Review	Next Action
1.						
2.						
3.						
4.						
5.						

Classify the Task by Stage

PREPARE

Collect context and sources

PLAN

Define outcome and sequence

PRODUCE

Draft, analyze, transform

REVIEW

Check facts and fit

REUSE

Save what works

Useful Questions

- 1 What outcome do I need?
- 2 Which source is authoritative?
- 3 Where can ChatGPT assist?
- 4 What must a person review or decide?
- 5 What can be reused next time?

Simple takeaway: improve the process before you automate it.

Five Practical Exercises

Build stronger ChatGPT judgment by using what you learned

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1

1. Upgrade a Vague Prompt

Take one real task and rewrite it with the SCOPE elements that materially change the answer. Remove anything that does not help.

2

2. Run the Improvement Loop

Ask, review, correct, and refine one response. Stop when another pass no longer adds meaningful value.

3

3. Verify With a New Evidence Path

Choose one factual claim. Locate a primary or authoritative source instead of asking ChatGPT to simply confirm itself.

4

4. Turn a Repeated Task Into a Workflow

Pick one recurring task. Map the trigger, inputs, source of truth, ChatGPT assist, human review, and next action.

5

5. Challenge the Recommendation

After ChatGPT recommends something, ask for the strongest case against it, the assumptions that drive it, and the evidence that would change the conclusion.

Keep Learning

Explore more titles in the Made Simple series:

- Current: AI Made Simple
- Planned: AI Prompting Made Simple
- Planned: AI Agents Made Simple

WEB

Visit BotsAndBosses.com for resources and future titles.

**Better ChatGPT use is not about longer prompts.
It is about better task definition, evidence, review, and judgment.**