

Organise your life with ChatGPT

Power through everyday tasks and free up more time for yourself

132

Pages of
expert advice

Save hours on
work projects

Plot a midlife
career change

Lower stress levels
and boost sleep

How to negotiate
a pay rise

Book bargain
holidays and
flights

Plan meals
and parties in
minutes

WRITTEN *by* HUMANS



for HUMANS

AN INDEPENDENT PUBLICATION

ANTHEM
PUBLISHING



Organise
Your Life with
ChatGPT
£9.99

Organise your life with ChatGPT

Anthem Publishing Ltd,
Media House,
1 Widcombe Parade, Bath,
BA2 4JT, UK
shop@anthem.co.uk
01371 853609

EDITOR **Barry Collins**

ART EDITOR **Andrew Sumner**

PRODUCTION EDITOR **Priti Patel**

PUBLISHER/MD **Sally FitzGerald**
sally.fitzgerald@anthem.co.uk

HEAD OF ADVERTISING
Megan Gibbings
megan.gibbings@anthem.co.uk

HEAD OF MARKETING
Cara Northcott
cara.northcott@anthem.co.uk

DIRECT MARKETING MANAGER
Rosie Pankhurst
rosie.pankhurst@anthem.co.uk

LICENSING **Regina Erak**
regina.erak@globalworks.co.uk

CHIEF CREATIVE OFFICER **Jenny Cook**

CEO **Jon Bickley**

PRINT
William Gibbons & Sons Ltd
Tel +44 (0) 1902 730011

DISTRIBUTION
Marketforce UK
121-141 Westbourne Terrace,
London W2 6QA

ALL IMAGES
© iStock and ChatGPT
Cover image iStock

ANTHEM | PUBLISHING PPA

Established 2002. Founding Directors:
Paul Pettengale, Simon Lewis, Jon Bickley

The content in this publication was created by Catalysed Productions Ltd. All content copyright Anthem Publishing Ltd, 2026, all rights reserved. While we make every effort to ensure that the factual content of *Organise your life with ChatGPT* is correct, we cannot take any responsibility, nor be held accountable, for any factual errors printed. No part of this publication may be reproduced, stored in a retrieval system or resold without the prior consent of Anthem Publishing Ltd. Anthem Publishing recognises all copyrights contained within this issue. Where possible, we acknowledge the copyright holder. *Organise your life with ChatGPT* is a trademark owned by Anthem Publishing.

Time to get organised



Modern technology is often blamed for sapping away our free time. The time we spend answering emails, on video calls, or mindlessly scrolling through apps on our phone. Well, at last, here's a technology that genuinely gives us back more time than it takes!

ChatGPT has come a long way from the amazing but limited chatbot we first saw in 2022. Nowadays, it can conduct "deep research" on your behalf, click through travel websites to find you the cheapest flights and holidays, generate time-saving spreadsheets, and even create apps for you.

As this guide will illustrate, there's all manner of ways in which ChatGPT can help you organise your life. Whether it's boosting your personal wellbeing, reviving your career, getting help around the home, or helping you to learn something new – the tips you'll pick up on these pages could make a genuine difference to your daily life.

Throughout this guide, we'll provide you with prompts that you can enter into ChatGPT, each of which has been tested by our editorial team. The prompts are highlighted in text as follows:

.....
This is the format we use for ChatGPT prompts.
.....

There's no guarantee you'll get the exact results we did by entering those prompts – AI models are changing all the time, and results are now personalised to each user. However, they will give you a flavour of the hundreds of different little life-changers that you can experience with your AI assistant.

Enjoy the guide and look forward to all the spare time you're about to have on your hands!

Barry Collins
Editor

Contents

Meet your new life coach

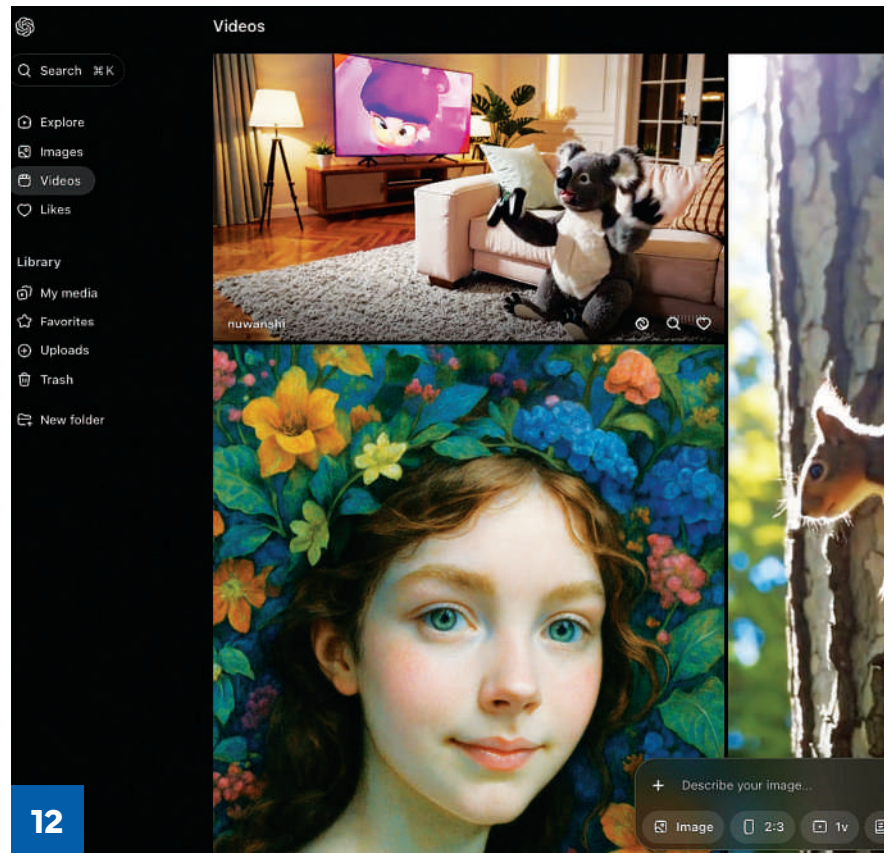
- 8 How ChatGPT works
- 10 Can you trust ChatGPT?
- 12 New features you might not know
- 14 The different ways to access ChatGPT
- 16 Tips on talking to ChatGPT

Boost your wellbeing

- 20 Create an exercise plan
- 22 Eat more healthily
- 24 Declutter your mind
- 26 Lower your stress levels
- 28 Improve your sleep
- 30 Monitor your personal wellbeing **TUTORIAL**

Revive your career

- 34 Plan a mid-life career change
- 36 Make your CV sparkle
- 38 Perfect job applications
- 40 Master the job interview
- 42 Negotiate a pay rise or promotion
- 43 Resolve work conflicts
- 44 Find a side hustle
- 46 Plan for retirement
- 48 Make homeworking work **TUTORIAL**





70



96

Better personal relationships

- 52** Pimp your dating profile
- 54** Work through personal problems
- 56** Find ways to cope with kids
- 58** Dealing with bereavement
- 60** Write a wedding speech **TUTORIAL**

Help around the home

- 64** Redecorate in style
- 66** Solve tech problems
- 68** Cook quick dinners
- 69** Use up what's in the fridge
- 70** Help the kids with homework
- 72** Declutter your home
- 74** Plan a party
- 76** Plan out your gardening year **TUTORIAL**

Win back time

- 80** Create a schedule
- 82** Smarter to-do lists
- 84** Find missing motivation
- 86** Save time on research
- 88** Get on top of your email
- 90** Organise a project **TUTORIAL**

Explore the world

- 94** Bespoke travel guides
- 96** Find bargain holidays and flights
- 98** Communicate with the locals
- 100** Keep a travel journal
- 102** Get emergency help
- 104** Plan the trip of a lifetime **TUTORIAL**

Learn something new every day

- 108** Daily learning prompts
- 110** Help with your studies
- 112** Organise a book club
- 114** Develop your coding skills
- 116** Discover new music
- 117** Put new art on your walls
- 118** Research family history **TUTORIAL**

Have fun!

- 122** Puzzles, games and quizzes
- 124** Find a new hobby
- 125** Disappear down rabbit holes
- 126** Co-write a story
- 127** Film & TV recommendations
- 128** Run a pub quiz **TUTORIAL**
- 130** 10 fun prompts to try





Meet your new life coach

No matter what you want to do, there's a way ChatGPT can help. So let's get acquainted! We start with the basics of access, new features, and using the AI to best effect – but also reveal whether you can really trust its responses.

8

How ChatGPT works

10

Can you trust ChatGPT?

12

New features you might not know

14

The different ways to access ChatGPT

16

Tips on talking to ChatGPT

How ChatGPT works

Find out what's going on behind the scenes

E

ven though we've grown used to AI tools becoming part of our modern existence, there's

still something faintly magical about ChatGPT. You type (or speak) words into a screen and, a few seconds later, it responds with a perfectly coherent answer.

Of course, it isn't only text that ChatGPT can spit out. It can generate images of almost anything you can imagine; it can create complicated spreadsheets that do exactly what you want; it can scour the internet and produce a detailed report – complete with images, tables and graphs – on almost any topic you please.

It's extraordinary stuff, but how does it work? And what can it do for you? Let's dive in and find out.

How ChatGPT works in layman's terms

You've probably heard ChatGPT described as “predictive text on steroids” or such like, and while there's a degree of truth to that, it's also a gross simplification.

ChatGPT is based on a type of AI called a large language model (LLM). It is indeed trained to spot what words should come next, based on huge swathes of training data. So, in just the same way that you and I would probably guess that the word that follows “we wish you a merry Christmas and a happy new” would be “year”, so the AI does that on a much larger, more sophisticated scale.

At its core is a neural network, layers of mathematical functions loosely inspired by the way neurons connect in our brains. The LLM is trained on billions of words of text gathered from books, newspapers, the internet and other sources, and the neural model learns how language flows, how sentences are structured, and how questions are normally answered.

Explain how a neural network works

A neural network is a big stack of weighted maths functions pretending to be a brain. Here's the blunt breakdown:

1. Inputs go in

You feed it numbers — pixels of an image, tokens of text, audio features, whatever. Nothing magical: just vectors.

2. Each neuron does a tiny calculation

A neuron multiplies each input by a weight, adds them up, adds a bias, then runs the result through an activation function (ReLU, sigmoid, etc.).

Formula: $\text{output} = \text{activation}(W \cdot x + b)$.

That's it. No sparks, no thoughts.

3. Layers turn simple operations into complex transformations

Stack these neurons in layers.

- Early layers extract basic patterns (edges in images, character patterns in text).
- Middle layers spot more abstract structures (shapes, words).
- Deep layers detect concepts (faces, meanings, sentiment).

Each layer just feeds its output into the next.

For anything you don't understand, ChatGPT has the answers.

It's piecing together hugely complex patterns to produce the most likely response to your prompts

It doesn't understand or think in a human sense – even though ChatGPT will often tell you it is “thinking”. It's just piecing together hugely complex patterns to produce the most likely response to your prompts.

Of course, text isn't the only thing it can do. It can generate videos and images, create spreadsheets, and code apps. Each requires different, specialised tools behind the scenes, and some will use deeper reasoning passes (ie. taking longer to “think through” answers several times) to improve the accuracy of the AI's responses. Indeed, you can even tell the AI to take its time and apply greater reasoning by putting ChatGPT into Thinking mode, for better – but more slowly formed – answers.

The changing models

The language models that ChatGPT uses are constantly evolving. At the time of writing, the latest model is called GPT-5.1, but you may also still be able to access older models such as GPT-4o.

Generally, the latest models bring new capabilities and greater intelligence. And that's one of the reasons why you can never guarantee that you'll get the same answer from ChatGPT twice. Ask the exact same question a few weeks apart, and you might get a totally different answer, so while there are hundreds of

different sample prompts throughout this guide, you're highly unlikely to ever see the exact response you see here. Not least because all manner of other factors beyond the AI model itself are in play, such as new information becoming available over the internet, or answers that are personalised to the user's preferences and stored data.

Know AI's limits

So now we have a rough idea of how ChatGPT works, it's worth spending a minute or two focusing on what the chatbot can't do.

ChatGPT's biggest drawback is that it doesn't know its own limits. It doesn't know what it doesn't know. And so you can get what's known as "hallucinations", answers that are either completely or partly false. It can cite legal cases that never took place, invent quotes that were never said, and declare facts that are pure fiction.

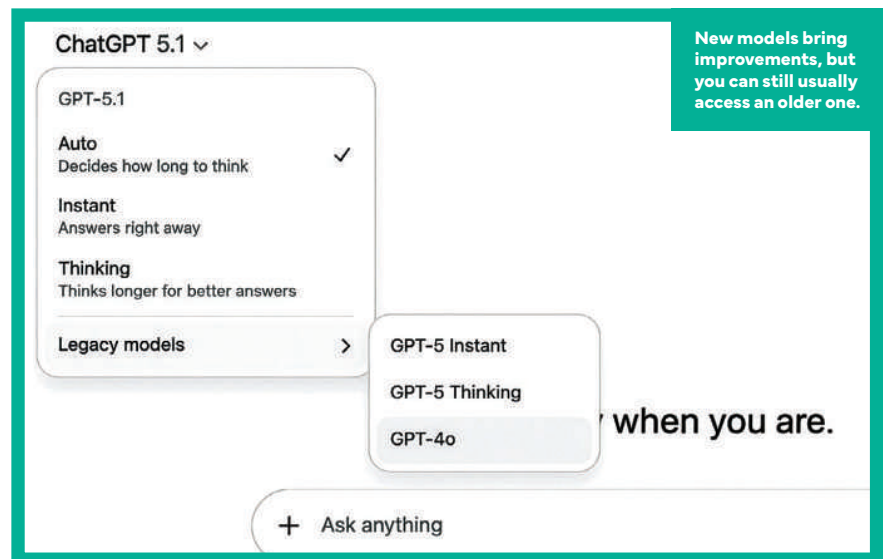
New features are constantly being added to ChatGPT to make its answers more reliable, not least allowing the AI to search on the internet for up-to-date information. But just like many human readers are hoodwinked by "fake news", so too can AI be. Overleaf, we'll discuss whether you can trust ChatGPT, and ways to check the information it's giving you.

How can it help me with everyday life?

This guide is going to cover dozens of ways in which ChatGPT can help you organise your everyday life – but in the most general terms, you can think of the AI as a virtual personal assistant that's available 24 hours per day (aside from the odd technical hiccup).

This guide will provide plenty of advice on how to prompt the AI to achieve specific outcomes, but actually talking to ChatGPT in much the same way you would a human assistant is a great start. Ask questions, ask it to explain parts of the answer you don't understand, ask follow-up questions. ChatGPT is brilliant at interpreting what you mean, and you don't need to worry about using specific keywords or terminology. Just start talking.

And when we say talking, we literally



ChatGPT is great for verifying facts – but can on occasion make stuff up, too.

Is the moon made of cheese?

No. It's a lump of rock, dust, and frozen relics of an early, very violent Solar System. Anyone still pushing the cheese thing is taking the

"Can you give me a quick breakdown of today's football headlines?"

00:03

Sure! So, the big football headlines today: Arsenal's Eberechi Eze scored a hat-trick, helping Arsenal beat Tottenham 4-1 and stay top of the Premier League. There's also news that Pep Guardiola has apologized for an incident with a camera operator after Man City lost to Newcastle. And quite a shocking bit of news from the U.S.: a University of Alabama at Birmingham football player was arrested for allegedly stabbing two teammates. The Guardian +1

📄 👍 🗨️ 📌 ... 🔍 Sources

It can deliver short summaries, and provide more details, on request.

"What was the incident with Pep and the cameraman about?"

00:02

So basically, after Man City lost to Newcastle, Pep Guardiola ended up having a bit of a confrontation with a cameraman. He's already said he's embarrassed and ashamed about it, and he did apologize right away. Sounds like he just acknowledged he's human and can slip up sometimes, even after a thousand games in management. Reuters

mean it. If you're not great at typing, both the smartphone and mobile/desktop apps (see p14 for more on these) feature Voice mode, so instead of tapping out long prompts or replies, you can simply talk to the AI – provided your device has a microphone. You'll be astonished at how

well it understands the spoken word – and not just in English, but many other languages too.

Once you start using ChatGPT, you'll find it useful for all manner of queries and tasks. In fact, it could easily become part of your everyday life. 🟢

Can you trust ChatGPT?

The truth about whether AI is telling the truth

A

sking whether or not you can trust ChatGPT (or any AI service) is a bit like asking whether you can trust the weather forecast.

You're absolutely right to start from a position of not placing your trust in AI, in the same way you're absolutely right to look out of the window before leaving the house without a coat.

ChatGPT can, and will, get things wrong – and that isn't a controversial statement. At the bottom of every answer, you'll find a line of small print saying "ChatGPT can make mistakes. Check important info."

But that doesn't mean every answer the AI spits out is liable to be incorrect – far from it. Here we'll run through why the AI might make mistakes and ways you can verify what it's telling you.

Why might AI be wrong?

There are many reasons why an answer the AI delivers might be plain wrong.

In the early days of ChatGPT, it earned a fairly poor reputation for factual accuracy because it was relying purely on outdated training data. Early versions of the chatbot didn't have access to the internet, so if in late 2022 you asked ChatGPT to name the UK's prime minister, it would often reply that it was Boris Johnson, not Rishi Sunak – simply because Johnson was the PM at the time of its last training data update.

Those types of errors can still occur. Although ChatGPT now has the ability to check for up-to-date information online, it doesn't always use it. And that means you can get answers that are outdated.

However, even if the AI does perform an online search before delivering an answer, there's no guarantee that will be right either. We doubt this will come as breaking news to anyone, but stuff published on the internet isn't always correct. The AI will often check multiple sources to verify facts, but it can still be led astray by a rogue source, especially if you're asking a relatively niche question, where there may only be a few sources of online information.

ChatGPT has the ability to check for up-to-date information online, but it doesn't always use it – which means answers can still be outdated

ChatGPT used to struggle with imparting timely information.

Keir Starmer



Who is the UK's prime minister?



The Prime Minister of the United Kingdom is Keir Starmer, who took office on 5 July 2024. gov.uk +2

📄 📌 🗣️ 📄 🔄 ... 🌐 Sources

Even if the sources the AI chatbot has referenced are factually impeccable, it can still make inference errors. ChatGPT is often condensing lots of information into much shorter answers, and the downside of this is that the AI can introduce errors or over-simplifications.

How accurate is ChatGPT?

It's very hard to say with any certainty how accurate ChatGPT is. The best information we have is the benchmarks published by OpenAI itself, but there's always the suspicion that companies will cherry-pick or optimise for the benchmarks that make their products look good.

At the time of writing, the latest AI model being used by ChatGPT was called GPT-5.1. According to information published by OpenAI, that model would score up to 99.6% in the AIME 2025 Competition math benchmark, 87.3% in the GPQA Diamond PhD-level science questions, and around 35% in Humanity's

Last Exam, which is described as expert-level questions across a range of subjects. So, you can see there are areas such as maths and physics where the AI seems particularly strong, but it's much less reliable (although improving rapidly) in other areas.

That said, those benchmarks are tough, and they largely test reasoning capability, not fact retrieval. A score of 35% in Humanity's Last Exam doesn't mean it will get two-thirds of all answers wrong. In our experience, ChatGPT's accuracy has improved vastly over the years, although it's still imperfect.

One of the key caveats in those benchmark scores is that ChatGPT does much better in "Thinking" mode. So, if you have a complex question or you're suspicious an answer you've been given is incorrect, it's worth putting the ChatGPT in Thinking mode from the dropdown menu at the top of the screen to improve the chances of an accurate answer.

A rectangle has one side 14.3 cm long and another side 22.0 cm long, each measurement being correct to the nearest mm. What is the error interval for the true value of the perimeter?

Each side is given correct to the nearest millimetre, so each has an error of ± 0.05 cm.

- Side 1: 14.3 cm
 $\Rightarrow 14.25 \leq \text{length} < 14.35$
- Side 2: 22.0 cm
 $\Rightarrow 21.95 \leq \text{length} < 22.05$

Perimeter $P = 2(\text{side}_1 + \text{side}_2)$.

- Minimum perimeter:
 $P_{\min} = 2(14.25 + 21.95) = 2 \times 36.20 = 72.4$ cm
- Maximum perimeter (using upper bounds, but not including them):
 $P_{\max} = 2(14.35 + 22.05) = 2 \times 36.40 = 72.8$ cm, but this is not included.

So the error interval for the true perimeter is:

$72.4 \leq P < 72.8$ cm

Maths problems are a strong point for the AI; some other areas not so much.

Ask the AI from where it sourced the information to check its answers.

Who is England's leading run scorer of all-time in men's cricket?

The leading run-scorer of all time for England men's Test cricket is **Joe Root**, who surpassed Alastair Cook's record. en.wikipedia.org - 1

W Sources

How to check answers

How do you verify if what the AI is telling you is accurate? One way is to check the sources ChatGPT has generated its answers from. For example, when we asked ChatGPT who was England's leading run scorer of all-time in men's cricket, it answered that it was Joe Root. But underneath the answer was a link to the "sources" from where it had gathered that information. When we click on that, a side-panel opens with citations from Wikipedia, Sky Sports and YouTube, showing dates on when those articles were published in some cases. You can also click to read those articles for yourself.

Citations

W en.wikipedia.org
Joe Root - Wikipedia
Today — Root is currently the leading run-scorer among all active batsmen, the second highest run-...

More

skyasports.com
England batting star becomes second highest all-time Test run ...
July 26, 2025 — Joe Root: England batting star becomes second highest all-time Test run-scorer...

youtube.com
Joe Root becomes the second-highest Test run-scorer - YouTube
July 25, 2025 — Subscribe to Sky Sports Cricket: <http://bit.ly/SubscribeSkyCricket> - Watch Sky...

youtube.com
Joe Root becomes England's leading Test-match run scorer
October 9, 2024 — ... England's highest Test run-scorer of all time #SkySportsNews #SkySports...

W wikipedia.org
List of England Test cricket records - Wikipedia
Len Hutton in 1938 - Len Hutton has scored the highest individual Test score (304) for England. '...

When not to fully trust ChatGPT

ChatGPT can give accurate, helpful advice in all of the areas we've listed on the right, but it isn't a lawyer, a medical professional or a financial expert. Therefore, we'd strongly advise that you don't place your full trust in its advice in the following areas without consulting a professional or other trusted sources:

- Health, diet or medical conditions
- Financial advice, including investments and stock tips
- Legal matters

If you let your children use ChatGPT, it's also worth having conversations about how AI can get things wrong, and the

reasons they shouldn't place 100% faith in everything the AI delivers.

ChatGPT is extremely capable, but fallible. Treat it as a tool – not a source of truth – and verify anything that carries consequences.

New features you might not know

Explore tools that go beyond basic chat



When ChatGPT first launched in late 2022, it was nothing more than a chatbot.

Since then the service has added all manner of features, including the ability to generate images, to search the web, and to perform “Deep Research”, to name but a few.

New features are being added to the service all the time, and although many of them start as perks for paying subscribers, they often eventually work their way down into the free tier, too.

Here are a few of ChatGPT’s recently added features that you may not have used or aren’t sure what to do with.

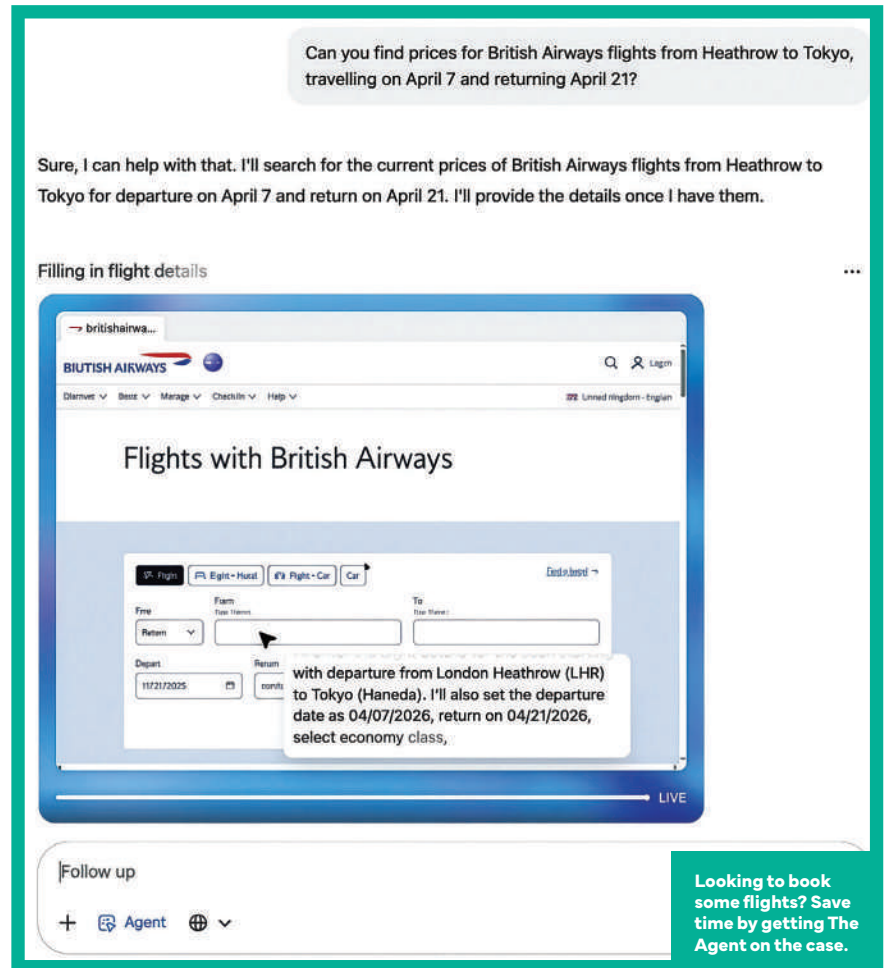
The Agent

The first time you activate Agent mode, put a cushion on the desk in front of you to soften the blow of your jaw dropping.

The Agent can navigate websites much like a human would: scrolling through pages, clicking on links or filling out forms. All of this happens in front of your eyes, as you watch the AI click around a web browser, providing a running text commentary on what it’s doing.

Just to be clear, the web browser that The Agent uses isn’t the web browser on your computer or smartphone. It runs a browser window on ChatGPT’s own servers and shows you what it’s doing. That’s less risky than an AI agent running on your own computer, since there’s no risk of the AI inadvertently clicking on a malicious link and installing malware on your PC, for instance.

Why would you want to use The Agent? Well, let’s say that you wanted to check



the price of flights for a specific day from different airlines. If you’ve ever been to an airline website, you’ll know it’s a form-filling nightmare, clicking all manner of dropdown menus and fighting pop-up promotions. With The Agent activated, you can simply tell ChatGPT the days and times you wish to travel, from which airports, and let it get on with pricing up the flights and checking availability.

The Agent shouldn’t be used to book the flights; definitely do not enter your credit card details into ChatGPT. But it can do the legwork, to save you time.

To activate The Agent, click + in the prompt bar and select Agent mode. We’ll show examples of how to use The Agent throughout this guide.

The Codex

ChatGPT has been a very competent coder ever since it first arrived. However, successive upgrades to the AI models and the arrival of the Codex has made it an even better coding companion.

The Codex – which you can find in the top left-hand menu – is really designed for coding enthusiasts and professionals. If you just need a few lines of code to, say, alter a small part of the design of your website, you’re probably better off using the regular chat.

The Codex integrates neatly with GitHub (a service where programmers publish and collaborate on their code), as well as coding apps such as Microsoft’s

Visual Studio Code (which is free to download from code.visualstudio.com). Once you've paired the Codex with Visual Studio Code, you can open a chat sidebar in the software and ask it to complete coding jobs for you.

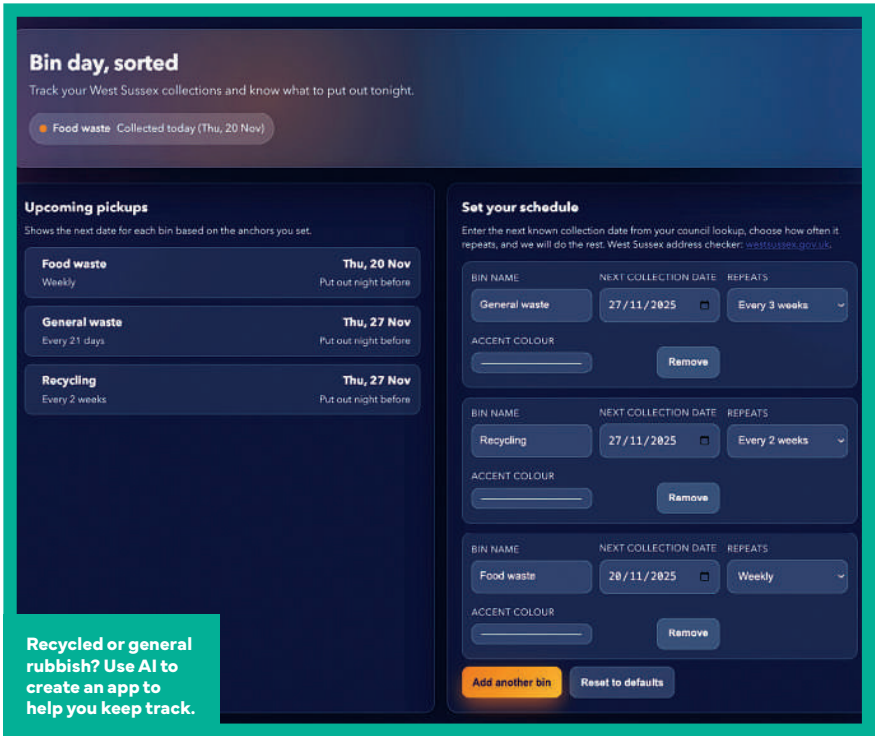
For example, in just a few minutes we used the combo of Visual Studio Code and the Codex to create a simple web app that reminds us which bin to put out each week! Note that you'll need a ChatGPT Plus subscription to unlock the Codex.

Sora

Sora is ChatGPT's text-to-video service, which arrived in the early part of 2025. However, if you're a UK user and have noticed it has disappeared from the main ChatGPT menu, there's a reason.

OpenAI overhauled Sora, changing it from a straight video-generation service into something akin to a social network, where users can create AI videos and share them with others.

At the time of writing, the new Sora hadn't been released in the UK/EU, because of tighter regulations surrounding AI and social media services in those regions. But it's likely to be only a matter of time before the new Sora is once again unleashed in Europe, allowing you to create short video clips from text prompts. You can still access the old service at sora.chatgpt.com.



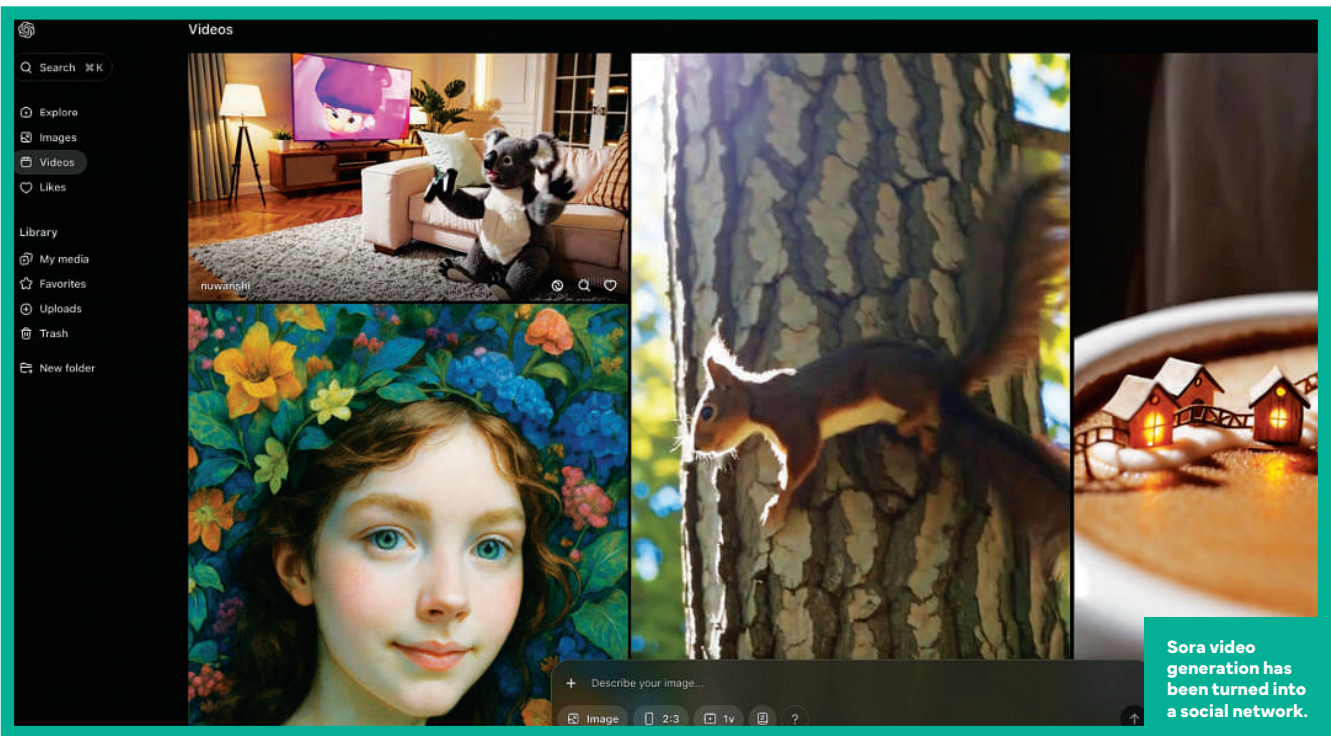
Temporary chats

They've been in ChatGPT for a while now, but they're one of the service's lesser-known features. You can start a temporary chat by clicking on the speech bubble made up of broken dashes in the top-right of the screen. This ensures that anything you type won't appear in the ChatGPT chat history, or be added to the AI's memory of things it notes about you.

If there's a sensitive topic you wish to discuss, or you're asking a question for a friend that you don't want the AI

to confuse with you, you might want to do so in a temporary chat. You'll know you've entered temporary chat mode, because the prompt box goes black (assuming you're using the regular white background).

Note that temporary chats can still draw on past memories, so don't be alarmed if the answer still appears to be personalised to you.



The different ways to access ChatGPT

There are many ways to access your AI assistant

M

any people think of ChatGPT purely as a website, but there are now multiple ways to access the AI service. There are apps for smartphones, tablets and desktop PCs. There are web browser extensions. There's even a full-blown ChatGPT web browser out there.

Accessing ChatGPT via these different methods can open up features that simply aren't available via the website. For example, installing the desktop app lets you use ChatGPT to interact with other apps installed on your computer.

Read on to discover the different ways of accessing ChatGPT, and the various features on offer from them.

The website

Perhaps the most common way to access ChatGPT is via any web browser from ChatGPT.com.

You don't need to register for an account; you can start chatting with the AI right away. But if you want to access your past ChatGPT conversations or have the AI remember facts about you, you'll need to register. You can log in/register with ChatGPT directly, or you can sign in with your Google, Apple or Microsoft account credentials.

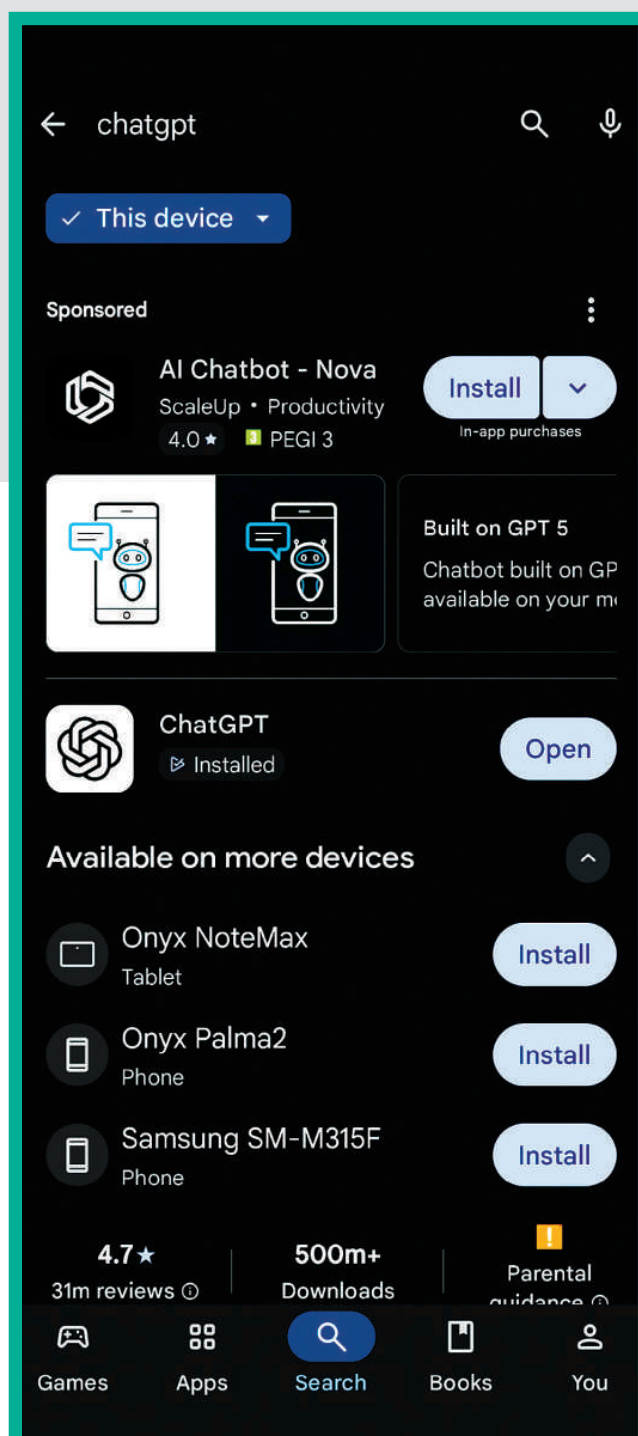
The website is a good choice if you're using the AI to create/edit long documents, or coding (although the ChatGPT app also offers other coding advantages, see below). If your computer has a mic, you can use Voice mode in the web browser, although it doesn't offer the live camera mode available in the mobile app.

Mobile apps

ChatGPT has a mobile app for iPhone, iPad and Android devices. Be very careful when you're searching for the app, because even when you type the name "ChatGPT" specifically in search, "sponsored results" with ChatGPT lookalikes can appear at the top of the results page, as you can see in our screengrab of the Google Play Store, shown on the right.

Unique to the mobile app is the ability to use your phone's video camera in Voice mode, allowing you to show the AI items and ask it for help – such as identifying types of plants, or reading a street sign in a foreign language, for example.

To avoid having to tap out a long prompt on a cramped smartphone keyboard, you can also tap the mic icon in the prompt bar and dictate your prompt. This is different from Voice mode, though, where the AI will respond verbally.



Be aware of ChatGPT lookalikes, when seeking to download the app.

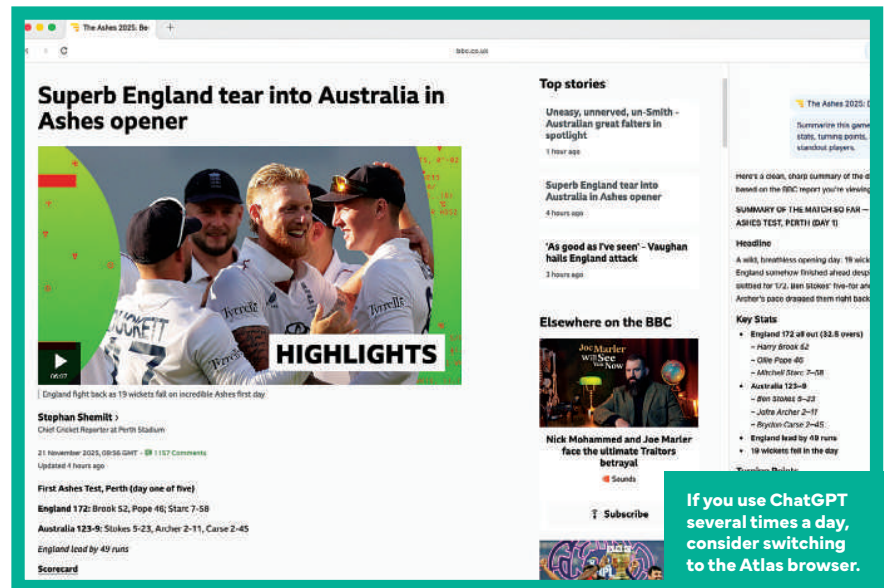
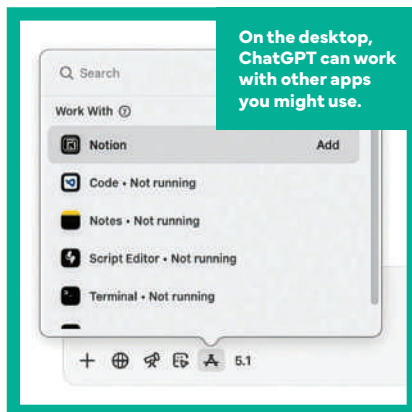
Desktop apps

ChatGPT also has apps for desktop computers/laptops, with versions for both Windows and Mac.

The desktop app has a couple of features that you won't find in the web browser. The first is the ability to interact with other apps that are open on your computer. This only works with select apps, such as Microsoft Visual Studio Code (a coding app), Notion (the notetaking app) and Apple Notes (again, notetaking).

When you have a compatible app open, you can click on the A icon in the prompt window and select the app. Then the AI can directly interact with the app. For example, we have board meeting notes stored in our Notion app. We can ask ChatGPT to summarise those notes, without having to pay for Notion's own AI service.

The second unique feature in the desktop app is Record mode. This can be used to record in-person or online meetings, providing a transcript and summary of the meeting at the end, as well as any action points. You can access this by clicking on the circle icon in the prompt bar.



ChatGPT Atlas

OpenAI recently launched its own web browser, called ChatGPT Atlas. At the time of writing, it's only available on the Mac – but if you spend much of your day consulting ChatGPT, it's worth exploring the switch to Atlas.

As you might expect, Atlas has ChatGPT on standby to help with anything you're looking at online at the time. So, for example, if you've navigated to a long web story, you can click the Ask ChatGPT button in the top right of the browser screen and ask for a summary, or any question you like about the contents of the article.

Atlas is based on the same browser engine as Google Chrome, so you can install all the extensions you might use in Google's browser or Microsoft Edge, and you can import all your bookmarks.

Atlas has ChatGPT on standby to help with anything you're looking at online at the time

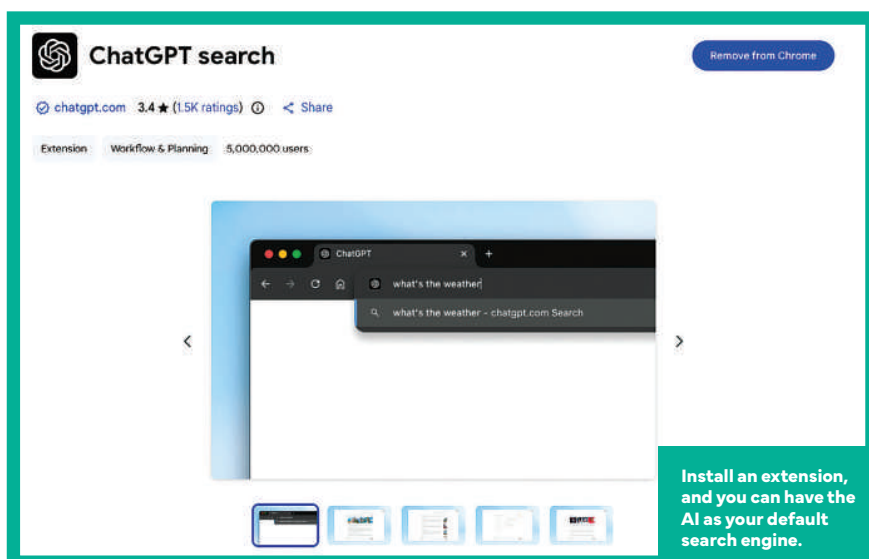
ChatGPT Search extension

If you don't want to go the whole hog and replace your web browser, you could install an extension in your current Chrome browser that changes the default search engine from Google to ChatGPT.

What does this mean in practice? Whenever you type search terms into the address bar, you'll be taken to ChatGPT instead of Google.

If we're being honest, we have mixed feelings over the effectiveness of ChatGPT as a search engine. It's probably better than Google for answering reasonably complex queries, but when it comes to just finding websites, or specific pages/articles from websites that you're trying to locate with keywords you remember seeing on the site in question, ChatGPT is less effective.

Still, it will cost you nothing to find out if this works well for you. To install this in Chrome, go to chromewebstore.google.com and search for "ChatGPT Search" and install the browser extension from there. If you don't like it, you can click on the extension's icon at the top of the browser window and select Remove from Chrome.



Tips on talking to ChatGPT

How to get the answers you're looking for

C

hatGPT is breathtakingly good at understanding what you mean. Even the most

poorly worded prompts will normally receive a sensible answer.

However, if you want to maximise your chances of getting relevant results at the first time of asking, there are tips and techniques you can apply. On these pages, we'll run through four ways to improve the quality and relevance of answers from ChatGPT, potentially saving you time and lowering your chances of hitting any usage limits.

Be specific

If you want to save time when working with ChatGPT, learn to be specific about what you're asking it to do. For example, the following is a terrible prompt:

Give me some holiday ideas.

You'd never walk into a high-street travel agent's (remember those?) and ask them to book you a holiday without any details. You'd tell them how many people you're booking for, when you want to go, the types of destinations you've been looking at, and so on. Sure enough, after we enter the prompt above into ChatGPT and we get a wide-ranging set of answers back (everything from Spanish summer sun to skiing in Switzerland), it says: "If you want, tell me your budget, how long you want to go for, and whether you prefer sun, culture, nature, or doing absolutely nothing – and I'll narrow it to a tight shortlist."

Don't waste time on generic prompts like the one above; give the AI specific details to work with:

Here are some warm, outdoorsy, *non-bog-standard Med* ideas for next August that should be relatively affordable for a UK family.

The more details in your prompt, the better the AI's answers will be.

1. Slovenia – Julian Alps & Lake Bohinj (not Bled)

Vibe: Mountains + lake swimming + proper adventure, without the crowds and prices of the classic Med coasts.

- **Weather:** August air mid-20s°C, lake around/just over 20°C – warm enough to swim, not bath-water. Escape to Bohinj +1
- **What you can do:**
 - Swim, paddleboard and kayak on Lake Bohinj – less built-up and cheaper than Bled. Strel Swimming A...
 - Take cable cars up into Triglav National Park for easy ridge walks and views.
 - Family canyoning, rafting on the Soča, via ferrata near Kranjska Gora, cycling in the valleys. The Guardian
- **Why it's good value:** Food/accommodation still under typical Alpine prices; lots of free or cheap activities once you're there (swimming, hiking, lake days). Slovenia's also being pushed as a family-nature destination with a reputation for being safe and relatively affordable. The Guardian

Don't waste time on generic prompts; give the AI specific details to work with

Give me some holiday ideas for a family of four (two adults, a 13-year-old and a 10-year-old) for next August. We'd like somewhere warm and affordable, but not the normal Mediterranean destinations. We like outdoor activities.

Now we get an answer that's much more likely to tick our boxes, including off-the-beaten-track destinations such as the Julian Alps in Slovenia, with details in the answer that are pertinent to our prompt, such as the outdoor activities that we can do in the recommended locations. You'll waste less time and get better answers if your prompts are finely honed.

Provide context

ChatGPT's memory feature means it should remember facts about you over time: how old you are; what you do for a living; your family status, and so on. It should use that contextual data when providing answers. So, as a long-term ChatGPT account holder, if we ask:

Can you recommend a book for me?

ChatGPT replies with: "Since you're a tech-journalist with deep interest in how digital transformation and AI impact media, here's a book recommendation that hits close to home," before going on to recommend a title.

If you're new to ChatGPT and it doesn't have that stored memory to draw upon, you're going to end up with a very generic recommendation.

There are a couple of ways you can give the AI more context. First, as with the travel prompt, you could prompt ChatGPT with more details about the types of book you like:

I'm a fan of historical non-fiction. Can you recommend a new book for me?

You can also go into ChatGPT's settings and tell the AI about yourself and your interests. Click your profile name in the bottom left of the ChatGPT website, click Settings, then Personalisation – here you can add details such as your occupation, “more about you”, and even a nickname that the AI can call you during conversations.

Also on this menu screen is the stored bank of facts that ChatGPT has remembered about you from previous conversations. Click Manage, next to Memory, and review what the AI thinks it knows about you. Delete any entries that are incorrect or outdated to improve the relevance of answers.

Define answer parameters

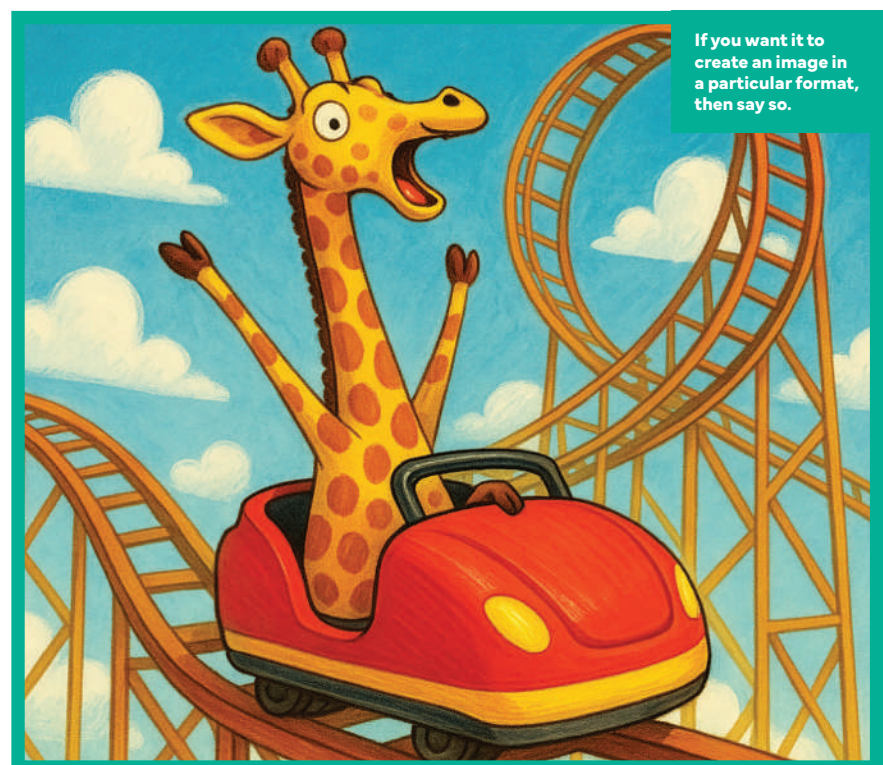
When you ask ChatGPT a question, you probably already have an idea of the type of answer you're hoping for. Don't keep it to yourself; let the AI know how you'd like it to respond. You can define the parameters of the answer in various ways:

Give me five suggestions for a new coffee shop brand name, focusing on low cost.

Explain the English Civil War in 250 words.

Generate an illustration of a giraffe riding a rollercoaster. Make the image square format.

Whether it's the number of suggestions you're looking for, the rough length of an answer or the aspect ratio that you'd like an image created in, ChatGPT will normally adhere to your instructions – if provided.



It isn't only the format of answers that you can specify, but the style, too. For example, by asking the AI to adopt a persona:

Act as my financial advisor. Describe the benefits of getting married.

Now, of course, there are many other benefits to getting married than purely financial ones, but by asking for an answer purely through a financial lens, you should get a more focused answer to your question.

Select the right options

Finally, before you hit Go on a prompt, make sure you have the right model or feature options selected. Models change on a constant basis, but at the top of the screen at the time of writing, you can click on a dropdown menu to choose between Auto, Instant and Thinking modes. Thinking modes are definitely advised for complex queries.

You can also press the “+” button in the prompt bar to unlock options such as Deep Research (an in-depth report) and Canvas (where answers are written in an editable document), which may improve the quality of your results.





Boost your wellbeing

Life whizzes by at quite a pace, and it can be difficult to find time to look after yourself. ChatGPT is your friend here, not only to ensure you exercise and eat well, but also to guide you through the stress points day to day.

20

Create an exercise plan

22

Eat more healthily

24

Declutter your mind

26

Lower your stress levels

28

Improve your sleep

30

Monitor your personal wellbeing

TUTORIAL

Create an exercise plan

Have AI generate a personalised keep-fit regime

T

here's no shortage of keep-fit advice out there, with the world and his lycra shorts

willing to share their own plans to turn you into Joe Wicks in 30 days, GUARANTEED!

However, none of those pre-written exercise plans know the first thing about you. They don't know what you want to achieve, how much time you have to exercise, how old you are, what equipment you have access to, among other things. With ChatGPT as your personal trainer, you can feed it all this information to receive a bespoke plan, which can be adapted at any time, if life gets in the way.

Of course, ChatGPT isn't a fitness professional nor a doctor. Its advice should be taken with caution, and you shouldn't use it to resolve medical conditions.

Lost your mojo for exercise? With ChatGPT's help, you can get it back.



Share your goals

Before you start creating any exercise plan, it's worth sharing your objective with the AI. What do you want to get out of exercise? Are you trying to shift weight? Worried about sitting in front of a computer screen all day? Or do you have a specific event or target in mind? Reveal all to ChatGPT and it can begin to point you in the right direction.

I want to drop from a size 16 to a size 14 before Christmas. Can you create an exercise plan for me?

I want to run a 10k by April. Can you provide a weekly exercise routine building up to the event that gradually helps me run that distance? Currently, I can't run much further than 1 or 2k.

I want to run a 10k by April. Can you provide a weekly exercise routine building up to the event, that gradually helps me run that distance? I can't currently run much further than 1 or 2k.

Got it — you've got about 7 months to prepare, which is plenty of time to build up safely and steadily from 1–2k to 10k. Below is a **progressive weekly routine** designed for beginner-intermediate runners, assuming you're healthy and injury-free. The focus is on **gradual mileage increase, easy paces, and consistent training** rather than speed.

Training Principles

- **3 runs per week** (to allow recovery, but consistent progress).
- **One long run** that grows steadily towards 10k.
- **One short easy run** for building routine.
- **One run/walk interval or "tempo" session** to build endurance.
- **Optional cross-training** (cycling, swimming, brisk walk, yoga, strength) on off-days.
- Increase your long run distance by **no more than 10% each week**.
- Every **4th week** is a "cutback" week (slightly easier) to help recovery.

The AI's tips will see you ready to run that 10k you have in your sights.

Note that it helps to provide ChatGPT with as much information as possible, such as your current weight/size and your current ability. If it doesn't already have such information stored in its memory, it's also worth providing details such as your age and general state of fitness, as ChatGPT can adjust the plan accordingly.

On the second prompt here, ChatGPT provides a detailed plan, broken down into different stages, to help us gradually build our way up to the 10k distance. It also includes tips on how to set a comfortable pace, investing in a decent pair of running shoes, and how to aid recovery from runs.

Create an exercise calendar

It's all well and good creating a plan, but it's another actually sticking to it. However, having the exercise plan lodged in your calendar will ensure you receive a nudge when it's time to head to the gym or pound the pavements.

In response to the prompt on the previous page, ChatGPT had already created an outline of a running plan, but we want to schedule it properly, so in the same conversation thread, we ask:



Can you create a detailed day-by-day schedule for the first four weeks of my 10k plan? I can normally exercise between 6pm and 7pm.

ChatGPT sets about compiling a daily schedule, with details of how much exercise we should do on each day, including cross-training and rest days. If there are days you can't do, or exercise times vary from day-to-day, you can provide details in the prompt.

Now the schedule is created, you might want it in your calendar, so you receive reminders on your phone when it's time to exercise, for example. Ask ChatGPT:



Can you create a file that enters the schedule above into my Google calendar?

ChatGPT creates an iCal file with all the events in the relevant days and time, with details of the exercise required on each day in the description. It also gives instructions on how to import that file into Google Calendar. Ask ChatGPT for help if you don't get the instructions.

16 ■ 18:00 Run/Walk Intervals (Week 1) 6 x (2 min run, 1 min walk). Warm-up 5 mins walk/jog, cool-down 5 mins. Aim: 6–7pm. Wear comfy shoes, conversational pace.	17 ■ 18:00 OPTIONAL: Cross-training (Optional) (Week 1) Bike/Brisk walk/Yoga ~30–40 mins easy. Aim: 6–7pm. Wear comfy shoes, conversational pace.	18 ■ 18:00 Easy Run 2k (Week 1) Conversational pace. Warm-up & cool-down included. Aim: 6–7pm. Wear comfy shoes, conversational pace.	19
23 ■ 18:00 Run/Walk Intervals (Week 2) 7 x (2 min run, 1 min walk). Warm-up/cool-down 5 mins. Aim: 6–7pm. Wear comfy shoes, conversational pace.	24 ■ 18:00 OPTIONAL: Cross-training (Optional) (Week 2) Bike/Brisk walk/Yoga ~30–40 mins easy. Aim: 6–7pm. Wear comfy shoes, conversational pace.	25 ■ 08:00 TE Pod Regular ■ 18:00 Easy Run 2.5k (Week 2) Conversational pace. Warm-up & cool-down included. Aim: 6–7pm. Wear comfy shoes, conversational pace.	26
30 ■ 18:00 Intervals (Week 3) 8 x (2 min run, 1 min walk). Warm-up/cool-down 5–10 mins. Aim: 6–7pm. Wear comfy shoes, conversational pace.	1 Oct ■ 18:00 OPTIONAL: Cross-training (Optional) (Week 3) Bike/Brisk walk/Yoga ~30–40 mins easy. Aim: 6–7pm. Wear comfy shoes, conversational pace.	2 ■ 18:00 Easy Run 3k (Week 3) Conversational pace. Warm-up & cool-down included. Aim: 6–7pm. Wear comfy shoes, conversational pace.	3

Add the exercise plan to your calendar, and you'll be nudged to move.

Avoid hitting the wall

It's likely that midway through an exercise regime, you'll have moments of weakness. Who wants to go on a run when it's pouring with rain and there's a new series of *Slow Horses* to binge-watch?

ChatGPT can stop you hitting the wall.



I'm struggling for motivation to complete my exercise plan this week. Can you help me?

In this instance, ChatGPT not only delivers decent motivational tips, but advice that's personalised to the stage in the plan it created, because it's committed that plan to its memory.

First it talks of finding "quick wins", such as starting a session and telling yourself you'll only do 10 minutes, because "once you start, the momentum usually carries you through". It also talks about reframing goals, advising us to "visualise finishing that 10k – the crowd, the medal, the sense of achievement", to help nudge us off the sofa.

An exercise plan lodged in your calendar will ensure you receive a nudge when it's time to hit the gym

Work with what you've got

Let's say you've created a gym plan that requires a variety of equipment, but the gym is heaving and you can't get on the apparatus you need. Or you're travelling, and don't have access to a gym. ChatGPT can help you muddle through.



I can't access the stair climber at the gym because it's busy. Is there any other equipment I can use to get similar results?

I'm working abroad this week and can't do my usual strength training at the gym. Is there anything I can do in my hotel room?

Full-Body Hotel Room Strength Routine

Warm-up (3–4 mins)

- Arm circles, shoulder rolls
- High knees or marching in place
- Dynamic stretches (leg swings, torso twists)

Main circuit (do 3 rounds, rest 60–90s between rounds)

1. **Push-ups (10–15 reps)** – standard, incline (hands on chair/bed) or decline (feet on chair) to vary difficulty.
2. **Squats (15–20 reps)** – slow and controlled. To progress: try jump squats or "pulse" squats.
3. **Split squats (10–12 reps each leg)** – back foot on bed/chair if available.
4. **Plank with shoulder taps (20 taps)** – core stability, keep hips level.
5. **Chair dips (10–15 reps)** – use a sturdy chair for triceps.
6. **Glute bridges (15 reps)** – lie on back, feet on floor/bed, squeeze glutes at the top.

No gym equipment on hand? The AI can suggest exercises that don't require it.

On the second prompt, the AI delivers a selection of great tips on how to exercise in the room, including using the bed to do push-ups on an incline/decline, chair drops, and even using a packed suitcase for weightlifting exercises. So there really is no excuse to order a burger from room service and watch one of the movie channels. At least, not until your exercise is done... 🍷

Eat more healthily

Cut down on the food that's bad for you

Y

ou can do all the exercise you like, but if your diet is a disaster, you'll struggle to improve your overall fitness.

With ChatGPT's help, not only can you diagnose what's wrong with your current meal selection (and don't forget to include that half-packet of chocolate digestives you scoffed

at work), the AI can help you plot a way to healthier plates that don't taste like the stuff with which Amazon packs out its parcels.

Once again, we're duty bound to remind you that ChatGPT is not a trained dietician and its advice isn't always reliable. Take particular care around food allergies, and don't rely on the AI alone to help you through eating disorders.

Lunch (aiming for 7.5/10)

- **Swap:** two bagels → one wholegrain or seeded bagel.
- **Replace:** butter → avocado, hummus, or olive-oil spread.
- **Keep:** prawns and salad (excellent lean protein + fibre).
- **Swap snack:** crisps → small handful of nuts or fruit.
- **Upgrade yoghurt:** plain natural/Greek yoghurt with sliced fruit instead of sugary yoghurt.

ChatGPT can suggest healthy swaps to help you improve your diet.

Dinner (aiming for 7.5–8/10)

- **Swap:** steak → grilled chicken breast, salmon, or keep steak but smaller portion (once/twice per week).
- **Swap:** chips → oven-baked sweet potato wedges or boiled new potatoes with herbs.
- **Keep:** broccoli and corn.
- **Cook mushrooms:** in olive oil instead of butter.

Rate your plates

Before you begin trying to pimp up your diet, it's worth discovering what's good/bad about your current meals. Try (ahem) feeding recent meals into ChatGPT and ask the AI to evaluate them.

I'm going to tell you what I ate yesterday, and I want you to tell me how healthy the food is and how I can make it healthier? Breakfast: Two shredded wheat with semi-skimmed milk and sugar...

Obviously, the prompt continued with the rest of our meals and snacks throughout the day, but we don't have the space to list all the details here. Which, on reflection, is probably an issue in itself...

Anyway, ChatGPT picked its way through our meals, pointing out what was

good and bad about each of them. For example, our lunch of prawns on bagels was praised for using a lean protein (the seafood) and side salad, but criticised for loading with refined carbs (bagels and butter), as well as processed fats and added sugar from the accompanying crisps and yoghurt.

The AI also suggested tweaks we could make to the meals to make them healthier. Replacing sugar on the cereal with fruit, for example, or swapping the butter on our bagels with an olive oil-based spread or even avocado.

ChatGPT also offered to score our plates out of 10, and then showed us how we could improve each meal's score by a point or two with simple substitutions. We'd take the scores with a pinch of salt (which is healthier than putting it on our chips!), but the advice was generally sound.

Plan your shop

Part of the battle with trying to eat more healthily is the need to plan meals in advance. The takeaway temptation or reaching for the ready meals is more likely when you haven't planned ahead and your fridge is empty. With ChatGPT's help, though, you can plot a week's worth of healthy meals in one shot, and make shopping easier, too.

Can you help me plan a week's worth of healthy dinners for a family of three (two adults, one child)? We want the meals to be healthy, maybe allowing one day for a treat at the weekend (say, a roast dinner on Sunday). Please avoid spicy food, broccoli and couscous. My wife is diabetic.

Obviously, any of the parameters here can be adjusted to your own requirements. From this prompt, the AI created a Monday-Sunday list of mains and sides, taking into account our dietary requirements. We'll be honest – one or two of the selections didn't tickle our tastebuds. Turkey meatballs? Hmm... But you can always ask the AI to replace any selections that you don't like.

Can you suggest an alternative to Wednesday's meal, as we're not a fan of turkey meatballs?

The AI offered three alternatives, from which we picked the much more appetising salmon fishcakes.

Now the meals are all to our liking, we ask the AI to make the “big shop” easier. This is quite a complex task, so we put the AI into “Thinking” mode using the dropdown menu at the top of the screen to improve our chances of an accurate answer.

Can you portion out the ingredients for these seven meals and then create a shopping list for us to take to the supermarket?

It took more than five minutes for the AI to work through the task (time for a low-fat cup of tea), but it eventually produced a full list of precise ingredients for each dinner *and* a consolidated shopping list of all the ingredients, organised into supermarket sections (i.e. fruit & veg, dairy) to make the trip round Tesco easier. It even included tips for how to use leftovers from one meal in others. Smart.



The AI can create a meal plan and a shopping list of the ingredients needed.

Help with the cooking

We’ve picked up the shopping from the supermarket and the fridge is now full. So how do we actually cook the meals on our list? Some are reasonably self-explanatory, but how about those homemade salmon fishcakes we subbed in earlier. We need a bit of help:

Can you give me prep/cooking instructions for Wednesday’s salmon fishcakes meal?

In response, ChatGPT delivers a full set of step-by-step instructions on how to prepare and cook our fishcakes meal, even with different options on how to cook them – in the oven or pan-fried. It warns that if the fishcakes are thick, they may need finishing in the oven once they’ve been fried, which is a considerate touch.

Equally considerate is the “diabetes-aware tip” to avoid extra potatoes/chips with the meal, since the fishcakes already contain potato, which can cause spikes in blood sugar. We also like the advice that the fishcake mix can be made up to a day in advance and kept in the fridge, potentially helping with the scheduling demands of family life. 🍷

We ask the AI to make the “big shop” easier. We put the AI into “thinking” mode to improve our chances of an accurate answer

Method (about 40 minutes total)

- 1. Cook & dry the potatoes (10–15 min)**
 - Put the potato chunks in cold salted water, bring to the boil, then simmer **12–15 min** until just tender.
 - Drain well and **steam-dry 2–3 min** (back in the hot pan) so they’re not watery. Mash plain (no butter/milk). Cool 5 min.
- 2. Make the fishcake mix (5 min)**
 - In a bowl: mashed potato, drained salmon, spring onions, parsley, **lemon zest**, salt & pepper.
 - Mix gently. If too soft, add **1–2 tbsp** breadcrumbs to firm.
- 3. Shape & chill (15–20 min, hands-off)**
 - Wet hands, form **6–8 patties** about 2cm thick (aim for **2 per adult, 1 for child**).
 - Chill on a lined tray **15–20 min** to firm (speeds up coating/cooking and stops crumbling).
- 4. Coat**
 - Set up three dishes: **flour, beaten egg, panko**.
 - Dust each patty in flour → dip in egg → coat in panko. Place back on the lined tray.
- 5. Cook (choose one)**
 - Baked (lighter):** Heat oven to **200°C (180°C fan)**. Drizzle/spray cakes with about **1 tbsp** olive oil. Bake **12 min**, flip, drizzle remaining **~1 tbsp** oil, bake **8–10 min** until golden and hot through.
 - Pan-fried (crisper):** Heat **1–2 tbsp** olive oil in a non-stick pan on medium. Fry until golden. If thick, finish **5–7 min** in a **180°C** oven.

Need guidance on how to cook a meal? Ask for step-by-step instructions.

Declutter your mind

Use AI to help you feel less overwhelmed



We're in an age of constant mental bombardment. Whether it's the phone chirping every 30 seconds, notifications flashing up on your computer screen, the constant fog of social media, or the 99 other things we have to deal with in our daily lives, it can be stressful.

It isn't unusual to sip that first cup of coffee in the morning or sit down at your work desk and feel totally overwhelmed by the sheer number of things buzzing around your mind. Work tasks, bills to pay, parents' evenings, shopping for dinner, birthdays... the list goes on and on.

ChatGPT can help to declutter your mind, get you focused on the things you need to prioritise, and help you pick up the less important jobs when time allows. Here's how the AI can help you stay afloat on a busy day.

Brain dumps

If you've woken up with a to-do list of a dozen ideas swirling around your head, it's a good idea to get them all written down and prioritised. Which need dealing with today? Which can be bundled together for more efficient wins? Which can be pushed to another day, to stop you worrying about them immediately?

ChatGPT can definitely help you through this process.

.....
Run a 10-minute brain dump and group items by do/delegate/decide/defer.
.....

When we entered this prompt, ChatGPT created a 10-minute brain dump sheet using its Canvas mode. Canvas provides an editable template, so you can enter information and use that to interact with the AI.

The sheet provided an "inbox" where we were invited to list all the "thoughts, tasks, worries, drafts, errands, calendar pings, follow-ups, ideas" that were roaming around our brain.

We were then asked to sort those into a "do queue", those items that need sorting today, ideally quick wins; a "delegate" queue for items that can be handed off; a "decide" queue for tasks that still need extra information or input before they can be completed; and, finally, a "defer" for items that can be parked for another day.

If you're struggling to categorise a long list of items, you could even ask the AI to do it for you.

.....
Can you sort the items in my inbox into the do/delegate/decide/defer queues?
.....

The AI didn't do this perfectly in our test. It did a good job of identifying the immediate priorities, listing the top three items that needed to be completed today in our "do" list, and putting the rest in an overflow queue to be dealt with if there was time. It did also come up with a couple of reasonable suggestions for delegating, such as using an online transcription tool to help with interviews on our to-do list. However, you'll probably still need to manually categorise some of the items on your list.

10-Minute Brain Dump

Goal: Empty your head fast, then sort everything into **Do / Delegate / Decide / Defer**.

How to run it (10 minutes total):

- **3 min – Dump:** Type *everything* on your mind into the Inbox below. Don't edit.
- **2 min – Sweep:** Merge duplicates, add quick context.
- **3 min – Sort:** Drag or copy each item into **Do / Delegate / Decide / Defer** using the criteria hints.
- **2 min – Commit:** Add due times/owners. Star the top 3 for today.

Inbox (free-type)

Stream thoughts, tasks, worries, drafts, errands, calendar pings, follow-ups, ideas. One line per item.

Let AI sort your whirring thoughts into a priority list you can handle.

Get closure

Even if you've ordered your day into a clear set of priorities, you can often be distracted by a nagging or difficult task that you know you need to face over the next few days. That might be work-related (asking for a pay rise, for example) or personal (dealing with bullying at your child's school, say), but it's hogging your thoughts when you should be getting on with something else.

ChatGPT can guide you through such issues, helping you draft a message or conversation, to stop you constantly rehearsing it in your mind. For example:

I haven't had a pay rise in three years. My work appraisals have always been very positive and I think I'm undervalued in my current role. How can I convince my boss to give me a pay rise?

ChatGPT first runs through how to build a case for a pay rise, including benchmarking your salary against comparable roles in the industry and listing your achievements, for example.

It even offers to draft a script of how such a conversation may unfold, with tips on opening the conversation, presenting your case, and making the request, each with sample text that could help if you're struggling to find the right words. Some of the suggested language is a bit wooden, perhaps even detectably AI, but you could easily adapt it into your own style.



Seeking a pay rise at work, but don't know how to go about it? Ask ChatGPT.

Pay Rise Conversation Script

Opening the meeting

"Thank you for taking the time to meet with me. I'd like to discuss my role and responsibilities, and specifically, how my compensation reflects the value I bring to the company."

Highlighting achievements

"Over the past three years, I've consistently received positive appraisals, and during that time my role has expanded significantly. For example, I've [insert 2–3 key achievements: led X project, increased efficiency by Y%, taken on Z responsibilities]. These contributions have had a real impact on [team performance / company goals / revenue / client satisfaction]."

Framing the request

"Given these contributions, and having reviewed current market benchmarks for my role, I believe my current salary doesn't fully reflect the value I bring or the level of responsibility I now have. I'd like to discuss adjusting my salary to bring it in line with both the market and my contributions."

Inviting collaboration

"I'd love to hear your thoughts on this. If now isn't the right moment for a salary adjustment, I'd like to discuss what specific steps I can take over the coming months to ensure we can reach a clear path forward."

The AI can offer tips on what to include and how to start the conversation.

Boil down the key points

One of AI's great strengths is taking huge swathes of information and condensing it down into what you need to know. This can be particularly handy if you've got too many things buzzing around your mind.

You might have come out of a work meeting with pages of notes, for example. You can upload them to ChatGPT (by clicking the "+" icon next to the chat window), or even take photos of handwritten notes and upload the images, and then enter a prompt such as:

Identify the three key takeaways from these meeting notes.

Just make sure you have permission from your employer before uploading any work-related information to ChatGPT.

What about something of a more personal nature? You're trying to arrange a Christmas meet-up with friends and it's descended into a long email chain. If your email software doesn't have AI summaries, you can copy the entire text of the email chain, paste it into ChatGPT and ask:

Summarise the outcome of this email conversation, focusing on who is available when.

This should help identify dates that everyone can do, without having to trawl through 12 different emails and work it out manually. 🧐

Avoid having to sift through pages of notes by asking AI for a summary.

Fundraising meet with Pete_ottor_a...
Document

Identify the three key takeaways from these meeting notes

Here are the three key takeaways from the meeting notes:

1. Event Planning and Promotion

- The supporters club already runs successful small-scale fundraisers like monthly quizzes and occasional golf days, but struggles with volunteer capacity.
- Pete will help by promoting events through Spond and WhatsApp, provided the details and sign-up links are centralised on the website. A joint publicity plan is agreed.

2. Expanding Fundraising Activities

- There's enthusiasm to add larger events back into the calendar, including gala dinners, a Christmas party, car wash days, and football tournaments at the [redacted].
- These bigger events could generate thousands, but require long lead-times, clear leads for each event, and better volunteer coordination.

3. Facilities and Volunteer Management

- Pete has taken on the "Our House in Order" facilities role, aiming to build a proper maintenance plan with input from [redacted] and others.
- The group agreed the supporters club should make better use of its [redacted] members who've offered

Lower your stress levels

Find ways to take time-outs and lower anxiety

S

tress can creep up on you, especially in the modern world of working from home, doomscrolling and all the other demands placed on people. AI has always been sold as a tool to make our lives easier, and it can help you keep on top of your stress levels, too.

Now, let's be very clear: ChatGPT is no replacement for a medical professional, and it shouldn't be used to treat or diagnose chronic stress. What it can do is help to relieve those moments where you feel your stress or anxiety levels rising. It can remind you to take time out of a busy day for yourself, nudging you to spend five minutes relaxing or taking your mind off the daily grind.

Let's explore ways in which ChatGPT can restore your inner calm.

Spotting the signs of stress

Stress manifests itself in all manner of ways. Being able to identify the signs of stress can help you manage them.

Can you create a stress checklist, so I can tick off any symptoms I might be experiencing.

This prompts ChatGPT to generate a long list of physical, emotional and behavioural symptoms including stomach problems, mood swings and procrastination. All in, there are more than 20 symptoms, and if you're monitoring your own mental health, you might wish to go through the list daily, so you can identify patterns in the symptoms you're experiencing most often, and perhaps link those to what you're doing on that day.

After the AI has created our list, it offers to turn it into a printable PDF. It takes a couple of attempts to

get the formatting right (the checkboxes were already filled in on ChatGPT's first attempt); but, eventually, it creates a sheet that we can print out at home and use for daily monitoring (see p30 for more tips on monitoring your wellbeing).

Use the AI's tips for managing you out of stressful periods through the day.

I can feel my stress levels rising. Talk me through a five-minute exercise to lower my stress levels.

Let's do a short guided reset — five minutes to bring your stress down. You don't need any equipment, just somewhere you can sit comfortably.

Minute 1 – Ground yourself

- Sit upright, feet flat on the floor.
- Place your hands on your thighs.
- Close your eyes (or soften your gaze).
- Take one slow breath in through your nose (count to 4), hold for a beat, then breathe out through your mouth (count to 6). Repeat twice.

Minute 2 – Scan your body

- Start at the crown of your head and mentally "scan" downwards.
- Notice tension (jaw, shoulders, chest, stomach, legs).
- When you find tightness, breathe into it, and on the exhale, imagine the muscles loosening.

Quick stress busters

If you feel stress levels rising as you sit at your desk, or you've spent 10 minutes scrolling through your social media feeds and are feeling anxious, ChatGPT can help you find a swift antidote.

I can feel my stress levels rising. Talk me through a five-minute exercise to lower my stress levels.

ChatGPT delivers a "guided reset" with a minute-by-minute breakdown of breathing exercises and mindfulness that's designed to bring down anxiety.

Ever keen to please, ChatGPT offers to turn this five-minute exercise into a "short audio guide that you can play back whenever you feel stressed". Alas, this is the AI not knowing the limits of its abilities, since it can't actually do that – but there is a way to interact verbally with the AI when you're feeling tense.

Being able to identify the signs of stress can help you manage them

Schedule an intervention

You don't have to wait for stressful moments to strike to get help from ChatGPT. You can create a daily reminder to spend five or 10 minutes to take a mindfulness break, with ChatGPT giving suggestions on what to do.

Create a daily reminder at 3pm on weekdays to take 10 minutes for personal mindfulness, with different suggestions of things I could do each day.

ChatGPT creates a reminder that it will email to you at the stipulated time daily. When we click on that reminder, we can see that in the instructions for the scheduled task, ChatGPT has already created different activities for each weekday. For example, on Monday, it's breathing exercises; on Thursday, we're encouraged to journal three good things that happened today and why.

You can tweak the instructions if you don't like a particular day's task. And you can come back at any time and tweak/delete scheduled items at chatgpt.com/schedules.



"Talking" through your issue with the AI can lead to a solution.

"One problem I always have in these presentations is that my hands start to shake with nervousness when I start and then I notice the crowd and detecting that I can see the hands shaking and it sort of raises the anxiety even more. Any tips on dealing with that?"

00:14

Yeah, absolutely, that's a really common thing too. One little trick is to give your hands something subtle to do so they feel a bit steadier. For example, you can lightly rest them on the lectern if there's one, or just hold a clicker or a pen if you're using slides. It just gives you a little anchor. Another thing is to do a quick physical shake-out before you start, like literally shake your hands out a bit backstage to get rid of some of that nervous energy. And remember, most people in the audience probably aren't noticing nearly as much as you think they are. So a little grounding and something to hold can really help steady those hands.

Talk through problems with ChatGPT

Talking through problems is often helpful, but there isn't always someone readily available, especially during a busy workday. While it definitely isn't a perfect substitute for another person, ChatGPT can be that "someone" to talk to, helping you to think about problems in a different way, or even suggest potential solutions.

You can activate ChatGPT's voice mode by clicking on the icon that looks like a mini-graphic equalizer on the right-hand side of the prompt bar. It tends to work best on the ChatGPT smartphone app, but it's available from the website, too (provided your computer has a mic).

You can start a conversation with prompts such as the following:

I can't get my three-year-old daughter to sleep and I can feel my stress levels rising. Any suggestions?

I have to give a presentation tomorrow and it's starting to raise my stress levels. Can you help me with any solutions?

In response to the second prompt, ChatGPT comes through with lots of practical suggestions on how to get a grip on our nerves, and as the conversation unfolded, we began to discuss and identify the different causes of anxiety. For example, when we revealed anxiety about dealing with shaking hands during public speaking, ChatGPT suggested "giving your hands something to do", such as holding the sides of a lectern so that the hand shaking isn't obvious to the audience. You might find that actually talking through a problem with ChatGPT can lead to a solution to your stress-inducing problem. 🗣️

Improve your sleep

Make sure you're getting enough shut-eye

P

oor sleep has enormous consequences – none of them good. Raised stress levels,

poor concentration, and harm to physical and mental health are all linked to disrupted sleep.

There is a slight irony in that the thing often blamed for disrupting sleep – the smartphone – could help you get a proper rest. That's assuming you follow the advice from your ChatGPT app, rather than lay there scrolling at night.

The app won't only give you text advice on how to prepare for a good night's sleep, you can even use its Video mode to get advice on how to ensure your bedroom is in the best possible shape for a relaxing night's rest.

Pre-bed routines

As anyone with a sleep problem will tell you (and we have vast experience in this field!), what you do in the lead-up to bedtime is absolutely crucial. Aside from the obvious – chugging three cups of coffee before bedtime isn't recommended – you can get AI help to create a pre-bed routine that offers the best possible chance of nodding off swiftly.

.....
Create a 30-minute bedtime routine for me.
.....

ChatGPT delivered a comprehensive pre-bed plan timed in five-minute intervals from 30 minutes before bed. That started with putting the phone down and dimming the lights, and ended with reading a few pages of light fiction or listening to an audiobook shortly before lights out.

It also suggested other things that might ease your journey to the land of

Nod, including a small mug of a non-caffeinated hot drink an hour before bed; some white noise; and blackout masks. You can obviously work with ChatGPT to eliminate any parts of the plan that don't work for you, or check whether those that make up your current bedtime routine are wise.

Advice on your bedroom

Sometimes, you need another pair of eyes to help you see the obvious, particularly in a familiar space such as your bedroom. However, it might be a bit weird, or embarrassing, to ask a friend for advice on how you could improve your bedroom's layout, so why not get ChatGPT to do it for you.

Using the ChatGPT app on your smartphone, enter Voice mode (using the icon that looks like a graphic equalizer to the right of the prompt bar) and then hit the video camera button.

Now say something like:

.....
Can you take a look at the bedroom and suggest ways in which you can improve it for sleeping?
.....

While talking, pan around your bedroom using the video camera you see on-screen, so that ChatGPT can take in everything in the bedroom.

In our test bedroom, the AI suggested removing some of the clutter around the bedside table to "make the space feel a bit calmer". It also suggested adding a white-noise machine to accompany the blackout curtains it saw that we already have in place.

In another bedroom it suggested removing electronic devices such as an Amazon Echo Show, which was being used as an alarm clock, because the device's screen can flicker during the night.

For the best chance of decent sleep, ask ChatGPT to create a bedtime routine.

Create a 30-minute bedtime routine for me

Thought for 27s

Here's a calm, repeatable 30-minute wind-down you can run most nights. It's sequenced to quiet your body first, then your mind.

30 minutes before lights-out

T-30 to T-25 | Shut down & set the scene (5 mins)

- Put phone on charge outside the bedroom or in Do Not Disturb/Airplane Mode.
- Dim lights (warmest setting), close curtains, set room to ~17–19°C.
- Lay out tomorrow's clothes / jot one "top task" for the morning.

T-25 to T-20 | Wash & warm (5 mins)

- Brush teeth, quick warm face/hand wash or brief shower.
- Pull on comfy pyjamas and warm socks (warm extremities help you doze).

T-20 to T-15 | Gentle untangle (5 mins)

- Light stretches: neck rolls, shoulder circles, cat-cow, hamstring reach.
- Finish with 30 seconds of slow toe wiggles (signals "safe to sleep" to your nervous system).

T-15 to T-10 | Brain dump + close the loops (5 mins)

- On paper: list any spinning thoughts; next to each, write the very next step or "park for tomorrow".
- Optional: one line of gratitude or "win of the day".

Sleeping away from home

Good sleep is often about familiarity and routine, but if you're travelling then both of those can go out of the window. If you're someone who struggles to sleep when away from home, ChatGPT might be able to help you.

Give me a packing list to make hotel rooms more sleep-friendly when I travel.

This prompt delivered a range of sensible suggestions, from packing eye masks and ear plugs to combat bright/loud rooms; to packing a pillowcase from home to bring familiar scents and smells; to practical fixes such as packing clips and masking tape to hold together gappy curtains or cover distracting LEDs in the room.

Don't forget you can also repeat the same process as below left in your hotel room or Airbnb, and use the camera mode to get ChatGPT's tips on sleep-proofing that particular room.

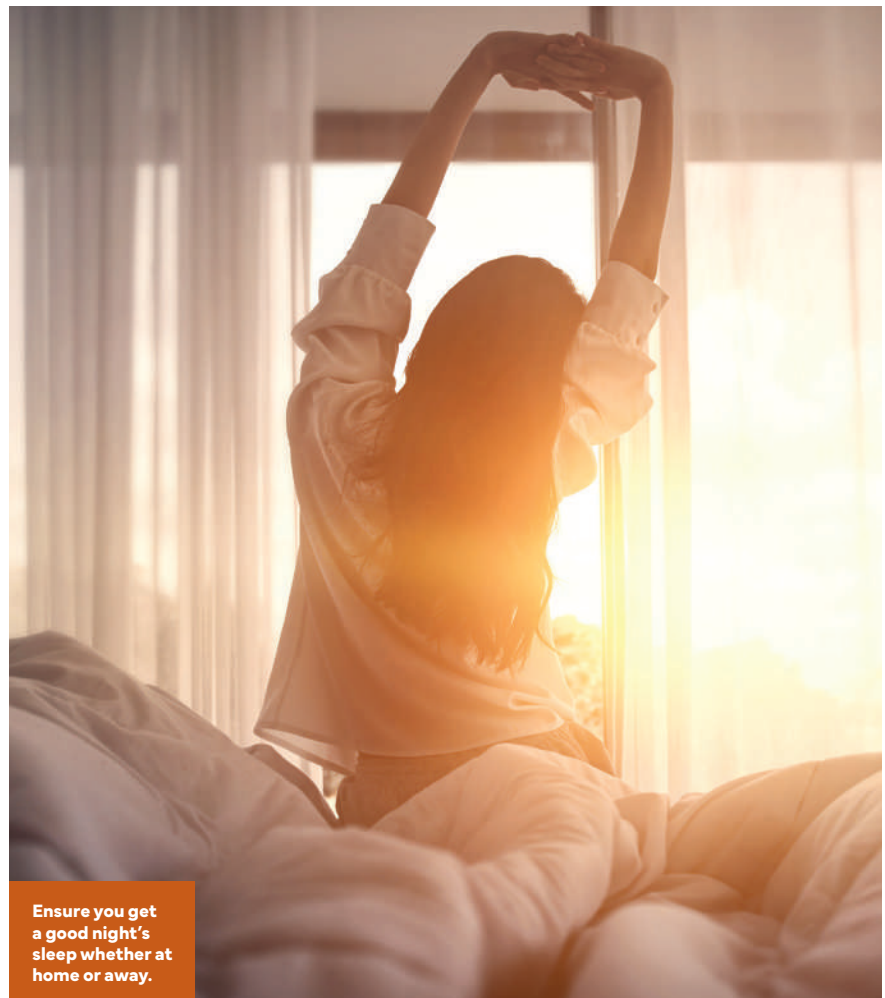
Advice on taming tech

With landlines now becoming something of a rarity, many of us take our smartphones to bed with us in case there's an emergency call in the middle of the night. But that also raises the risk of a distraction in the bedroom, particularly if the phone is chirping with notifications during the night.

Technical advice is one of ChatGPT's strengths, and it should be able to tell you how to set up your particular smartphone so that it still rings if a family member needs you at 3am, but doesn't otherwise disturb your sleep.

I take my Pixel 8a to bed with me, in case my family need to reach me in the middle of the night. How do I make sure the phone still rings if they need me, but otherwise doesn't make a noise when I'm sleeping?

The instructions ChatGPT gave us for the Pixel 8a weren't perfect, but they were close enough that most people would be able to find the right settings, allowing selected contacts to break the phone's Do Not Disturb mode. In ChatGPT's



Ensure you get a good night's sleep whether at home or away.

I take my Pixel 8a to bed with me, in case my family need to reach me in the middle of the night. How do I make sure the phone still rings if they need me, but otherwise doesn't make a noise when I'm sleeping?

On your Pixel 8a you can use **Do Not Disturb (DND)** in a way that only lets important calls through (for example, from family) while silencing everything else overnight. Here's how to set it up:

Step 1: Turn on Do Not Disturb

1. Swipe down twice from the top of the screen.
2. Tap **Do Not Disturb** (it looks like a "minus in a circle").
 - If you don't see it, tap the pencil/edit icon to add it to Quick Settings.

Step 2: Customise who can get through

1. Go to **Settings** → **Notifications** → **Do Not Disturb**.
2. Under **People**, choose **Calls**.
3. Select:
 - **Starred contacts only** (you can mark family members as "starred" in the Contacts app), or
 - **Contacts only** if you want anyone in your phonebook to get through.

The AI can advise on how to minimise disruptions from your smartphone.

defence, the Android operating system on the Pixel 8a had only just been upgraded at the time of writing, and the menus had moved slightly. It can take a while for ChatGPT's memory to update.

Nevertheless, with AI help, we're now able to have silence throughout the night, safe in the knowledge that family members can still get through in an emergency. 

Monitor your personal wellbeing

Enlist AI help to monitor sleep, diet or mood

→ In the modern world, we're absolutely swamped with data. If you're wearing a smartwatch, it's probably measuring 10 different metrics about your health that you don't even know about.

You can use ChatGPT to make sense of all this data and help you to measure your personal wellbeing. You ask the AI to create a tracker spreadsheet, fill in the requested data, and ask ChatGPT to analyse the results. If you're lucky, that data and analysis may reveal the secret to a better night's sleep or how to improve your mood.

This six-step tutorial shows you how to build a sleep tracker and how to work with the AI to evaluate the results. The principles remain the same for whatever facet of personal wellbeing you wish to track; you just need to change the prompts accordingly.

Thought for 53s

- I could create a simple sleep tracker in a Google Sheets-style table or CSV/Excel format. It'd be nice to include a reminder automation for nightly logs to make it easier for the user. I'll offer this option to set up, along with an optional reminder!
- I'll create a tracker in CSV or Excel with columns for metrics like bedtime, total sleep time, and caffeine intake. It'll include formulas for sleep time and efficiency too. Since I can't link to Google Sheets externally, an Excel file works best. I'll focus on making it simple but functional!
- I think generating an Excel file sounds like the way to go! I'll create one with sheets for entries, summaries, and patterns. The "Log" sheet will have columns for each metric, and the "Summary" will calculate averages. Some flags and formulas might be tricky, but I'll make sure it works!
- I think I'll keep it simple with summary formulas and basic conditional formatting. Since adding more complex features requires extra tools, I'll create a CSV and guide, and use a lightweight table for sharing. I'll also offer a daily reminder to fill out the log, if helpful!

Done

I've made you a 7-day sleep-tracking workbook with drop-downs, auto-calcs, and a summary page that highlights patterns.

[Download the sleep tracker \(Excel\)](#)

1 Request a tracker

We're going to ask ChatGPT to build us a sleep tracker, which will hopefully identify factors that might be disturbing our sleep; however, you can ask it to build any kind of tracker. For example, you might ask for a weight tracker, logging what you eat and how often you exercise. Or you might want a mood tracker, helping to identify triggers that leave you feeling down. We're going to start with a reasonably vague prompt and see what the AI comes up with: "Help me track my sleep this week and spot patterns that might be harming my rest."

2 Download the spreadsheet

A job such as this engages ChatGPT's Thinking mode, and the AI spends almost a minute coding a spreadsheet that can keep track of our sleep habits. You can see the code being generated on-screen as the AI thinks. Once it's completed the coding, it provides a link for us to download the sleep tracker, which arrives in the form of an Excel spreadsheet. Open the spreadsheet (ideally on a computer, not a phone) and see if you can spot any obvious errors or things you'd like to add/remove. If the AI doesn't generate a spreadsheet for you, ask for one!

	A	B	C	D
	Date	Bedtime (hh:mm)	Lights Out (hh:mm)	Sleep Onset Latency (r)
1	2025-09-18			
2	2025-09-19			
3	2025-09-20			
4	2025-09-21			
5	2025-09-22			
6	2025-09-23			
7	2025-09-24			
8				
9				

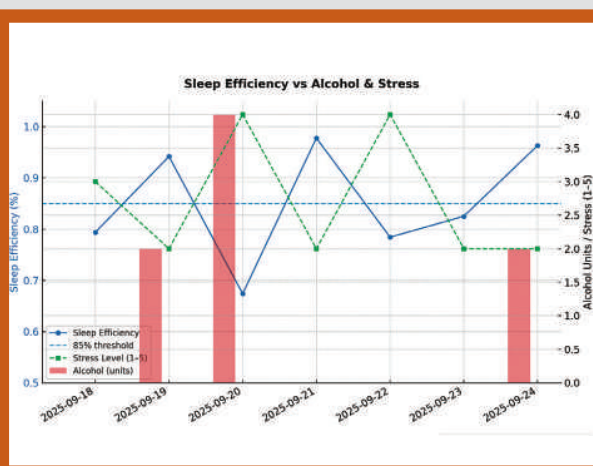
3 Fill in the data

Our spreadsheet is a week-long study, so every day after you wake up, you need to fill in the relevant data. What time you went to bed, how often you woke up, how long you were awake during the night, how much alcohol you consumed during the day, your stress levels, and lots of other questions. Much of the sleep data is often collected automatically by devices such as smartwatches these days, so you might not have to collect all the data manually. The spreadsheet that ChatGPT generated for us automatically highlights in red when our sleep efficiency (the amount of time we spend asleep when in bed) dips below 85%, which is nice touch.

Q	R	S
Time in Bed (hrs)	Total Sleep Time (hrs)	Sleep Efficiency (%)
7.92	6.28	79%
7.17	6.75	94%
8.28	5.58	67%
7.50	7.33	98%
8.50	6.67	78%
8.58	7.08	83%
9.08	8.75	96%

5 Graphical analysis

ChatGPT may offer to do this for you anyway, but if it doesn't you can ask for a graphical representation of your sleep data to help illustrate the trends. Ask it to "build a visual pattern chart of data". In our case, the AI plots sleep efficiency against stress levels and alcohol consumption, two of the factors it identified as affecting our sleep pattern. And sure enough, the graph makes it abundantly clear that sleep efficiency dips well below the 85% target on nights where we've consumed alcohol or experienced increased stress levels.



Here's what your week of sleep tracking shows:

Averages

- **Total sleep:** ~6.9 hours/night → a little below the 7–9 hour target.
- **Sleep efficiency:** ~85% → just on the threshold (under 85% often means disrupted rest).
- **Sleep onset latency:** ~18 minutes → within the normal range (10–20 minutes).
- **Night awakenings:** ~1–2 per night → also within a reasonable range.

Clear patterns

- **Alcohol:** On the night you logged 4 units, your sleep efficiency dropped to ~67% (the worst of the week). Even 2 units had a smaller dip.
- **Screens before bed:** Nights marked "Y" for screens (e.g. 19th & 21st) still had decent efficiency, but those were shorter total sleeps—suggesting screens may be delaying bedtime rather than disrupting sleep once started.
- **Stress levels:** Higher stress (4/5) coincided with poorer efficiency (22nd: 78%; 20th: 67%).
- **Late meals:** On the night you ate late (20th), efficiency fell to its lowest.

Consistency

- You're waking and getting up at a **stable time (06:30)**, which is excellent for circadian rhythm.
- Bedtimes vary more (22:00–23:20), which could be contributing to the lower average sleep.

4 Ask for AI analysis

Once you've collected a week's worth of sleep data, ask the AI to interpret the results. Upload the completed spreadsheet into the same conversation where you asked for the tracker and enter a prompt such as: "Here's the completed data for a week of sleep tracking. What does it reveal?" After uploading our data, ChatGPT revealed our average sleep duration and identified patterns in our data, such as alcohol consumption harming our sleep efficiency, as well as the usage of screens before bedtime. It concludes with takeaways that could help improve sleep.

Additional factors to consider

- **Daylight exposure / outdoor time** → Natural light in the morning helps set circadian rhythm.
- **Physical activity intensity** → Distinguish light (walk), moderate (gym, cycle), and vigorous (run) — late vigorous sessions can delay sleep.
- **Mood rating (1–5)** → Tracking overall mood alongside sleep can reveal two-way effects.
- **Napping** → Note any naps >20 mins, especially after 3 pm, which may delay sleep onset.
- **Room environment**
 - Bedroom temperature (too warm often disrupts sleep).
 - Noise disturbances (if any).
- **Bed partner/pet disruptions** → If relevant, note whether partner/pet movement woke you.
- **Sleep quality rating (subjective, 1–5)** → How refreshed you felt on waking (sometimes mismatches with efficiency).

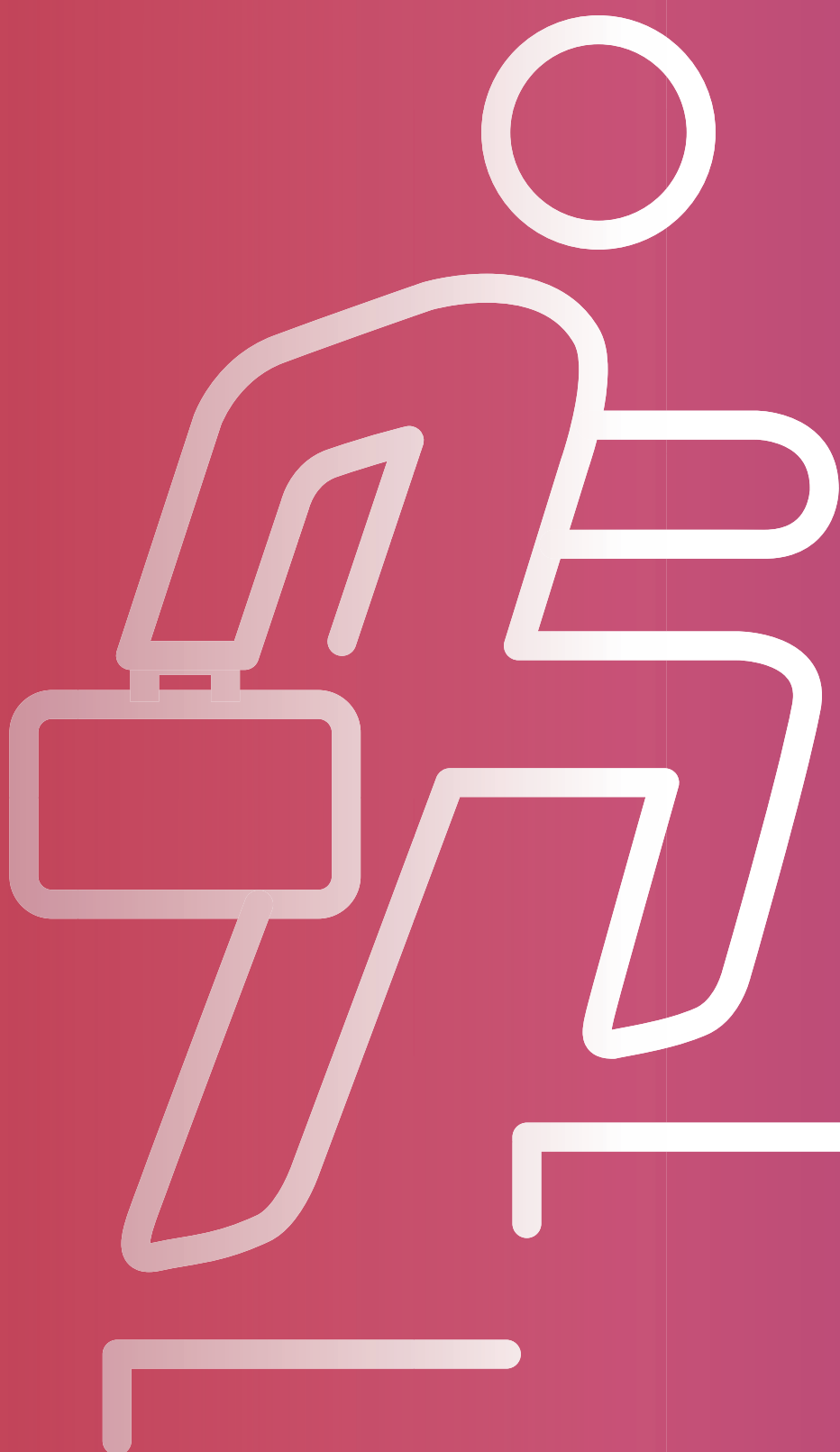
Why it helps

- Some patterns only emerge over longer timeframes — e.g. weekend vs weekday differences, or cumulative effect of stress.
- Combining **objective** (hours, efficiency, latency) with **subjective** (quality, mood, alertness) gives a fuller picture of how your habits translate into how rested you feel.

Would you like me to **expand your tracker into a 30-day version** with these extra factors built in, so you can start logging them right away?

6 Keep monitoring long-term trends

Although our week-long study suggests clear patterns, it's still only a relatively small amount of data. It's worth repeating the study for at least a month to see if it confirms the long-term trends or spots other causes of poor sleep. We ask the AI: "I want to keep tracking this for a month to spot any long-term trends. Are there any other factors (such as alcohol consumption and stress) that I should consider monitoring?" Among the suggestions for further data include exercise intensity, any naps taken during the day, and whether your partner/pets disturbed you during the night. If you want to build in any extra factors, ask the AI to regenerate the spreadsheet with them included. 🔄





Revive your career

When it comes to work life, ChatGPT can be your guide. From job application and interview tips, to negotiating a better salary or starting a new career, AI can help you take confident steps along your chosen path.

-
-
-
- 34** **Plan a mid-life career change**
 - 36** **Make your CV sparkle**
 - 38** **Perfect job applications**
 - 40** **Master the job interview**
 - 42** **Negotiate a pay rise or promotion**
 - 43** **Resolve work conflicts**
 - 44** **Find a side hustle**
 - 46** **Plan for retirement**
 - 48** **Make homeworking work** **TUTORIAL**

Plan a mid-life career change

Get yourself out of a career rut with AI help

If the thought of work on Monday morning fills you with as much joy as emptying the bins, it might be time for a career rethink. After 10 or 20 years in the same role/industry it's easy to feel jaded, and a change of direction could revive your zest for work.

Saying you need a career change is much easier than making one, of course, but AI can help smooth the path for you. It can help you brainstorm potential new careers that meet your skillset, and set realistic expectations about the risks involved in the mid-life switch.

It can also help you scour the job market and pimp your availability on social media, letting the world know that you're ready for a change.



Bored of your current 9-5pm? Ask ChatGPT to suggest a new direction.

Explore viable switches

Although it's perfectly possible for, say, a vet to have a mid-life career change to a DJ, or for an accountant to become a swimming instructor, you're more likely to have success with a career switch if you exploit your transferable skills. ChatGPT can help you brainstorm new careers that take advantage of the skills you've already acquired.

.....
I'm thinking of a career change. What are some potential alternatives for me?
.....

The prompt above assumes you've been using ChatGPT for a while and it has stored details of your current profession/experience in its memory. If you're new to ChatGPT, you can click on your profile

Got it. Let's sketch some directions for a mid-life career change, tailored to your situation. Since you've spent more than 20 years in tech journalism, you've built up skills in:

- **Writing & editing** (clear communication, storytelling, simplifying complex topics)
- **Research & analysis** (digging into data, explaining industry trends)
- **Networking** (broad contacts in tech, media, and business)
- **Digital tools** (AI, coding, photography, podcasting, design)

That background opens quite a few doors. Here are some categories of alternatives you might consider:

1. Adjacent to Journalism

- **Corporate comms / PR lead** for a tech company or startup
- **Content strategy / editorial director** in tech firms or agencies
- **Tech evangelist / developer relations** (using your communication skills to bring people)

AI will consider your skillset and come up with alternative paths you could take.

pic at the bottom of the screen and tell the AI more about yourself. Alternatively, you can feed information about your professional background after the prompt above, and the AI will ask you follow-up questions, if required.

In our case, the AI knows we have a long background in tech journalism and the media, and so it suggests potential career switches that are "adjacent to journalism", such as PR, content strategy or tech evangelist. It also outlines other options such as becoming a media lecturer, a creative director or even launching our own media startup. If the

suggestions are a bit samey for you, you can always ask the AI to explore more adventurous options.

If something in particular tickles your fancy, you can even ask:

.....
Can you find any current job adverts for [chosen profession here]?
.....

This can start to give you a feel for salary brackets, what employers are looking for, and the current state of the job market.

Managing the risks

While a fresh start in a new career may sound enticing, it also comes with a degree of risk. Without wishing to dampen anyone's enthusiasm for starting something new, it's worth spending some time exploring the potential downsides of a career change so you can make an informed decision about whether or not to go for it.



What are the risks of a mid-life career change and how can I manage them?

ChatGPT outlined a range of potential risk factors, including financial risks (potential loss of income from having to work your way back up the ladder, as well as possible pension contribution issues), professional risks such as loss of seniority in your new profession, and personal risks – will your family suffer as a consequence of a lesser income, for example?

After summing up various risk factors, ChatGPT offered to create a risk matrix, where we could assess the likelihood of these many different factors before making a big decision. As part of this it generated a spreadsheet listing the various risks, as well as potential mitigations for each of them, which could come in very handy for your planning.

Help with upskilling

Any kind of career change is going to require a new set of skills. ChatGPT can help you acquire those new skills, or point you in the right direction about where to get the necessary training/resources.



I want to become an estate agent. What new skills/qualifications will I require?

Create a 90-day plan for me to learn social media marketing skills.

On the first of those prompts, ChatGPT spends some time scouring various government websites before advising that any residential estate agent (if starting their own business) will need to join an approved redress scheme and register with HMRC for anti-money laundering

1. Financial risk

- **Loss of income** during retraining, starting lower on the pay scale, or gaps between jobs.
- **Pension and retirement impact** if contributions dip.
- **Uncertainty about future earnings** in a new field.

How to manage:

- Build a financial cushion (ideally 6–12 months of expenses).
- Model worst-case, realistic, and best-case income projections.
- Explore part-time or freelance transition rather than an abrupt switch.
- Keep paying into pensions/ISAs if possible.

AI can help you consider the up and downsides of making a change.

Create a 90-day plan for me to learn social media marketing skills

Here's a **structured 90-day learning plan** to help you build solid social media marketing skills. It's broken down into three phases (30 days each), so you steadily move from **foundations** → **practice** → **mastery & execution**.

90-Day Social Media Marketing Learning Plan

Phase 1 (Days 1–30): Foundations & Core Concepts

Goal: Understand the fundamentals of social media marketing and the main platforms.

Week 1: Introduction to Social Media Marketing

- Learn what social media marketing is and how it fits into digital marketing.
- Study the main platforms: **Facebook, Instagram, LinkedIn, X (Twitter), TikTok, YouTube, Pinterest**.
- Read about **algorithms** and how they shape reach.
- Resources:
 - *HubSpot Social Media Marketing Certification* (free).
 - Book: *Jab, Jab, Jab, Right Hook* by Gary Vaynerchuk (practical).

Week 2: Audience & Branding

- Learn how to define a **target audience** and build personas.
- Explore **brand voice & tone** for consistency.
- Analyze 3–5 brands you admire and study their social presence.

Week 3: Content Strategy Basics

- Learn about **content pillars** and mapping content to audience needs.
- Introduction to content formats: text, image, **vid** ↓, carousel, stories, reels.

ChatGPT can create a plan that will see you learn the new skills you'll need.

supervision. Links are provided to the relevant government websites, too.

It also points to qualifications that potential employers might look for, such as the Propertymark Certificate in Property Agency, again with links to the relevant website.

On the second prompt, it creates a detailed 12-week learning plan, which highlights different topics to cover every week and suggested resources/books to research that week's topic further.

There's only so much detail ChatGPT can provide in a single answer, so in a follow-up in the same chat, we ask:



Plan out week 1 in detail.

This gives us a day-by-day breakdown of different topics and exercises we can complete, again with suggestions of YouTube videos and other resources that may help.

ChatGPT probably shouldn't be your sole source of learning for a new career, but it can certainly help you find your way around a new topic, and potentially provide answers if you get stuck on jargon or other unfamiliar terminology.

Also, don't forget that if you get electronic learning materials (such as PDF guides) as part of your learning program, you can upload these to ChatGPT and ask it to explain anything that's unclear or even test you on its contents, to check if you've understood the topic. 🧠

Make your CV sparkle

Don't let a poor CV cost you the job you want



When every job vacancy has dozens – if not hundreds – of CVs piling up in the

recruiter's inbox, you can't afford to submit an underwhelming, error-ridden, or irrelevant CV. You might not even get past the automated systems that many use to filter candidates.

ChatGPT will gladly offer to write you a CV from scratch, but we strongly suggest you don't do this. Employers are on the lookout for AI-generated CVs, with some even using questionable AI detectors to bin any CVs that show signs of AI authorship.

Instead, we're going to show you how you can use ChatGPT to refine and tailor a CV you've written yourself, helping to eradicate mistakes and typos, and ensure it's well suited to the job for which you're applying.

Check a CV for errors

ChatGPT is a pretty strong proofreader. It can spot typos, grammatical and factual errors. It isn't flawless, however, which is why we suggest you don't ask the AI to correct any errors itself, in case it introduces its own mistakes. Instead, upload your CV into the chat (by clicking on the "+" icon in the prompt window) and enter a prompt such as:

Can you spot any errors in this CV? List them here; do not correct the copy.

To test this out, we attached a sample CV in which we had introduced several spelling mistakes and other errors. The AI found every single one, and a couple more besides! It noticed easy-to-miss wording errors such as "I am an accomplished"

ChatGPT proves itself a pretty reliable proofreader in our test.

Adam Brakespear.docx
Document

Can you spot any errors in this CV? List them here, do not correct the copy.

Here are the errors and issues I've spotted in the CV:

1. Grammar/wording

- "I am an accomplished ERP Project Manager" → should be "an accomplished."
- "67% drop in overproduction fewer errors" → missing a conjunction, should be something like "67% drop in overproduction and fewer errors."

2. Spelling

- "Bristol" (extra 'l') in the Strawberry IT job description.

3. Formatting/consistency

- Inconsistent spacing between sections (e.g., extra blank lines around *Key Achievements*).
- Some bullet points end with a full stop, others do not (inconsistent punctuation).

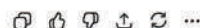
4. Education section errors

- BSc (Hons) in Business Process Management | UCL University | Sep 2005 - Jun 2003 → the dates are reversed (start date later than end date).
- "UCL University" is redundant; should be just "UCL" or "University College London."
- "London University" is vague — likely intended to be "University of London."

5. Contact details

- No surname included in the email address — might look unprofessional.

Would you like me to also flag stylistic issues (e.g. overuse of buzzwords, overly long responsibilities lists), or just keep it to factual/spelling/grammar mistakes?



We attached a sample CV with several spelling mistakes and other errors... the AI found every single one.

instead of "I am an accomplished". It found missing words, an extra "l" on the end of Bristol, and highlighted inconsistent punctuation between sections – all small errors that are easy to miss with the human eye.

Now we can go through the list of mistakes and make the necessary changes, without worrying that the AI has inserted its own errors or even "hallucinated" facts into our CV.

Adapt the styling

Even an error-free CV can be an instant turn-off if it isn't formatted properly or looks dull. ChatGPT can give you some pointers in this regard, too.

Suggest ways in which the CV could be improved stylistically.

Here, the AI had plenty of good advice. It suggested that we make a dense "professional profile" passage more concise, focusing on achievements rather than generic claims. It had advice on how to present core skills more cleanly. And in terms of design, it advised us to consider a more modern two-column layout, with a left-hand column devoted to contact details and skills, and the right dealing with professional experience.

You can obviously take or leave ChatGPT's suggestions, but we felt that the majority of the AI's ideas would improve our sample CV.

Fit the CV to the job

It's often recommended that you don't just bang out the same CV for every job you apply for, but tailor the document to suit the specific role. The AI can help you identify ways in which a CV can be tweaked to match a particular vacancy.

For example, we again take our sample project manager's CV and we ask ChatGPT to:

.....

Act as a hiring manager for a project manager vacancy in a pharmaceuticals firm. Critique this CV and give me three changes that would make me a stronger candidate.

The first thing that ChatGPT suggests is that we tailor achievements to a regulated environment, such as pharmaceuticals. It points out that our current CV is very focused on the manufacturing industry, whereas the industry we're applying to join has a much bigger focus on compliance and regulatory frameworks.

Alternatively, you can paste in a job advert for a role you're interested in and ask ChatGPT:

.....

Here's a job advert for a role I'm interested in. How could I tailor my CV for this job.

Again, the AI picks out areas where less relevant skills could be replaced with those actively desired in the job advert – provided you have those skills in the first place, of course!

Beat the AI!

As much as employers seem to turn their noses up at AI-generated CVs, they're not immune to using AI themselves to filter through hundreds of applicants. The use of applicant tracking systems (ATS) may see applicants automatically rejected because their CV doesn't contain relevant keywords from the job advert, which the employer has decided are essential for prospective candidates.

ChatGPT can take the job advert and compare it to your CV, advising you where to make changes. Paste in the job ad, or follow on from the same conversation as above, and ask:



1. Reframe your Professional Profile

Right now, your profile is ERP-heavy. This role is less about systems expertise and more about **client relationship management, stakeholder communication, and service delivery**.

- Add phrases like *"experienced in managing client relationships, coordinating multi-stakeholder projects, and ensuring service delivery in line with contractual agreements"*.
- Mention *"proven track record of building long-term partnerships with clients and delivering solutions that improve efficiency and reduce costs"*.

2. Align your Core Skills with the advert

The advert calls for: client relationship management, contract negotiation, logistics, stakeholder management, time management, and account growth.

- Swap out or reword some of your current skills (like *Test Script Development*) to match theirs.
- For example:
 - Client & Stakeholder Management
 - Strategic Planning & Service Delivery

...even suggesting where rewording sections could make you a better match.

.....

What would I need to add to my CV to pass ATS filters for this job?

.....

ChatGPT provides a long list of suggestions for items that should be added to the professional profile, core skills and responsibilities sections of our CV. The AI also highlights a necessary qualification for the role, and suggests

adding to our CV that we'd be willing to obtain that qualification if we don't have it, just so that keyword is picked up by any automated system.

It isn't just professional skills the AI picks up on, either. The job advert mentioned a need to travel between sites, so ChatGPT suggests adding a line about having a full UK driving licence, giving us an advantage over candidates who might need to rely on public transport. 🚗

Perfect job applications

Don't get caught out by pre-interview tests

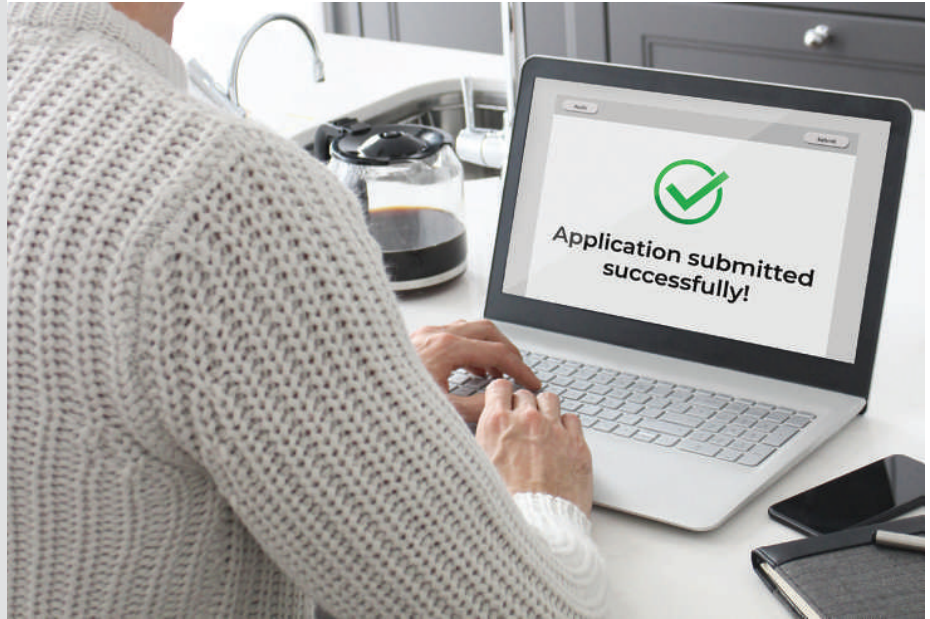
T

he days of stuffing your CV into an envelope and posting, hoping for the best, are over.

Today's job application processes are often multi-stage affairs, with tests and other challenges to pass, in order for companies to whittle down candidates.

If you're not prepared for these extra steps, you're at a huge disadvantage. With ChatGPT by your side, however, you can give yourself the best possible chance of making it through to interview.

Whether it's helping you chew through the paperwork or preparing for the types of tests you might face, the AI can put you a step or two closer to landing the job you really want.



Fill out forms fast!

If you're applying for a number of jobs, it can take an awful lot of time just to fill out the application forms. ChatGPT can help accelerate the process.

For example, many application forms ask you to repeat a lot of information that's already contained within your CV. If the application form is a downloadable Word document or PDF, you can upload both your CV and the blank application form to ChatGPT (by clicking on the "+" icon in the chat bar) and ask it to fill in the relevant boxes.

Can you take the relevant information from the CV and use it to fill out the staff application form?

When we did this using a sample CV and an application form for a real job vacancy, the AI first listed all the information it thought was relevant, double-checking the detail with us before filling in all

I can transfer the information from Adam Brakespear's CV into the Citizens Advice staff application form so it's ready to submit.

Here's what I propose:

1. Section 1 – Personal information

- From the CV:
 - Name: Adam Brakespear
 - Email: adam@gmail.com
 - Mobile: 07845 343527
- The CV doesn't list a postal address, so you'll need to supply that.

2. Career history

- Strawberry IT, Bristol — ERP Project Manager, Mar 2020 – Present
- Banana Tech, Bristol — ERP Project Manager, Sep 2010 – Mar 2020
- Responsibilities and achievements can be summarised directly from the CV into the form.

3. Education

- MBA (ongoing), London University (Sep 2022 – Present)
- PRINCE2 Practitioner, TrainOnline (2006–2008)

Don't let form-filling bog you down; let ChatGPT do it for you.

the personal details, qualifications and educational background into the relevant slots on the application form. This vastly reduces the time it would take to do the whole form manually, and allows you to spend more time on the parts that will make a real difference, such as your personal statement.

That said, you'll need to carefully check the AI has correctly transposed the information from the CV to the application form. Mistakes can occur, so make sure you double-check everything the AI has filled in before submitting the form.

On the application form we used, one section required us to fill out how our skills matched those listed in the job specification. The AI spotted this, and asked us whether we could upload the job spec, so it could draft a response. We uploaded it and the AI picked through our CV, explaining how our achievements/skills were relevant to the requested areas.

We strongly suggest you don't let the AI fill out items such as this by itself. But having the AI draft answers can give you ideas that you might not have considered on how you might answer them yourself.

Prepare for tests

Employers will often set tests for job candidates as part of the recruitment process, and it can certainly pay to have practised responses to the type of tests they may set. Before you even get to the point of responses, ChatGPT might help identify the type of tests you could face:

What are the kind of things you'll be asked to do in a modern job application for a managerial role? Focus on the application, not interviews.

ChatGPT outlines a range of things candidates might be asked to do beyond submitting a CV, including competency questionnaires, situational judgement tests (SJTs), and personality/strengths assessments.

If you've not applied for a new job in some years, these types of test may be unfamiliar to you, but you can get extra help from the AI.

Talk me through SJTs and how to prepare for them.

Here, the AI explains that with SJTs you're given a scenario (ie. a conflict in your team) and asked how you'd respond. These might take the form of multiple-choice questions, ranking responses, or having to write an answer for yourself.

It goes on to give us a sample SJT question, tips on how to prepare for such tests, and suggests using practice tests that are available online, which could be enormously helpful when it comes to the real thing.

Rate answers to questions

Either in tests or the application form itself, you might be asked to give examples of how you've dealt with situations in your career. Refining your technique on how to answer such questions is a worthwhile exercise and ChatGPT can offer feedback.

For a job application form, I've been asked to give an example of how I managed competing priorities. If I write my answer

Situational Judgement Tests (SJTs) are a very common part of managerial applications now, because they assess *how you think and act in real workplace situations*, not just what's on your CV. Here's a breakdown:

What SJTs Are

- You're given a **scenario** (e.g. conflict in your team, missed deadlines, budget issues).
- You're asked to **choose the best response** (multiple choice), **rank responses** from most to least effective, or sometimes write a short answer.
- They aren't about technical knowledge but about **judgement, decision-making, and values alignment**.

What They're Testing

For managerial roles, SJTs typically probe:

- **Leadership style** – Do you empower or micromanage?
- **Prioritisation** – Can you balance people, deadlines, and resources?
- **Conflict resolution** – How do you handle team disputes or underperformance?
- **Ethics & professionalism** – Do you escalate issues appropriately?
- **Communication** – Do you adapt your message to different audiences?

Ask ChatGPT to give you a heads up on the type of tests you might face.

If you've not applied for a new job in some years, these types of test might be unfamiliar... but AI can help

The AI can even help you find resources online to help you prepare for them.

production staff about what was expected and when.

The daily meetings gave us a chance to review any missed deadlines or copy that might not arrive on schedule and plan accordingly.

This is a solid start — clear context, a real example, and it shows leadership. From a recruiter's point of view, though, it could be stronger if you:

1. **Frame the challenge more sharply.** Right now it's descriptive, but not punchy. Recruiters want to immediately see the *problem you faced*.
2. **Show your personal impact.** At the moment, the emphasis is on the meetings, but not enough on *you* as the driver of the solution.
3. **Highlight outcomes.** You've explained what you did, but not what it achieved (e.g. smoother production, fewer missed deadlines, improved morale, happier clients/readers). Recruiters really want results.
4. **Use STAR structure more tightly.** Right now, the "Result" is missing, and the "Action" is a bit process-heavy.

Here's how you might tighten it (without changing your story):

here, can you critique the answer from a recruiter's point of view?

In response, ChatGPT invites us to enter our answer. We cut and paste in our four-paragraph answer, giving an example of how we had to manage a team juggling competing online and print deadlines.

ChatGPT delivers good feedback on the answer, which it politely suggests is a bit top-heavy on the waffle and not punchy enough. It encourages us to show how

we drove the solution to the problem, using the STAR structure – situation, task, action and result. Our initial answer was definitely lacking in the result department, spending too long explaining the scenario and not enough time on the positive outcome.

Obviously, ChatGPT is not the employer and it can't tell precisely what they're looking for, but having the AI critique (and not write) your answers just might lead to a better answer that earns you an interview. 🍀

Master the job interview

Ensure everything is spot on for the big day

Job interviews are nobody's idea of a giggle. The uncertainty of not knowing what you'll be asked or (often) who you'll be dealing with can crank up the anxiety levels to 11.

ChatGPT can soothe some of those nerves by helping you to prepare for interviews. It can roleplay as a recruiter, posing questions that you might face on the day, forcing you to practise answering in real-time, either by voice alone or on camera, and giving you feedback on how you came across.

It can also help with interview technique and making sure you're looking as professional as possible, so you're as well prepared as you can be for the big day.

Run a mock interview

ChatGPT's Voice and Video modes are super handy for role-playing job interviews, giving you a chance to practise delivering instant answers and getting the AI's feedback on your answers.

To start a mock interview, click on the Voice mode icon (the graphic equalizer-like icon in the prompt bar). If you're on a mobile device, you can also switch on the camera, for feedback on your body language, for example.

Be warned that AI is a pleaser – it had nothing but positive feedback on all four answers – so you may need to prompt it to be more critical

You got it! So the second question was: How would you handle a situation where the charity is facing negative media attention or a public relations crisis?

🗨️ 👍 🗨️ 🗨️ ...

"Well, it's hard to say about the precise scenario, but always in those situations, I think you have to try and be honest. If mistakes are made, to apologize quickly and to explain how you're going to rectify those situations. I don't like the idea of trying to spin out positive stories to outweigh negative stories, but if there's anything we can do to change the agenda that we have in hand, then I would use that to try and change the news narrative."

🔊 00:33

That's a solid approach. You've emphasized honesty, a quick apology if needed, and a focus on actually fixing the issue rather than just spinning it. That's something interviewers definitely appreciate. So I'd say you've got a really reasonable and professional-sounding answer there. All right, when you're ready, we'll jump to question three.

🗨️ 👍 🗨️ 🗨️ ...

Using AI to prep for the interview can help calm nerves on the big day.

Once you have Voice mode rolling, start the conversation by saying something like:

...
I'm preparing for an interview for a communications director role with an animal charity. Can you give me four interview questions that I might face and then, at the end, can you rate my answers?
.....

When we used the prompt above, ChatGPT rattled off all four questions at once, which wasn't ideal, so we asked the AI to go through them one-by-one.

It delivered a series of questions about fundraising campaigns we'd run

previously, how we'd handle a situation where the charity was facing negative media, and so on. At the end of each question the AI stopped to give us feedback on the previous answer.

Be warned that AI is a pleaser. We didn't think a couple of the answers we gave were particularly great, but the AI had nothing but positive feedback on them. Therefore, you may need to prompt the AI to be more critical.

...
Give me some critical feedback on those answers. Where can I make improvements?
.....

This brought ChatGPT out of its shell, saying how we should have highlighted the importance of communicating with internal stakeholders during a media crisis, for example, or our failure to mention specific social media tools we would use when answering a question on running campaigns.

Not only is it good practice to get used to thinking on your feet, you might get some tips on answers that might be of use on the day itself.

Work on awkward questions

If there's a question you're afraid will crop up during an interview – an unexplained gap in your employment history, for example, or a mistake on your CV that you spotted only after it was submitted – you might want to prepare strategies for answering them, so you're not left floundering on the day.

I have an awkward 16-month gap in my CV, where I was fired from a role and then took some time out. How do I explain this to job interviewers and accentuate the positives?

ChatGPT advises not to dodge the issue or try to cover it up, but to have an honest, forward-looking answer for such a question. For example, it suggests answering with something like: "That role came to an end unexpectedly, and I took the opportunity to step back, reflect, and build some new skills before moving forward in my career."

As with many things AI, that answer may sound a little too robotic, but you can get the general sense and then try to formulate a more personable answer.

Video interview tips

It's common for job interviews to take place via video call these days, which brings a very different dynamic to attending an interview in person. If you've never done a video job interview before, it might be worth asking the AI for some tips on how to manage them.

I'm on a video call job interview next week. Can you give me advice on how best to sit, body language, where to look?

The AI delivers a series of decent tips, including looking directly into the webcam to maintain the impression of eye contact with the interviewer, and putting their video window just below the webcam, "so looking at the person is almost the same as looking at the camera".

ChatGPT also has good advice on how to sit, including avoiding the use of swivel chairs, since even small movements on camera can be distracting and may cause your webcam to lose focus.

Don't come unstuck with difficult questions: let AI guide you through.

I have an awkward 16-month gap in my CV, where I was fired from a role and then took some time out. How do I explain this to job interviewers and accentuate the positives?

That's a really common concern, and the good news is employers are usually more understanding than people fear — if you handle it with clarity and confidence. A few points to guide you:

1. Don't dodge the gap

If you try to cover it up, it often raises more suspicion than the gap itself. Have a short, honest but professional explanation ready. You don't need to go into detail about being fired — keep it factual and forward-looking.

Example:

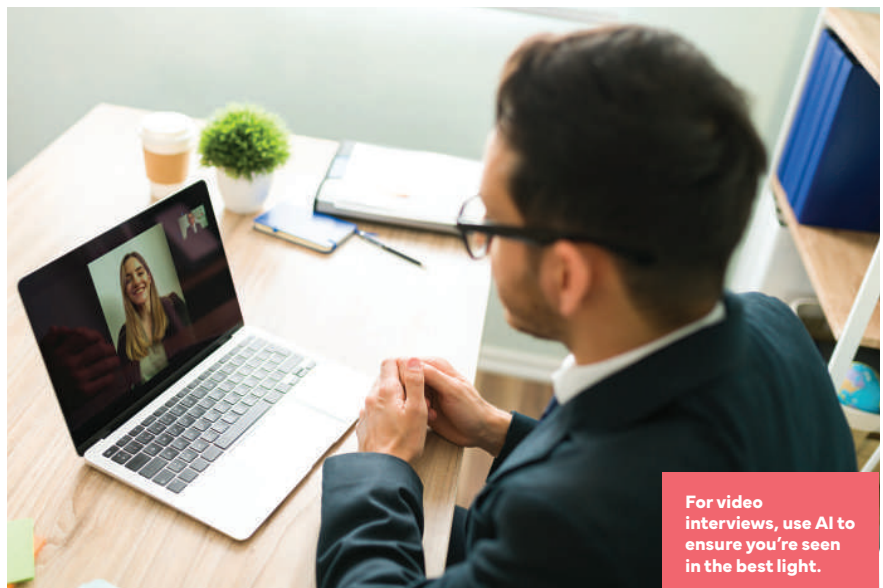
"That role came to an end unexpectedly, and I took the opportunity to step back, reflect and build some new skills before moving forward in my career."

2. Keep the emphasis on positives

Frame the gap as a period of learning and growth:

- Professional development: online courses, certifications, workshops.
- Freelance/volunteering: anything you did, even small, is valuable.
- Personal projects: writing, coding, photography, community work.
- Reflection: clarifying what you want from your next role.

If you did any of these, highlight them as intentional, constructive use of time.



Check your video surroundings

It isn't only you that you need to focus on when prepping for a video interview, but your surroundings – the angle of your webcam, the background and the lighting.

Back in Audio mode with the video camera switched on, we ask:

I've got a job interview next week, and I'm considering using this position and camera angle for the interview. Give me any feedback.

ChatGPT praises us for getting our face in the centre of the frame, but does point out that there's a little bit of clutter in our background, and that we might want to dress more smartly, depending on the company we're interviewing with.

When we ask again, this time deliberately sitting with a window behind us, the AI spots that this positioning isn't ideal in terms of lighting, leaving our face in shadow. It's a worthwhile exercise, highlighting things that you may not have otherwise considered. 📸

Negotiate a pay rise or promotion

Exploit ChatGPT to build your case

C

ompanies don't tend to hand out pay rises or promotions willy-nilly. (Especially

to people who use phrases like "willy-nilly" – Ed). So if you want more money or a step up the corporate ladder, you're going to have to prove you're worth it. If you feel you're undervalued, ChatGPT can help you make the case.

Quick benchmark table (use this in your case)

Region / context	Typical band now
London corporate/banking FM	£52k–£62k (with examples at £55–£60k)
South-East (Home Counties) FM	£50k–£58k
South-West commercial FM	£38k–£45k (outliers higher for senior/technical)

Sources: Reed live averages; Hays/London & Home Counties roles; current job ads & estimates. [Reed +3](#)

Evidence you can quote verbatim (or screenshot)

- "Average Facilities Manager salary in London is £56,236... low £46,990, high £68,250." — [Reed](#).
- "Average Facilities Manager salary in South-East London is £57,871... low £50,595, high £66,709." — [Reed](#).
- **Live roles:** Facilities Manager £55–£60k (Rendall & Rittner); Senior FM £55–£60k (London & Home Counties) — [Hays](#).

Arm yourself with salary info about the wider market with AI's help.

Build evidence for a rise

One way to convince your boss that your salary needs a little bump up is by benchmarking your earnings against equivalent roles in your area. ChatGPT can do the legwork here. Put the AI into Thinking mode from the dropdown at the top and enter a prompt such as:

I'm a facilities manager for a bank in the south of England. I believe I'm not paid as well as I should be on a salary of £48,000pa and would like you to benchmark salaries for comparable roles in the area to give me supporting evidence for a pay rise.

ChatGPT spends a minute or two researching the market, pulling in data for average salaries for that role in your area and the UK as a whole. Here we discover that £48,000 is about £8,000 short of the regional average.

Brilliantly, the AI creates a section called "evidence you can quote verbatim", where it links to job sites/vacancies showing the regional rate for the job role, inviting you to screenshot them for your bosses to see.

Role-play the tough conversation

If you're plucking up the courage to ask for a promotion, you can expect to face questions on why you think you deserve it. ChatGPT's Voice mode can help you practise that conversation, asking the type of tough questions you might face. Put the AI into Voice mode (click the graphic equalizer symbol in the prompt bar) and ask something like:

Hi, I'm thinking of asking my boss for a promotion. Can you please role-play a discussion where you put in tough questions that they might ask?

Their key word here is "role-play" – if you don't include that in your prompt, ChatGPT may just reel off questions without giving you a chance to answer.

Among the questions it put to us were "can you give me an example of how you've handled a tough leadership situation or a strategic challenge recently that shows you're ready for that next step?". It's good practice to justify the reasons you believe you deserve a promotion and make a convincing case. The AI should give you feedback on your answers, too, although beware of its tendency to please and over-praise. [🗣️](#)



Get ChatGPT to "play" boss, so you can practise asking for a promotion.

Resolve work conflicts

Protect yourself in the workplace

W

ork conflicts can be stressful and messy to deal with. Whether it's a dispute with

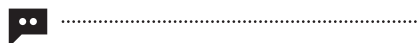
your boss or colleagues, they're never easy situations to handle. ChatGPT can help smooth over these tense situations, providing advice on how to settle disputes amicably, or pointing you towards employment legislation when you need protection.



ChatGPT can help you to resolve work conflicts in a diplomatic way.

Deal with disputes

If you feel you're being treated unfairly at work, it's easy to let frustration build and boil over. ChatGPT can help you approach a problem more diplomatically.



I'm furious with my manager. I already outperform all the members of my team, and when I hit my targets he gives me more work, without placing any extra demands on my colleagues. How do I resolve this?

ChatGPT outlines strategies for dealing with the problem constructively, including clarifying expectations with the manager, or asking about promotion if you're being given extra work because you're seen as more capable.

The AI offers to draft wording to start a conversation with the manager, and in taking it up, it generates four approaches to tackle the issue, such as: "I've noticed that when I hit my targets, I often get given additional tasks. I'd like to understand the expectations – is the idea that I should consistently carry a heavier workload, or that this is temporary? I want to make sure I'm clear on what success looks like in my role."

The language may be a little too verbose, but it gives you a good steer about how to open the conversation.

The AI can offer tips on how to start a conversation with your manager.

I'm furious with my manager. I already outperform all the members of my team, and when I hit my targets he gives me more work, without placing any extra demands on my colleagues. How do I resolve this?

That sounds really frustrating — it's natural to feel angry if you're being singled out for more work without recognition or fairness. Here are some steps you could take to address it constructively:

1. Reflect before reacting.

- You want to make sure your frustration doesn't boil over in the moment. Write down specific examples where you were given extra work compared to colleagues, and how it affected you. This will help keep the discussion factual rather than emotional.

2. Clarify expectations.

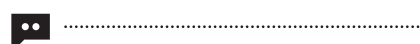
- Book a one-to-one with your manager and frame it around wanting clarity. For example: "I've noticed that when I hit my targets, I'm often given additional work. Could you help me understand how performance expectations are set across the team?"

3. Emphasise fairness and impact.

- Explain that while you're happy to contribute, the current approach feels uneven and is affecting your motivation. Keep the focus on outcomes: "I want to stay productive and engaged, but I'm concerned

Employment law advice

ChatGPT is not a lawyer and shouldn't be relied on for legal advice. But it can help point you in the right direction regarding legal issues at work. For example:



My company is asking me to return to work earlier than the agreed period of maternity leave because they are short-staffed. Is this legal?

Here, the AI runs through the maternity legislation, and confirms that the

company can ask you to return, but that it can't legally require an employee to return early from maternity leave.

In follow-up questions, it's able to point us to specific legislation published on the government website, showing how employees are entitled to up to 52 weeks of maternity leave, with no provision for employers to demand a return. Of course, you'll want to take full legal advice if the employer insisted, but the information provided by ChatGPT might be enough to push back against an employer's request without having to call in the lawyers.

Find a side hustle

Turn your skills into a second income stream

There are several reasons why you might want a “side hustle” – a job in addition to your 9-to-5. It might be that you need extra income; it may be that you want to put skills that aren’t exploited in your day job to the test; or it could be that you’re dipping your toes into a potential new career path.

Whatever your motivation, there’s plenty to consider before you launch head-first into a new business

venture – and ChatGPT can make it feel like you’re not taking on the business world all by yourself.

If you’re struggling to find the right side hustle for your skills, the AI can help brainstorm various jobs that might suit. If you need help with the business plan, ChatGPT can provide structure and help you consider factors that you might otherwise neglect. The AI can also be the “sensible voice” in the room, advising you of the potential risks that your new business venture may face, so you know what you’re up against.

Identify the right side hustle

You might have the time to earn some money on the side, but do you have the right idea to turn that time into profit? ChatGPT can help generate ideas for potential side hustles.

.....

I’ve got some evenings and weekends free, and have decent computer skills. What side hustles might suit me?

What side hustles can I realistically start this weekend with no upfront investment?

I want a side hustle that could become a full-time business in a year. Can you suggest options?

.....

The first prompt generates more than a dozen different side hustle ideas, broken down into different categories. On the creative side, for example, ChatGPT suggests setting up a YouTube or TikTok channel, dispensing tech tips. On the more practical end of the spectrum, it suggests various user-testing sites that pay people to test out new apps/websites, or setting up local weekend workshops where you could teach basic tech literacy.

The third prompt assumes that ChatGPT already knows a bit about your background and skills from your conversation history, but if it doesn’t you will need to give it something to work with. Perhaps upload your CV or add your hobbies/interests. Since it knows we’re from a tech journalism background, it suggests a range of potential sidelines,

including consulting and creating digital templates for apps such as Notion, which can be sold online.

The AI is perhaps a little bullish about the earnings potential of some of these sidelines (it may have been trained on too many “how I made £10,000 in 30 days” blogs), but it at least gives you ideas that you can work with and explore further.

Create a plan

It’s easy to get caught up in the excitement of a new side hustle and launch straight into it, but in the long run you’ll almost certainly be better off attacking the business with a plan. ChatGPT can help you here. In the second part of the prompt below, we’ve asked it to focus on the parts of running a business that we’re not particularly strong on.

.....

Can you create a step-by-step plan to start a side hustle as a jewellery maker? Include steps on how to find clients, marketing and branding.

.....

We put the AI into Thinking mode for this one, to maximise our chances of getting a detailed, well-considered plan – and it didn’t disappoint.

Teaching & Tutoring

- **Online tutoring:** Maths, English, or computer skills—via platforms like Tutorful, Superprof, or MyTutor.
- **Digital skills training:** Many adults want to learn Excel, Canva, or social media marketing.

Low-barrier online gigs

- **User testing:** Platforms like UserTesting, TryMyUI, or Respondent.io pay you to test websites and apps.
- **Microtasks/freelance marketplaces:** Fiverr or Upwork for short projects.

Looking for ways to boost your income? ChatGPT can suggest some ideas.

Local Side Hustles (tech-related or not)

- **IT support in your area:** Helping locals with setup, backups, or troubleshooting.
- **Event photography/videography:** If you enjoy media work.
- **Weekend workshops:** Teach basic computer literacy in community centres or libraries.

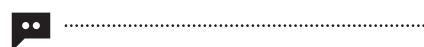
The AI breaks down the plan into four phases, covering 10 weeks. That starts with choosing materials and “hero product types” to attack the market with in phase 1, right through to identifying local makers’ markets and independent boutiques in the final phase, so you can start turning the products into cash. The plan includes lots of helpful tips, such as how to photograph products on white backgrounds, to creating branded cotton pouches and care cards. It also includes advice on risks, including allergens (such as nickel content) of which you should be aware.

Obviously, you can adjust the plan and work with the AI to get further details on any parts that you need more help with.

Examine the risks

Without wishing to douse any enthusiasm for your new business venture with a bucket of ice-cold water, it’s always worth examining the potential risks of a side hustle. For example, have you fully considered the tax implications or consumer laws that cover the business area you’re getting into? Here, ChatGPT can deliver a dose of reality.

In the same conversation as we worked on our business plan, we ask ChatGPT a further question. You can pose the question from scratch, but make sure you give the AI some details of the side hustle you’re plotting.



Outline the various financial risks and compliance issues my side hustle might face (for example, tax, trading laws, and so on).

Here, ChatGPT gives us a heads-up on various factors we should consider. For example, if we earn more than £1,000 per year, we’ll need to file a tax self-assessment – and we’re warned that platforms such as eBay and Etsy are forced to reveal seller data to HMRC, meaning there’s no escaping the tax collectors!

The AI also warns us about various precious metal and product safety regulations, consumer laws on distant selling, and various regulations governing data protection and email marketing. Some of these might be irrelevant, at least to start off with, but it’s better to be forewarned. 



Once you know what your side hustle will be, what’s your route to market?

Here’s a practical, no-fluff roadmap you can follow from zero to your first sales—and then to steady side-income. It’s tailored for a UK-based maker, but works anywhere with small tweaks.

Phase 0 (Week 0–1): Decide your niche & set guardrails

1. Define your niche
 - Choose 1–2 materials and a style lane (e.g., recycled sterling silver + organic textures; demi-fine gold-fill + minimalist).
 - Pick 2–3 hero product types to start (studs, stacking rings, pendant necklaces). Depth over breadth.
2. Write a quick positioning statement
 - “I make [material & style] jewellery for [who] that solves [need/emotion], priced at [range].”
 - Example: “Minimal recycled-silver stacking rings for eco-conscious women who want everyday pieces under £60.”
3. Set constraints (so you actually ship)
 - Max SKUs to launch: 8–12.
 - Time budget: 6–8 hrs/week.
 - Quality bar: 2 prototypes per SKU before go-live.

ChatGPT can help you plot a plan to the launch of your new business.

Phase 1 (Week 1–3): Foundations—skills, compliance, and costing

4. Prototype & test durability
 - Make 2–3 iterations per design. Wear-test for a week. Track failures (clasps, solder joints, plating wear).
5. Costing & pricing worksheet (keep this forever)
 - COGS = materials + packaging + consumables (solder, flux) + a pro-rated tool wear.

It’s always worth examining the potential risks of a side hustle. Here, ChatGPT can deliver a dose of reality

Plan for retirement

Get help with your post-work finances

P

ension planning is a complicated business, which is why many people pay

professionals good money to do it for them. We're not suggesting you do otherwise, but if you find yourself bewildered by even the basics of pensions, or want to be better informed on this critical part of your financial planning, ChatGPT can assist.

Right from the moment you're enrolled in your first pension scheme, ChatGPT can help you understand what's happening to your money and the questions you should be asking of your provider. Likewise, it can offer hints on what you should be considering pension-wise at your particular time in life, and it can even evaluate the performance of the funds in which your money is invested.

Pensions are complex and, frankly, dull. ChatGPT can cut through the jargon and help you feel in better control.

Solve pension queries

When you're young and starting out in employment, the concept of saving for a pension feels like something you might worry about in 10 or 20 years' time. However, even if you're of that mindset, auto-enrolment means that you're going to be put into a pension scheme from your early twenties. Not many people have given pensions much thought at that tender age, so if you're looking for a basic primer on pensions, ChatGPT can provide answers.

My company is trying to enrol me into a pension scheme. Should I sign up or take a private pension?

Puzzled by pensions? AI can help you make sense of the various pieces.

My company is trying to enroll me into a pension scheme. Should I sign up or take a private pension?

That's a great question — and it's one a lot of people in the UK wrestle with. I can't give you personalised financial advice, but I can break down the main differences so you can weigh things up:

1. Workplace Pension (auto-enrolment)

- **Employer contributions:** This is the biggest advantage. By law, your employer must also pay into the scheme (at least 3% of qualifying earnings). If you don't sign up, you're leaving that money on the table.
- **Tax relief:** Contributions are taken from your pre-tax salary (or you get tax relief added in), so you save on tax.
- **Convenience:** Payments come straight out of your salary.
- **Default investment funds:** Usually, workplace schemes have a "default" fund which may be fine for many people, but you often can choose other funds too.
- **Flexibility:** You can usually increase your own contributions, though investment choice is more limited than in some private pensions.

2. Private Pension (SIPP or personal pension)

- **No employer contribution:** All contributions are from you (plus government tax relief).
- **More control:** Wider choice of funds, shares, and investment strategies if you want flexibility.
- **Useful for freelancers/self-employed:** Since there's no employer to contribute, private pensions are often the best route.
- **Extra pension pot:** Some people have both a workplace pension (to get the free employer money) and a private one for extra flexibility.

Here, the AI explains the benefits of employer contributions, tax relief, and the convenience of having pension contributions deducted automatically from your salary. It also explains the benefits of private pensions.

If you're new to pensions, that should give you a basic grasp of the detail, but you might have more questions – and, ideally, you should put them to your pension provider or employer. ChatGPT can help you ask the right questions.

What questions should I ask my provider/employer about the pension scheme its proposing?

In response, ChatGPT sensibly advises us to ask about the level of employer contributions and whether, if you decided to make higher contributions yourself, your employer would match

them. It also suggests asking questions about the type of scheme and which funds the money is being invested in, as well as many others. It's a good list to help you learn more about a prospective pension plan.

Don't forget that if you get stuck on any of the terminology, ChatGPT can help demystify it.

What's the difference between a defined benefit and defined contribution pension?

The AI gives a clear explanation of the difference between the two, with defined benefit guaranteeing a certain level of income (or final salary) based on a formula, and the defined contribution creating a pension pot that may vary in size depending on the performance of investments.

Take a pensions health-check

It's very easy to let your pension planning slide, with money filtering out of your wages or bank account and not giving it much thought. However, it's a good idea to check your pension strategy periodically, and make sure it still makes sense for your time of life.

Of course, you shouldn't make any financial decisions based on AI advice alone; talk to the professionals. However, performing a pension health-check with ChatGPT might help you think about what you should be discussing with your pension provider/advisor.

ChatGPT can help you keep an eye on your investments, and offer advice.



I'm 48. What should I be considering at this age regarding my pension planning?

The AI gives us a checklist to work through, including finding out how much we have saved in pensions, advice on how to use projected income calculators, and a warning to check that our state pension contributions are up to date.

It also offers advice on contribution levels, using a rule of thumb that you should be trying to make contributions of at least half your age as a percentage of salary. So, for example, at the age of 48, we should be looking to put 24% of salary away.

There's lots more advice, and it's a great starting point/agenda for a chat with a professional.

Check on your fund's performance

Many people will know their pension provider, but won't have given too much thought to the individual fund their money is invested in, preferring to leave that to the professionals. However, it's always a good idea to find out how your fund is performing, especially if you're managing your own private pension, and ChatGPT is great for evaluating the performance of individual funds. We put ChatGPT into Thinking mode and ask:

Analyse the performance of the Vanguard FTSE Developed World ex-UK Index.

It's a good idea to check your pension strategy periodically, and make sure it still makes sense for your time of life

A pension health-check will ensure your planning is on track.

I'm 48. What should I be considering at this age regarding my pension planning?

At 48, you're at a crucial mid-point in pension planning: you've probably built up some savings already, but still have 15–20 years before retirement. This is the time to really sharpen your strategy. Key considerations include:

1. Check your current pension position

- **How much do you have saved?** Get up-to-date valuations of all workplace and personal pensions.
- **Projected income:** Use pension calculators (from your provider or MoneyHelper) to estimate retirement income at 65–68.
- **State Pension forecast:** Check your National Insurance record on GOV.UK. At 48, you've still got time to fill gaps in contributions if needed.

2. Contribution levels

- **Rule of thumb:** Aim for contributions (employer + employee) of at least half your age as a % of salary (so ~24% at 48, if possible).
- **Catch-up contributions:** If you can increase now, the compound growth over 17 years could be significant.

Obviously, you'll need to replace the name of the fund here with your own; but the AI gives a breakdown of the fund's performance over one, three, five and 10 years, plus fees and the overall size of the fund. It also considers what's driving the fund's profits (ie. which countries, sectors and individual companies the fund is invested in).

If you're considering moving to a different fund, or being advised to do so by your pension advisor, you can ask ChatGPT to compare the performance of the two funds, to make a better-informed decision. (Note that just because an advisor is suggesting you move to a fund with lower returns, doesn't necessarily make it bad advice. Advisors often move pensions to safer bets as you near retirement.)

Always double-check the performance information that ChatGPT provides, as it can make mistakes. Handily, it provides links to sources, so you can verify where its information is coming from. 

Make working from home work

Manage your home office effectively

→ Working from home has huge advantages, but there are many ways in which it can be an even worse grind than trudging to the office every day. ChatGPT might just be the best colleague you've ever had, because it can help you avoid falling into some of those homeworking pitfalls.

From guidance on setting up an ergonomically friendly office to dealing with tech problems, now that you don't have an in-house IT department! AI can help you plan out a busy day or provide a moment of inspiration if you need someone to bounce ideas off. And it can help prevent you slipping into the worst habit of homeworking, such as continually raiding your fridge or staying at your desk beyond regular office hours.

Let's explore the many ways ChatGPT makes a great homeworking companion.

When setting up (or refining) a home office, it helps to think ergonomics in terms of **posture, movement, and environment**. Here are the main factors to run through:

1. Desk and Chair Setup

- **Chair height:** Feet flat on the floor (or footrest), thighs roughly parallel, knees at ~90°.
- **Seat support:** Adjustable backrest that supports the lumbar curve; avoid perching on the edge.
- **Arm support:** Elbows close to the body, bent at ~90°, forearms resting lightly on armrests or desk.
- **Desk height:** About elbow height when seated, so arms rest comfortably without shoulders hunching.

2. Screen Position

- **Distance:** About an arm's length away.
- **Height:** Top of screen level with, or slightly below, eye height—no craning neck up or down.
- **Multiple screens:** Place the primary screen directly in front of you; if using two equally, align them side by side so you face the midpoint.

1 Set up a safe office

One of the big problems of working from home is that you're not necessarily using regular office equipment, or you're not in an environment that's been safety-tested for work. Sitting with your laptop at the kitchen table might be fine for the odd day, but it isn't good for your long-term health. A decent employer should advise and help with the cost of a safe home setup, but ChatGPT can offer guidance here, too. We ask it to "Run me through the ergonomic factors I should consider with my home office", and we get advice on desk and chair setup, screen position, lighting and more. It's a strong checklist that could prevent problems such as repetitive strain injury down the line.

1. Check the basics

- **Cable connections:** Make sure the HDMI/DisplayPort/USB-C cable is fully plugged into both your laptop and the monitor. Reseat both ends.
- **Cable quality:** Try another cable if you have one; faulty cables are common culprits.
- **Monitor input:** Ensure the monitor is set to the correct input source (e.g. HDMI 1 vs HDMI 2).

2. Test the monitor

- Try connecting a different device (e.g. another laptop, console, or streaming stick).
→ If it works, the issue is with your laptop.
→ If it doesn't, the issue may be with the monitor or cable.

3. Check laptop settings

- **Windows:**
 - Press **Win + P** → cycle through *Duplicate*, *Extend*, *Second screen only*.
 - Right-click desktop → *Display settings* → check if the external monitor is detected.
- **Mac:**
 - Go to *System Settings* → *Displays* → *Detect Displays* (hold *Option* if you don't see the button).

2 Tackle tech problems

Another downside of homeworking is there isn't an IT department to turn to at a moment's notice to help work out why the printer has suddenly gone on strike. However, ChatGPT is a dab hand at resolving the kind of technical issues that can grind a day's productivity to a halt. For example: "My monitor is displaying 'no signal detected', even though it's plugged into my laptop. How do I fix this?" The AI provides a sensible list to work through, including checking cable connections, making sure the correct screen input is selected, and revealing a keyboard shortcut to check the laptop hasn't been accidentally disconnected from the screen.

3 Plan your day

If you find yourself staring at a long to-do list and wondering if it's possible to make Thursday 12 hours longer than normal, setting out a plan for your day can help feel like you're back in control. In a new chat, list all the things you have to get done and a rough estimate of how long each will take, or when they need doing (ie. marketing meeting 4–5pm), and then ask ChatGPT to create a schedule for you. When we gave ChatGPT a long list, it spat out a schedule (with a lunch break – albeit a very short one!) with everything in the right slots. Make sure you engage Thinking mode for this task, as the first time we ran this prompt in normal mode, it made errors.

You're right—here's a clean, conflict-free plan for Wednesday 1 October 2025, starting 08:00 and finishing ~18:25.

- 08:00–09:30 Write PC Pro column (1h30)
- 09:30–09:35 Email/Slack #1 (5m)
- 09:35–10:05 Collect car from garage (30m, AM)
- 10:05–10:10 Email/Slack #2 (5m)
- 10:10–12:10 Edit ChatGPT guide (2h)
- 12:10–12:30 Lunch (20m)
- 12:30–12:35 Email/Slack #3 (5m)
- 12:35–14:35 Finish awards feature (2h)
- 14:35–15:20 Features planning (45m)
- 15:20–15:25 Email/Slack #4 (5m)
- 15:25–16:00 Boox hardware testing (35m, part 1)
- 16:00–17:00 Marketing meeting (fixed)
- 17:00–18:25 Boox hardware testing (1h25, part 2)

If you want this as calendar blocks, say the word and I'll format it for quick import.

I keep snacking all day when working from home. Suggest alternatives that are quick, filling and healthy.

That's a really common trap with home working. The key is to stock things that feel like snacks but won't spike your blood sugar and leave you hungry again an hour later. Here are some quick, filling, healthier options:

Protein-based snacks (keeps you fuller for longer):

- A small handful of nuts (almonds, cashews, walnuts – ideally unsalted)
- Edamame beans (frozen ones microwave in 2 mins)
- Boiled eggs (make a couple in the morning, keep in the fridge)
- Greek yoghurt with berries (choose plain, add your own fruit/honey if needed)
- Cottage cheese with sliced cucumber or cherry tomatoes

Veg and dip ideas:

- Carrot, cucumber, or pepper sticks with hummus
- Celery with nut butter
- Sliced apple with almond/peanut butter

4 Avoid the kitchen raids

One of the biggest dangers of working from home is the cost of replacing all your jeans, because your waist has expanded as a result of the kitchen being in very close proximity. ChatGPT can help with a little nutritional discipline. "I keep snacking all day when working from home. Suggest alternatives that are quick, filling and healthy." ChatGPT runs off a list of healthier snacks, such as handfuls of unsalted nuts, vegetable sticks, or unsalted/sugar-free popcorn. It also offers some tips on how to cut down on the fridge raids, which includes scheduled snack stops during the day.

5 Bounce ideas around

Anyone who's worked from home will tell you that the one thing they miss is being able to bounce ideas off colleagues at the next desk. While ChatGPT is by no means a substitute for human colleagues, it can be good for knocking around ideas, especially in the more conversational Voice mode. For example, we open Voice mode and say: "Can we brainstorm ideas for a social media campaign to launch a new shampoo brand aimed at children?" We explore different ideas, such as selling on the "tear-free formula" and ways that could be conveyed to parents. It isn't the most original idea ever, but it could be the spark of something more creative from you.

Sure thing! Let's lean into that tear-free angle. For example, you could run a series of short, relatable video clips or reels showing those classic bath-time moments that parents dread—like kids getting shampoo in their eyes and making a fuss. Then flip it around and show how your shampoo saves the day—no tears, happy kids, and relaxed parents. You could also create a hashtag challenge encouraging parents to share their own "no more tears" moments using the shampoo. That way, you're building a community of testimonials. And a few cute graphics or posts explaining the science in a simple way—like, "Here's why our shampoo keeps bath time cry-free"—can add a nice touch for the parents too.

Here are some practical ways to stop late-night spillover when working from home:

1. Set a clear "end of work" routine

- Decide on a hard stop time (e.g. 6.30pm) and set an alarm 30 minutes before as a wind-down cue.
- End the day with a ritual: tidy your desk, shut the laptop lid, or write tomorrow's to-do list.

2. Create physical boundaries

- If possible, only work in one designated spot at home. Avoid the sofa/bed so your brain doesn't blur work and rest.
- Even small cues—like turning off a desk lamp—signal "work is done."

3. Schedule evening anchors

- Book in non-work commitments after hours: cooking dinner, going for a walk, or watching a TV show with family.
- These give you a reason to close the laptop on time.

4. Use tech to reinforce limits

- Block work email/Slack notifications after a set time.
- Some people put their laptop in another room so reopening it feels like a big step.

6 Avoid working late

One of the easiest traps to fall into with homeworking is staying at your desk well into the evening, because there's nobody there to turn out the lights on you! ChatGPT can help you find ways to switch off. "I often find myself working late into the evening, as I work from home. Give me some strategies to avoid this." ChatGPT suggests setting an alarm 30 minutes before a hard-stop time, acting as a wind-up cue, as well as using software settings to silence notifications after, say, 6pm. You could even use ChatGPT's task scheduler to remind you to clock off each weeknight!





Better personal relationships

ChatGPT may lack emotional depth, but it can be a useful sounding board for your thoughts and feelings, it can guide you through difficult conversations, and even offer help to search out your ideal partner.

52

Pimp your dating profile

54

Work through personal problems

56

Find ways to cope with kids

58

Dealing with bereavement

60

Write a wedding speech

TUTORIAL

Pimp your dating profile

Maximise your chances of finding the right person



Online dating is the default way of meeting new people these days. For those whose only prior

dating experience was hanging around in dodgy bars, it can be a tricky new world to navigate.

ChatGPT can help you find your way. It will give you tips on how online dating works, how much it will cost, and which sites/apps are best suited to your lifestyle.

Once you've decided on which app(s) to go with, it can also help you boost your profile, offering tips on picking profile photos that are the most flattering, plus help with writing answers to the gazillion questions you're asked to fill out on your profile.



Use ChatGPT to polish your profile for the best chance to find a match.

Online dating tips

If you've come out of a long relationship and never tried online dating before, it can be intimidating. It also might not be something you want to talk to friends about. The AI can help with generic advice on how online dating apps work and the pitfalls you need to avoid:



I'm thinking of starting online dating but have never done it before. Do you have any tips?

ChatGPT provides a list of tips, including advice on how to create a profile, setting boundaries (ie. being wary of people who quickly want to move conversations out of the dating app), and some advice on how rejection and silence from potential dates are all to be expected and shouldn't be taken to heart.

You can also ask the AI for advice on the dating apps that would best suit you:

Clear red flags

1. **Only one photo or photos that look like stock images.** Over-posed, studio-quality glamour shots, or pictures that seem professionally modelled are suspect. Reverse-image search if something feels off.
2. **Profile text that says nothing.** Generic lines like "I'm new here" or "Ask me anything" with no detail are common in fake accounts.
3. **Age/location inconsistencies.** If the photo screams "25" but the profile says "48", or the stated job doesn't match their language level, treat it as suspect.
4. **Grammar or phrasing that feels machine-translated.** Especially when mixed with claims of being highly educated, senior military, oil-rig engineer, surgeon, etc.
5. **They push to move off the app fast.** Scammers want you on WhatsApp, SMS, or email so the platform can't monitor them.
6. **Love-bombing early.** If someone becomes intensely affectionate within a handful of messages, it's manipulation, not romance.

Never used a dating site? The AI can clue you up on the pros and cons.



What apps are best for a 48-year-old male seeking female dates?

We get a list of apps that are specifically targeted at a (ahem) more mature

audience, with bullet-point explanations of the reasons these apps are suitable and what to watch for. You can also ask the AI about how such apps are priced without visiting the site itself – and, potentially, having that visit saved in your web history and being bombarded with ads and so on.

The point of filling out a dating profile is to give an insight into what you're like, not ChatGPT – but its answers might spark some ideas

Pick the right photos

Picking the photos to go on your dating profile is vital. Like it or not, people make snap judgements about how you look and if that first impression is a flat one, it's highly likely you'll be swiped left.

The AI can help you choose a more flattering photo. We start a new chat and then upload a selfie we'd taken on our smartphone by pressing the "+" button. Then we ask:

I need a photo for my online dating profile. Is this a good choice? How could it be improved?

The AI pulls no punches when it tells us the "photo is usable, but it's not doing you any favours as a dating profile shot".

ChatGPT goes on to list all that's wrong with our mug shot, including an unflattering low angle, harsh shadows from the lighting, a flat expression (which is putting it kindly) and a drab kitchen background.

It suggests several ways in which we could take a better profile pic, including raising the camera to eye level, softer lighting, and a more interesting background. Finally, it says "you can take a new one and I'll let you know which version works best".

When we upload a photo with a better eye-line, a warmer facial expression and photos in the background, we're told "it's a clear improvement" but it still notices little flaws, such as the phone's screen reflecting in our glasses and a slightly awkward crop. If you want to make sure your images are hitting the mark, it's well worth throwing them at ChatGPT before you upload them to your profile.

Better answers

Dating apps will ask you to write answers to a number of different questions to demonstrate your personality, but it can be tricky coming up with original



I need a photo for my online dating profile. Is this a good choice? How could it be improved?

The photo is usable, but it's not doing you any favours as a dating profile shot.

Issues:

- The angle is low and unflattering.
- The lighting from above creates harsh shadows.
- Your expression looks flat and disengaged.
- The background is a plain kitchen, which doesn't add anything.

Not the best shot – ChatGPT pulls no punches in its analysis.

1. Never have I ever trusted myself to "quickly" assemble flat-pack furniture without creating modern art.
2. Never have I ever walked past a mirror without accidentally judging my posture like a disgruntled chiropractor.
3. Never have I ever followed a recipe without improvising and then blaming the recipe.
4. Never have I ever entered a supermarket intending to buy one item and escaped with my dignity.
5. Never have I ever kept my cool when autocorrect sabotaged me mid-flirt.

Use the AI to help you answer profile questions – but be authentic.

answers that make you sound interesting. If you're struggling to drum up answers, ask ChatGPT for its suggestions:

My dating profile is asking me to fill in what I would do on my "ideal fake sick day". Come up with five suggestions for me.

My dating profile is asking me to complete the line "Never have I ever..." Suggest five different answers.

Now let's be honest here: the whole point of filling out a dating profile is to give people an insight into what you're like, not what ChatGPT is like. And if you filled in the forms with the answers generated by AI, you're going to sound like an AI. However, ChatGPT's answers might spark an idea that you can

write in your own words, with that much-needed authenticity.

On the first prompt, for example, its suggestions include "Stay home, cook something indulgent, and binge a documentary series you've been meaning to finish." That's a boring answer in itself, but if you said what you were cooking and named a TV series you've binged, that would at least tell someone a bit about your personality.

On the second prompt, its suggested answers include "never have I ever pretended to like something just because everyone else did," which at least signals a message about honesty (if true). When we asked it for funnier answers, it suggested "never have I ever followed a recipe without improvising and then blaming the recipe". Again, neither of these answers are going to make you an unmissable catch, but they might spark an idea that you can adapt when inspiration runs dry. 

Work through personal problems

Find ways to defuse tension and solve arguments

P

ersonal problems can quickly drag down your mood. If you're facing a personal, family or relationship issue, and don't know where to turn, a conversation with the AI just might offer a solution.

ChatGPT is always there; it isn't judgemental; and it's never too busy to help. It may sound silly to unload problems on to an AI chatbot, but it can

help you see things from different perspectives, and suggest solutions you may not have considered.

However, ChatGPT absolutely shouldn't be confused with professional help. It's no substitute for counselling and it isn't the answer if you think you're clinically depressed or considering self-harm. Nor is it the answer for cases of domestic abuse, although read on to find out how it can help discreetly in such situations.

Making friends as an adult is harder than anyone admits, especially after a move. It's not a character flaw — it's just logistics and limited opportunities. Here are the things that actually work, not the fluffy "just be yourself" stuff:

1. Put yourself in repeat-contact situations.

One-off events don't create friendships. Join something that meets weekly: a running club, climbing gym, local choir, volunteering shift, board-game night, whatever fits. Familiarity builds trust, and that's what turns strangers into friends.

2. Be the one who makes the first move.

Most adults are lonely but too awkward to initiate. If you wait for others, nothing happens. When you meet someone you click with even slightly, say something simple like, "Want to grab a coffee sometime?" It feels forward, but it works.

3. Use structured social tools.

Meetup, local Facebook groups, hobby Discords, neighbourhood WhatsApp groups — they're full of people in the same boat. Pick two or three that match your interests and commit to them.

4. Lower the bar.

You don't need a soulmate on day one. Aim for "friendly acquaintance," then build from there.

The AI can suggest practical next steps for personal problems.

Personal issues

ChatGPT can be a good first port of call for dealing with issues that might not be easy to share with friends, family or work colleagues. For example:

We've recently moved to a new area and I'm struggling to make friends. What can you suggest?

My company has announced a wave of redundancies and I'm worried I'll be made redundant. I'm not sure I'll find it easy to get a new job at 53. What should I do?

On the first prompt, the AI offers practical tips on how to form friendships as an adult, such as putting yourself in situations where you'll regularly come into contact with the same faces, such as running clubs, choirs or volunteering. It also has tips on ways to make the first move with potential friends.

On the second issue, ChatGPT again offers practical ways to get ahead of a potential redundancy, such as updating LinkedIn profiles and networking with past colleagues and associates so that you're in a better position should the worst happen. It also has advice on dealing with the emotional burden.

Family problems

Family problems or disputes are often awkward to deal with. And because family relationships are often the longest relationships you'll have had, it can be difficult to find fresh perspectives or solutions. The AI might help you find a fresh way to resolve a conflict. For example:

My brother is pressuring my parents to lend him money to buy a new house. I'm worried that, as my parents are elderly, this won't be repaid and will effectively create an unfair inheritance, where he'll effectively get to keep the loaned money once my parents pass away. How do I resolve this issue without causing a confrontation?

My mother is 85 and in ill-health but refuses to stop driving. We believe she's putting herself and others in danger, but she values her independence and says she's never had an accident, so refuses to stop. How can we convince her?

On the first problem, ChatGPT suggests a range of different strategies, including engaging outside professionals to draw up a loan agreement, so that the terms of the arrangement are clear for everyone to see.

On the second issue, ChatGPT discusses several different approaches, such as offering replacements such as pre-paid taxis or food deliveries to lessen reliance on the car, as well as once again bringing in a neutral authority such as a GP who could offer an independent assessment that the elderly driver may defer to.

Relationship problems

Relationship disputes can often escalate because both sides fail to consider or fully understand the other's point of view. ChatGPT can help you to see the full picture and find compromises.

First, you sometimes need an outside perspective to help you understand what's really causing your angst. Start a prompt with:

.....
Help me clarify what's really bothering me about this situation. Here's what happened...

Then describe the problem as you see it. You can describe the issue in as much detail as you require. You might even activate Voice mode to talk about the problem if it's easier to explain verbally than by typing out.

We explain a scenario where we feel it's unfair that our partner contributes little to the household finances, yet goes out two-to-three times a week, and the tension this is causing in the relationship.

ChatGPT explains that the resentment we're feeling might not only be financial, but emotional – that we feel like we're being taken for granted. But what does it look like from the partner's viewpoint?

.....
Play devil's advocate and put the argument from her side.

ChatGPT can help you see the full picture, considering both sides of an argument, and find compromises



The AI can offer strategies on how to tackle sensitive issues with family.

From her side, the argument might sound something like this — not because it's "right," but because this is likely how she's framing it internally:

1. "I am contributing — just not financially."

She may genuinely feel that the childcare, cooking, housework, and day-to-day domestic load she carries are substantial, exhausting, and essential. In her mind, those contributions *equal* your financial contributions, even if they don't show up on a bank statement.

She might think:

"I'm doing the invisible labour that keeps this place running. I'm not just sitting around while he pays for everything."

2. "Going out is the only time I get for myself."

If she's with the kids a lot, or doing the bulk of the domestic stuff, she might see those nights out as her only break — something she needs to stay sane, not something she sees as indulgent.

"I'm stuck in the house or doing chores most of the week; these outings are my way to decompress."

ChatGPT can help you think through issues, so you can see all sides.

Now the AI explains how someone who bears the burden of childcare is contributing, if not financially, and that they feel their contribution is under-appreciated, among other things. We ask:

.....
How can this issue be resolved?

The AI suggests various strategies, including breaking down the argument into separate conversations (the financial and the emotional one), to redefine what fair looks like to both parties, and to agree on shared goals.

Domestic abuse

As we stated above, ChatGPT cannot help directly with domestic abuse, but it can discreetly help you to seek out professional help. The key part here is to start a "temporary chat" by clicking the icon at the top-right of the screen. This ensures your chat won't be stored in memory. Now ask:

.....
Where can I seek help with domestic abuse?

The AI provides advice and telephone numbers for organisations you can reach out to, as well as how to find help safely. Once you've closed the chat, nothing revealing will be stored in your browser history or ChatGPT if a controlling partner comes snooping. Just make sure to fully close the chat. 

Find ways to cope with kids

Help with the trials of modern parenting

T

antrums, boredom, looking up things they shouldn't, locking themselves in their bedroom... the list of things parents have to deal with is endless. And every single parent will have reached the end of their tether looking for solutions at some stage.

ChatGPT might not have all the answers, but it can offer advice on how to deal with the many different situations that a parent will face. And unlike some other sources of help, it's available 24 hours a day and will always at least attempt to answer your specific problem.

If you find yourself losing your rag with the kids – or them losing their rag with you – it might well be worth checking if the AI can smooth it over.

This is a very common pattern at that age: the build-up to separation feels huge, but once they're actually there and engaged, the anxiety evaporates. The key is to make the transition out of the house smaller, more predictable, and less emotionally charged. Here are practical strategies that actually tend to work:

1. Strip the morning routine down to the essentials.

Five-year-olds get overwhelmed quickly. Too many steps or too much rushing can trigger meltdowns. Create a simple, fixed sequence (e.g., get dressed → breakfast → brush teeth → shoes on → out the door). Stick to it without negotiating each step.

2. Prep as much as possible the night before.

Clothes laid out, bag packed, shoes by the door. Fewer decisions and less faff in the morning means fewer opportunities for resistance.

3. Use visual cues, not long explanations.

A basic picture-based routine chart can take the power struggle out of it. Kids this age "follow the pictures" rather than parental coaxing.

ChatGPT can shed light on the cause of your child's morning meltdowns...

Avoid meltdowns

Every parent has struggled to cope with a child throwing a tantrum – often at the least convenient moment possible. Instead of flipping your lid, too, you can ask ChatGPT for techniques to handle such situations.



My five-year-old has a tantrum and cries every morning before going to school. He's fine when he gets to the school gates, but it's a battle getting out of the house every morning. Can you suggest strategies to deal with this?

ChatGPT suggests stripping down the morning routine to the bare essentials, so that there isn't so much build-up and time for anxiety levels to rise in the morning. The chatbot also has techniques for dealing calmly with the situation when the meltdown starts, such as not rewarding the tantrum by giving the child extra attention, instead praising them during moments of calm.

Rainy-day activities

Boredom is a parent's worst nightmare. Finding ways to keep the kids entertained during long school holidays or rainy weekends, without having to re-mortgage the house for a trip to a theme park, is always a challenge. ChatGPT rarely runs short of ideas, though.



I need quiet activities for two brothers – aged 8 and 10 – who wind each other up when bored during the school holidays.

Give me five 10-minute, zero-prep activities for a rainy day.



... and offer practical steps you can take to help restore calm for you both.

On the first prompt, the AI comes back with Lego building competitions, timed drawing challenges, jigsaw puzzles or audiobooks with headphones.

Among the 10-minute activities is a “silent drawing swap”, where each child picks something to draw for five minutes, and at the half-way point they swap papers and the other child has to finish the drawing. Or what about “the floor is lava”, where you set 10 items on the floor (such as books or cushions) and they must cross the room by stepping only on the safe spots. They can reset the course themselves once they’ve done it, making the challenge harder and keeping them occupied for longer...



Protecting devices

One of the biggest parental headaches these days is what kids can access on their mobile phones. Working out how to keep them from viewing adult content is not easy, but ChatGPT can help you work through some of the technical solutions.

My children both have Android smartphones. How do I stop them accessing adult content on them?

ChatGPT explains how to set up a service called Google Family Link, which allows you to block explicit websites, create blacklists of sites they can’t access on their phones, force Google into SafeSearch mode, and other measures. It also has advice on filtering using DNS services such as CleanBrowsing.

If you thought DNS was a furniture store, you might need extra help in setting up such a service, and once more the AI can guide you through the technicalities:

When you say “filter DNS using services like CleanBrowsing”, how do I do this?

The AI now runs through explanations of how to change the DNS settings on each phone so that every request for a website is passed through the filter first, or how to set up the filters on your home router so that every device in the home is protected.

Be warned that no parental controls or filtering system is ever foolproof.

There are a few solid, practical ways to lock things down on Android. Here’s the straight route:

1. Use Google Family Link (the simplest and most reliable way)

Install Google Family Link on your own phone and set up both kids’ phones as supervised devices.

With it you can:

- Block explicit websites automatically.
- Create an allowlist or blocklist of specific sites.
- Force SafeSearch on Google.
- Block apps with adult content from the Play Store.
- Set screen-time limits and app-usage controls.

This is the tool Google actually intends parents to use, and it works well.

2. Lock down their browsers

On each child’s phone:

- Only allow approved browsers (Chrome or Firefox).
- In Chrome:

Settings → Family → Google Family Link settings → Filters on Google Chrome

The AI can show you how you can control your child’s access and keep them safe.

Dealing with teens

The teenage years are arguably the trickiest of all for parents to deal with, what with the onset of puberty, exam pressures, and their growing independence. Finding ways to interact with teenagers can be particularly fraught, especially when they’re glued to their smartphones.

Suggest low-pressure ways to check in on a teen who’s isolating themselves.

Here, ChatGPT delivers a range of tactics, including excuses to make contact (such as asking them to come and taste something you’re cooking), using “micro-tasks” such as carrying shopping or holding something while you fix it as an excuse for subtle check-ins on their welfare, and so forth.

Then, of course, there’s the modern problem of...

How do I get them off their phone without taking the phone off them or other heavy-handed measures like Wi-Fi blocks?

Again, the AI comes up with diversions, such as asking them to come and help choose a takeaway or watching something on the TV with you, something that just breaks the link with the phone. Making the living room somewhere they want to spend time by putting out snacks is another way to compete for their attention. The AI also points out the importance of leading by example, and not scrolling through your own phone when they do come down in the mood to talk or do something together.

Dealing with bereavement

Find ways to deal with the loss of loved ones

There's no easy way to deal with the death of a loved one, and everyone handles grief in different ways. But if you're struggling, your AI assistant can provide both emotional and practical support.

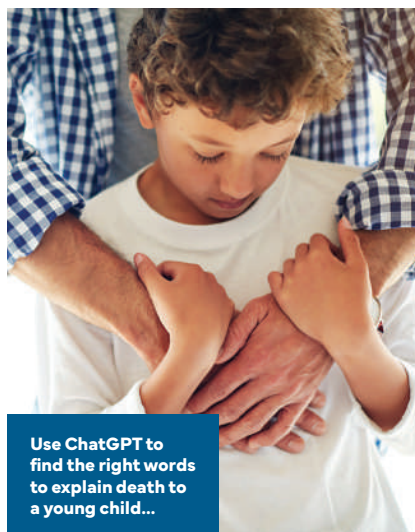
On the emotional side, it can help with finding the right words to share news of a death, especially when dealing with young children. It can also help you process and understand your own grief.

On the practical front, it can help with ordered lists of things to do when you're unlikely to be at your sharpest, ensuring that all the formalities of a bereavement are dealt with properly and on time. It can also help you understand the law around bereavements, such as what happens to someone's estate if they didn't leave a will.

Explaining death to a young child

One of the hardest jobs a parent will ever face is explaining the death of a family member to a child. It can be a struggle to find the right words, especially when you're talking to young children who may not have experienced death and grief before.

ChatGPT can help you to find the right, age-appropriate explanation:



Use ChatGPT to find the right words to explain death to a young child...



Help me explain the death of my father to my 6-year-old son.

The AI advises the use of direct words such as “died” and “death”, rather than trying to soften the blow with phrases such as “went to sleep” or “passed away”, because young children may not be familiar with the idiom and literally think their grandparent is sleeping, which will only add to the confusion.

ChatGPT also has advice on how the child might react, perhaps in a surprising way, such as going to play – and that such reactions are perfectly normal for a child. So the AI isn't only helping you find the right language, it's helping you to understand the child's responses.

Dealing with the practicalities

You're often not thinking clearly in the immediate aftermath of a bereavement. ChatGPT can help you get organised by giving you a list of the practical things that you'll need to do after the death of a loved one.



My mother died yesterday. Give me a list of the tasks I will need to complete following her death.

ChatGPT provides a detailed bullet-point list of different tasks that need to be completed after someone's death, including getting the medical certificate of cause of death, registering the death, notifying government departments (using the Tell Us Once service in the UK), making funeral arrangements, and identifying if the deceased left a will. It also covers things you might not normally think of, such as deciding what happens

Help me explain the death of my father to my 6-year-old son

Here's a clear, honest, age-appropriate way to talk to a six-year-old about a parent's death. You don't need flowery language, but you do need simplicity and reassurance.

How to explain it:

1. Use direct words like “died” and “death.”

Kids this age take things literally. Avoid phrases like “went to sleep” or “passed away.”

Example: “I need to tell you something sad. Grandpa died. That means his body stopped working and he can't come back.”

2. Give one simple, concrete sentence about what happened.

You don't need medical detail—just a brief truth.

“His heart stopped working.”

That's enough for a child.

3. Make space for emotions—even if they don't react how you expect.

Six-year-olds might cry, ask a random question, or go play. All are normal.

You can add: “It's okay to feel sad, confused, or anything else. I feel sad too.”

4. Reassure them about their own safety and routines.

Young children often worry: “Could this happen to me? Who will take care of me?”

“You are safe. The people who look after you are here and will keep looking after you.”

...and it can also help you understand the behaviour that might follow.

to the deceased's social media accounts and cancelling subscriptions.

If you've never dealt with the process before, the AI can help with explanations.

What does registering the death involve?

Here you're told where you need to go, what you need to bring and what the registrar will ask for, although you may want to double-check the information with the registrar's office/website before attending, as ChatGPT's information may be outdated or inaccurate. It also explains what you'll receive and why you may want to pay for extra copies of the death certificate – again, something you may not have previously considered.

Legal matters

The death of a parent or other relative can throw up legal issues, especially if you're unsure whether the deceased left a will. ChatGPT isn't a lawyer and shouldn't be relied upon for legal advice, but it can explain some of the processes that occur after a death.

My mother died and I don't know if she had a will. How can I find out?

The AI runs through different places to check for a will, including the deceased's personal belongings, their solicitor, or The National Will Register, which is the UK's will registration service that claims to have more than 10.5 million wills in its system. ChatGPT further explains that if she didn't leave a will, her estate "would follow intestacy rules" – but what does that mean?

What are intestacy rules?

The AI chatbot points out that the UK government has set laws that decide how someone's estate will be apportioned should they die without leaving a will, and has details of who would inherit what. Again, it would be wise to double-check this information, although we verified the information provided by ChatGPT at the time of writing and it was accurate in our case.

I'm really sorry you're dealing with this. Here's a clear, practical list of the tasks people typically need to handle after a parent dies. You can work through them in whatever order makes sense, but this covers the essentials.

Immediately / within the first few days

- Get a medical certificate of cause of death from the hospital or GP.
- Register the death (in the UK this needs to be done within 5 days).
- Choose a funeral director and start planning the funeral.
- Check if she left a will and locate it.
- Secure her home, pets, and any valuables.

Funeral and related arrangements

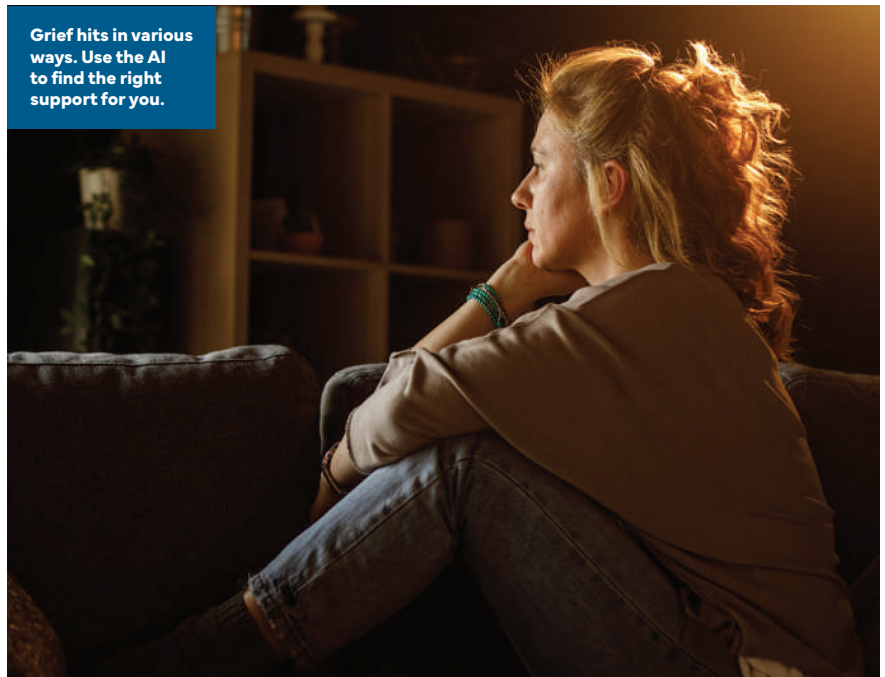
- Confirm burial or cremation wishes (check the will or any written instructions).
- Arrange the funeral service, venue, speakers, transport, flowers, music, etc.
- Notify close relatives and friends.
- Write and send the obituary or funeral notice, if you want one.

Administrative notifications

- Use the UK "Tell Us Once" service (if available) to notify government departments (DWP, DVLA, Passport Office, local council, etc.).
- Inform her employer, pension provider(s), and any organisations she belonged to.
- Notify banks, insurers, utility companies, and landlords/mortgage lenders.
- Cancel or transfer subscriptions, phone contracts, memberships, and direct debits.

If you've lost a loved one, ChatGPT can guide you on the practical next steps.

Grief hits in various ways. Use the AI to find the right support for you.



Processing your own emotions

Aside from the practicalities, there's obviously the emotional toll of your own personal grief to deal with. ChatGPT isn't a trained grief counsellor and shouldn't be confused with seeking out professional help, but it can be used as a tool to help with processing and understanding your own emotions.

My mother passed away recently and I'm finding that grief suddenly comes on in the evenings. Is this normal?

ChatGPT explains why evenings can "hit harder", because there are fewer distractions (ie. you're probably not at work), and evenings are often the time when friends and family call one another. It's also possible that tiredness is a factor.

We've also seen cases reported online of people using the AI to share memories of a loved one and how even the act of talking about that person to ChatGPT helped with the grieving process. This may not work for everyone, of course, but it may be beneficial, especially at times of the day when friends, family or professionals aren't available. 

Write a wedding speech

Write a speech that lands with your audience

➔ Even if you're a writer who's used to public speaking, delivering speeches is hard. When it's a special occasion such as a wedding or a funeral, full of friends and loved ones who you don't want to disappoint, it can be even more difficult.

Unless you're absolutely desperate, you don't want ChatGPT to write your entire speech. But you can use AI to help you structure, refine and deliver your speech, retaining the personal feel and ticking off the fundamentals of good speech writing.

Here, we'll be crafting a best man's speech for a wedding, but the same principles could be applied to other wedding speeches (groom, father-of-the-bride, and so on) or other occasions, such as funeral eulogies or even professional speeches for work.

1 Dump raw material

A good way to start writing a best man's speech is to write down all the things you know about the groom/bride/couple, any anecdotes, and work from there. If you put all this stuff into ChatGPT with the following prompt, it can create a rough structure of the speech for you: "I have to write a five-minute best man's speech for a wedding. Here are things about the groom/bride/couple. Can you help structure these into a good speech?" ChatGPT comes back with a very plausible structure for a speech, coupled with one-liners for the end of each section that you might use for inspiration.

Ladies and gentlemen,

For those who don't know me, I'm Barry, and I've had the dubious honour of knowing Mark since we were 11. Back then he was a scrawny kid with big dreams. Today he's... well, slightly taller with the same dreams. And at some point along the way he picked up the nickname *Gunner*. To this day, none of us really know why. I think it was self-appointed. Like most of his confidence in those years.

Mark and I survived school together, and then many years of lads' holidays in Spain and elsewhere. These were supposed to be wild, unforgettable adventures. And they were unforgettable, mainly because nothing ever happened. Between the two of us, the most romantic action we saw was when a waiter accidentally brushed Mark's hand while passing him a beer.

I actually met Georgina at university—long before she and Mark ever crossed paths. She made quite the first impression. In one of those awful "get-to-know-each-other" games, she somehow convinced me to smear make-up all over my own face. I still don't know how she managed it. That was the moment I realised she was clever, charming, and absolutely not to be trusted.

1. Opening & Thanks (20–30 seconds)

- Quick intro: who you are, how you know Mark.
- Light gag about knowing him since you were 11 and surviving the experience.
- Nod to the couple, families, venue. Keep it brisk.

Beat:

"Known him since we were 11 – long before he became 'Gunner'... and long before any of us knew why he called himself that."

2. Growing Up With Mark (1 minute)

- A short anecdote about school or early friendship.
- Bring in the nickname "Gunner" – either mock-heroic or self-appointed bravado.
- Move into the holiday stories: the legendary lads' trips that were high on sunburn and low on romance.

Beat:

"All those lads' holidays: we kept telling people we were trouble. Nobody believed us."

2 Write a first draft

We strongly suggest you don't get ChatGPT to write your entire speech. It will likely sound false and have the strong whiff of something written by AI. But you might ask ChatGPT to write a first draft of the speech, based on the structure you established in step 1, to just give you a sense of how the speech might flow – or with the odd turn of phrase that you might be able to steal! Following on from the prompt above, ask ChatGPT to "Draft a version of the speech for me" and see what it delivers.

3 Polish lines

Best man's speeches are normally written with a generous slug of humour, but it can be difficult to come up with appropriate one-liners. ChatGPT isn't exactly renowned for its humour, but it can help you "workshop" a line, giving you different suggestions that you may be able to refine yourself. For example, our couple met at a board-game evening, so we ask ChatGPT to: "Give me five new one-liners regarding them meeting over a game of Monopoly." It takes us several attempts before we get something we can polish into a line, but if you're running short of inspiration, ChatGPT can be a useful writing partner.

Here are more gags anchored directly to Monopoly locations—short, sharp, and wedding-safe:

1. "Their relationship started on Old Kent Road and somehow made it all the way to Mayfair. Talk about trading up."
2. "Mark knew Georgina was The One when she didn't judge him for owning nothing but the brown properties."
3. "It got serious fast—within minutes she had him on the ropes between Vine Street and jail."
4. "I should've known they were destined when Mark offered to share his utilities. That man has never shared a utility."
5. "Most romances start with flowers; theirs started with her building a hotel on Park Lane just to see him suffer."
6. "If you ever doubt their commitment, remember: they survived the sheer fury of landing on each other's stations."
7. "I think the moment Georgina saw Mark trying to buy the Water Works, she realised he needed supervision for life."
8. "They flirted over Chance cards. Nothing says chemistry like 'PAY SCHOOL FEES: £150.'"

Want ten even more savage ones, or a few that tie into their personalities?



4 Write cue cards

It normally isn't a good idea to read a speech word-by-word from a script. You'll spend the entire time glued to the sheets in front of you, and not making that crucial eye contact with your audience. Better to try to learn the speech and rely on cue cards to jog your memory if you get stuck. Once you've written your final draft, cut and paste it into ChatGPT and ask: "Turn this speech into cue cards". It will deliver a short bullet-point summary of the speech that you can transfer to your cards.

Turn this speech into cue cards

Here's the same speech broken into tight, punchy cue-card chunks — short prompts you can glance at without losing your place. Each card is a memory jogger, not a script.

Cue Card 1 — Intro

- "I'm Barry — known Mark since we were 11."
- Scrawny kid → slightly taller now.
- Nickname Gunner — probably self-appointed.
- Survived school together.

Cue Card 2 — Lads' Holidays

- Lads' holidays to Spain etc.
- "Wild adventures" → nothing ever happened.
- Fun line: most action = waiter brushing Mark's hand.

Cue Card 3 — Meeting Georgina

- Met Georgina at uni.
- Make-up prank in icebreaker game.
- First realisation: clever, charming, not to be trusted.

Give me tips on how to deliver a best man's speech

Here are the things that actually matter when delivering a best man's speech — the stuff people never tell you but absolutely should:

1. Keep it tight

Five minutes is perfect. Seven is pushing it. Ten is "hostage situation".
If in doubt, cut. No one has ever complained a speech was too short.

2. Slow down — way down

You will feel like you're speaking slowly.
You won't be.
Nerves speed you up, and fast delivery kills jokes and sincerity.
Deliberately halve your natural speaking pace.

3. Look at people, not the paper

Glancing at notes is fine, but read to the room, not at your phone.
Lift your head every sentence or two. Pick friendly faces. They'll calm you.

5 Delivery tips

If you're not used to delivering speeches publicly, you might want tips on how to do it. ChatGPT can furnish you with advice. "Give me tips on how to deliver a best man's speech." ChatGPT offers lots of strong pointers, including advice to keep it tight, slow down your delivery, and leave time for people to (hopefully) laugh at the jokes — and to avoid tucking into the free wine before your big speech! One of the final tips is to practise reading the speech out loud and ChatGPT can help with this, too.

"Ladies and gentlemen, for those who don't know me, I'm Barry, and I've had the dubious honour of knowing Mark since we were 11. Back then, he was a scrawny kid with big dreams. Today, he's slightly taller, but with the same dreams. And at some point along the way, he picked up the nickname Gunner. To this day, none of us really know why. I think it was probably self-appointed, like most of his confidants in those years."

00:19

That was a great start! You came across really naturally and it had a nice warm tone. You set the scene well by introducing yourself and the groom's nickname. My main tip would be maybe add a little pause for a laugh after the "he's slightly taller" line because it's a nice little joke. But overall, you're doing really well.

6 Practise your speech

Before you deliver a speech in front of tens, if not hundreds, of people, it's best to rehearse saying it out loud to yourself. These days, you don't need a bathroom mirror; you can put ChatGPT into Voice mode (click the icon that looks like a graphic equalizer) and say: "I'm going to practise delivering my best man's speech

to you. Can you give me some feedback on my delivery please?" Maybe just do the first couple of paragraphs and pause for feedback. ChatGPT tends to be generous in its praise (it didn't comment on us speaking quickly, for instance), but it did provide useful feedback on pausing for a laugh after one line. 🎧





Help around the home

No matter what task you need to complete, there's a way that ChatGPT can assist – and in doing so it can save you time, and ensure you tackle any jobs you've thus far found easier to avoid. So what are you waiting for?

64

Redecorate in style

66

Solve tech problems

68

Cook quick dinners

69

Use up what's in the fridge

70

Help the kids with homework

72

Declutter your home

74

Plan a party

76

Plan out your gardening year

TUTORIAL

Redecorate in style

AI assistance with your interior design

If you're fed up of looking at the same four walls, it might be time to revamp your décor. Enlisting the expertise of an interior decorator can be expensive, but ChatGPT can offer suggestions based on your own style and wants.

Whether it's changing the look of a room, completing a makeover to a specific budget, or coming up with ingenious ways to upcycle objects into furniture, ChatGPT is never short of ideas. And you can work from photos of your own home to see what any changes will look like.

ChatGPT is also good at calculations, helping you to ensure you order the right amount of carpet or paint to complete a job. Find out how to make ChatGPT your home design specialist here.

Revamp a room

Very rarely do people decide to redecorate their entire home in one go; it's normally a room at a time. You can upload a photo to ChatGPT of a room you wish to redecorate, tell it what you're hoping to achieve, and see what it suggests. For example, we took a photo of our living room on our smartphone, then pressed the "+" button in the prompt box to upload it to ChatGPT, then asked:

Here's a picture of our living room. Can you suggest ways to redecorate and make the room feel brighter?

As ChatGPT noted, "the darker carpet and grey sofa do soak up a fair bit of light", but it offered several suggestions on how to make the room brighter,

Upload a pic of your space and ChatGPT can offer ideas on how to update it.



Here's a picture of our living room. Can you suggest ways to redecorate to make the room feel brighter?

Thanks for sharing the photo — I can see your living room has a lot of potential but the darker carpet and grey sofa do soak up a fair bit of light. Here are some ways you could redecorate to make the space feel brighter and fresher:

1. Lighten the floor

- A lighter carpet or wood-effect flooring would make a huge difference. Even a large, light-coloured rug (cream, beige, or soft patterned) on top of the existing carpet would bounce more light around.

Voilà! The AI shows how we could make it brighter and more welcoming.



including some rather obvious tips (lighter carpets and furniture) through to more considered solutions (LED lightbulbs with warmer daylight settings, mirrors to bounce the limited light around the room).

After making the suggestions, the AI offered to generate a visual mock-up of what the room could look like with a new colour scheme. It wasn't a perfect replica of the room in the photo, but not far off, and enough to give us a flavour of what a redecoration might offer.

Budget makeovers

Redecorating can be an expensive business, but ChatGPT can help you revamp spaces without having to spend thousands.

I want to give my bedroom a makeover but only have a budget of £300. Can you suggest cheap ways to breathe new life into it?

In this example, ChatGPT lays out rough budgets for giving a bedroom a full makeover, including paint, lighting, bedding and “furniture hacks” that come in within budget.

At the end of its reply it offers to help create visual moodboards of what a redecoration could look like in various styles, so we say:

Let's go for a cosy moodboard.

Now we get a montage of various bedroom elements, created with a terracotta/beige colour scheme. If this isn't your vibe, you can ask it to change to a colour/décor that's more to your taste.

Once we'd settled on a colour scheme, ChatGPT even offered to search stockists for paint to match. We end up with a range of options, with direct links to the stores to complete the purchase!

ChatGPT offers to create visual moodboards of what a redecoration could look like

Upcycling ideas

Talking of redecorating on a budget, it isn't always necessary to buy brand new. Upcycling is a great way to get a new piece of furniture without harming your credit limit or the environment.

I need a new coffee table for the lounge, but don't have much budget. Can you suggest any ways to upcycle?

The AI returns (somewhat appropriately) with a table of ideas, including a pallet wood table, a wire-bin with table top, and a plywood box with a concrete/micro-cement overlay. It's quite difficult to visualise some of these ideas from descriptions alone, but ChatGPT provides links to source websites where you can see what's being suggested. If you need more ideas, or have particular materials in mind, tell ChatGPT.

Some product examples you can order now

Here are some terracotta / warm earthy paint options you can get online in the UK:



Dulux Spiced Terracotta Vinyl Matt
£17.99 • Builder Depot



COAT Baked Soft Terracotta
£30.00 • COAT Paints



Little Greene Tuscan Red Sample
£26.00 • Little Greene Paint Comp...

Here are a few highlights:

- **Dulux Spiced Terracotta Vinyl Matt** – a solid mid-terracotta, good for walls.
- **COAT Baked Soft Terracotta** – more gentle / muted for a cozier feel.
- **Little Greene Tuscan Red Sample** – small sample pot so you can test first.
- **Lick Terracotta Matt Emulsion** – matt finish option which is great for walls.

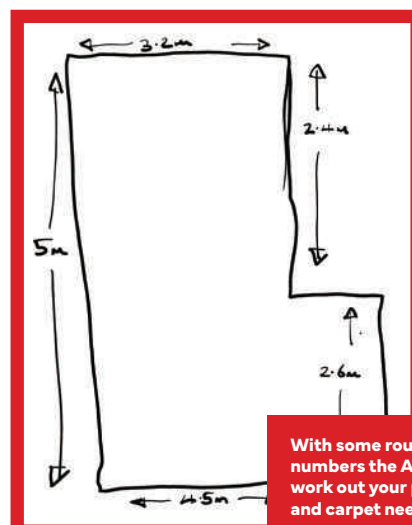
Having decided on a colour scheme, ChatGPT can round out your options.

Get your dimensions right

One of the big challenges with redecorating is making sure you're ordering sufficient supplies to get the job done. If you have an irregular shaped room, for example, it can be tricky to work out the exact square footage of carpet you need.

ChatGPT can be of assistance here, even working out what you need from drawings. We uploaded a very rough sketch of an L-shaped room, with the measurements of each wall scribbled on the sides, and asked:

This is a roughly drawn plan of my living room. Can you help me work out how many square metres of carpet I'll need to cover the lounge?



With some rough numbers the AI can work out your paint and carpet needs.

We put the AI into Thinking mode for this one, to ensure it took time to do the sums correctly. It divided the room into two parts and accurately worked out the area of both, before adding them both together to give the total square footage. It even delivered figures for wastage, to make sure we didn't under-order, and then offered to create cut plans for the 4m or 5m rolls commonly used in the UK.

What about paint? In the same conversation, we asked:

The walls are 2.2m high. Can you give me an estimate of how much paint I'd need to cover the walls?

Here it calculated the total perimeter of the walls and combined that with the height to create a total wall area. It rightly identified that most emulsions cover between 10-12m² per litre to give us a decent idea of how much paint we'd need to order. It even asked for details of windows and doors in the room, to make sure we didn't order too much.

Here's a clean estimate based on your plan.

1) Wall area

- Perimeter = 3.2 + 2.4 + 1.3 + 2.6 + 4.5 + 5.0 = 19.0 m
- Height = 2.2 m
- Wall area (before subtracting doors/windows) = 19.0 x 2.2 = 41.8 m²

2) Paint needed (typical coverage)

- Most emulsions: 10-12 m² per litre per coat
- Per coat:
 - at 12 m²/L → ≈ 3.5 L
 - at 10 m²/L → ≈ 4.2 L
- Two coats:
 - at 12 m²/L → ≈ 7.0 L
 - at 10 m²/L → ≈ 8.4 L

Solve tech problems

Don't get bogged down in jargon and manuals

It sometimes feels like the tech industry thrives on confusion. Do you know the difference between a micro-USB and mini-USB port, for example? Thought not. Prosecution rests, m'lud.

With ChatGPT, you don't need to worry about being baffled by jargon or other complicated nonsense when you're using or buying tech. It can help guide you in the right direction, and with ChatGPT you can even create a specific chatbot for a piece of tech in your home, so every time you have a question about the dishwasher, say, you can turn to the AI for a quick answer.

Identify strange ports or cables

On the back or side of any TV, PC, laptop or other home entertainment device you'll find a series of ports – and most folk won't have a clue about what many of them are called. Thankfully, ChatGPT is a know-it-all when it comes to identifying ports and cables – handy if you're having to order a replacement charger for a laptop, say, or a cable for your hi-fi setup.

Take a photo of the ports/device with your smartphone, then open the ChatGPT app and add it to the chat by pressing the + icon in the prompt window. Then ask something like:

.....
What is the port on the top of the controller called?

What charger cable do I need for this laptop?

What cable do I need for this mic?

Using this method, we were quickly and accurately able to determine which cable we needed for an old Xbox games controller, as well as a manufacturer-specific charging cable for an old Dell laptop (ChatGPT asked us follow-up questions to ascertain the precise model, to ensure we found a charger with the correct voltage).

On the mic, the AI identified three different ports and provided an explanation of what they were used for, again potentially saving someone from an expensive mistake if they were looking to connect the mic to a computer, but ended up buying a cable that's actually designed for amps.

Clueless when it comes to cables? Thankfully, ChatGPT isn't.



What cable do I need for this mic?

Your mic has **three different ports** visible:

1. **3-pin XLR male connector (the three gold pins in a circular socket)** – this is the standard professional microphone connection. You'd use a **standard XLR cable (female XLR to male XLR)** to connect it to an audio interface, mixer, or preamp.
2. **Mini-USB port** – this suggests the mic can also connect directly to a computer via a **Mini-USB to USB-A (or USB-C with an adapter)** cable. This is less common on modern mics, but it lets you use it without an audio interface.
3. **Small round power jack** – likely a **DC power input**, used if the mic requires external power when not using phantom power over XLR.



Create a gadget-specific helper

When you have a new device in the home – a washing machine, say, or a printer – it can be difficult to find out how to use its many different features and functions. To prevent shrinking your teenager's jeans or printing in colour when you only needed black-and-white, you can create a GPT (a chatbot assigned to a specific task) to help answer any questions you might have about the device.

To do this on the ChatGPT website, click the Explore button under GPTs in the left-hand panel and then select "+Create" in the top-right corner of the screen.

You'll now be presented with a split-screen, with a chat window on the left and a preview on the right. For the time being you want to work on the left-hand side, where you'll guide ChatGPT through the type of chatbot you wish to create. It will ask you what you want to make, and in this instance you should tell it something like:

For any new device in your home, you can create a GPT to help answer any questions you have about it

An assistant to help me with my Brother DCP-L2530DW printer.

Obviously, replace the name of the device with whatever you want, but be as specific as you can about the model. Don't just say "my Brother printer", for example.

Now ChatGPT will ask you a few more questions, such as what you want to call the GPT, how you'd like it to respond, what it should avoid, and so on. Before you create the bot, hit the Configure button in the top-left of the screen and scroll down until you see the "Upload files" button. This allows you to add a PDF file of the device's manual. Most manufacturers will put free manuals for their devices on their websites, so you can download this, then upload it to ChatGPT with this button, ensuring that your chatbot has an official manual to consult when it comes to answering queries on different modes or buttons.

You can test out your new chatbot in the preview pane on the right, by asking it questions. For example, for the printer, we might ask:

How do I print on both sides when making photocopies?



Printer woes needn't stop you in your tracks – a device-specific bot can help.

When you're happy that your assistant is working as expected, hit the Create button at the top, and your device-specific chatbot will be ready whenever you need it under GPTs in the left-hand menu of the website/app.

Help with buying tech

If you're looking for a new TV, laptop, phone or any piece of tech, it's easy to find yourself overwhelmed with choice and jargon. ChatGPT can help cut through that and suggest devices that meet your criteria. Make sure you tell it precisely what you want the device for and your budget.

Top 14-inch laptop picks

Here are some options currently available in the UK:



Lenovo IdeaPad 5 2-in-1 14IRH9
£699.99 • box.co.uk + others



MSI Prestige 14 AI Evo
£549.00 • Currys + others



ASUS Vivobook 14
£399.00 • Currys + others

When making a new purchase, use ChatGPT to whittle down the options.

Here are a few highlights:

- **Lenovo IdeaPad 5 2-in-1 14IRH9** — A 14" convertible option. The flexibility to flip into tablet mode could be useful for sketching, notes, or reading.
- **MSI Prestige 14 AI Evo** — A premium pick with good build, performance and screen quality (but may push the upper edge of your budget).
- **ASUS Vivobook 14** — A well-balanced everyday machine (performance, portability, features) likely to leave you room for extras (cases, warranty).
- **Acer Aspire 14 AI OLED** — OLED screen is a nice bonus for clarity and contrast, especially for reading and media.

What's the best bedroom TV (under 30in) we can buy for under £300?

What's the best laptop I can buy for my teenage daughter's homework on a budget of £750?

On the laptop question, ChatGPT does a very good job of narrowing down contenders that meet the budget. It offers laptops from well-known brands in a range of sizes, and lists the reasons they might be suitable for a teenager's homework machine.

You can work with the AI to whittle down the shortlist, and it should be able to check stockists to find out if you can order online. We'd be wary of using ChatGPT as our only guide when it comes to expensive purchases, but it can certainly help create a shortlist for further research. You can even ask it to help find independent, third-party reviews. 

Cook quick dinners

Find ways to eat healthily with a busy schedule



The ready-meal and takeaway industries thrive on the ingredient most lacking for cooking: time. Busy people often don't have the capacity or energy to spend hours in the kitchen of an evening. With ChatGPT's help, though, you won't need to. Here's how it can deliver quick, tasty wins.

Quick meal suggestions

ChatGPT can drum up almost endless suggestions for meals that take less than 30 minutes to prepare and cook. Be sure to tell it if there's anything to avoid, or if you favour a particular piece of equipment, such as the air fryer.



Give me three healthy meals that can be cooked in 20 mins or less. We don't want stir-frys.

Can you suggest three quick meals that can be cooked in an air fryer?

The range of meals on offer is strong, and don't comprise easy wins, such as pizza. For example, on the first prompt we're offered salmon with quinoa and greens, sweet potato & black bean tacos, and prawn, tomato and spinach pasta. The air fryer options include a chicken fajita bowl and halloumi and chickpea salad.

Alternative options

One thing that adds to cooking times in many households is catering for family members with different requirements. For example, in a household where one or more members are vegetarian,

Turn to AI for quick meal ideas that you can cook at the end of a busy day.



🍲 Two-Way Bolognese: Meat & Lentil Versions

Total time: about 30 minutes

◆ Shared Base

Ingredients (makes enough for both):

- 2 tbsp olive oil
- 1 large onion, finely chopped
- 2 cloves garlic, minced (or 1 tsp garlic paste)
- 1 tsp dried oregano or Italian herbs
- 2 tbsp tomato purée
- 2 x 400g tins chopped tomatoes
- ½ tsp sugar or splash of balsamic vinegar
- Salt and pepper to taste

Having to cater to different needs? ChatGPT has you covered.

you can find yourself cooking multiple meals to keep everyone happy. ChatGPT can help you find ways to minimise the duplication. For example, we asked:



I want to make a lentil Bolognese for my vegetarian daughter to go with the meat Bolognese we're having. Give me a recipe with as little cooking time as possible.

Here the AI provides a recipe that uses tinned rather than dried lentils to keep the cooking time down,

delivering a recipe and instructions that cook up a lentil-based Bolognese within 20 minutes. We tried it out and the meal was fine.

However, at the end of the lentil Bolognese recipe, the AI makes a great suggestion. "Would you like me to tweak this [recipe] so it uses the same base sauce as your meat Bolognese (so you can cook both side by side)?"

When we give it the thumbs up, it delivers a base sauce recipe that can be used for both the meat and lentils (in separate saucepans, of course), helping to reduce the amount of time it takes to deliver the overall meal. 

Use up what's in the fridge

Don't let food go to waste

T

he amount of food we throw away is obscene. ChatGPT can help cut down on waste, which

is both good for the environment and – more pertinently – your shopping bill. It can also help you take advantage of special offers and discounts. Here's how.

Show ChatGPT the contents of your fridge

If you're struggling for inspiration when you look into the fridge, draft in AI help. There are a couple of ways to do this. If you're a ChatGPT Plus subscriber, you can open Voice mode in your smartphone app (by clicking on the graphic equalizer symbol), then click on the camera button to switch on your video camera and show the AI what's in your fridge. As you're panning around, say something like:

Here's what's in my fridge. Can you come up with meal suggestions I can make with these ingredients?

If you don't have access to Video mode, take photos of the fridge and then upload them to a chat and ask the same question as above.

We'll be honest, the first suggestions the AI returned with weren't exactly inspired. When it spotted chicken and a drawer full of salad items it suggested – you've guessed it – a chicken salad. However, when we told it to be more imaginative and then showed it the contents of our pull-out pantry, ChatGPT upped the imagination, suggesting veggie sushi rolls or a spiced veggie and rice bake. You can, of course, ask for full instructions on how to cook those dishes.

Exploit discounts

These days, supermarkets continually ping us with vouchers for savings on certain foods. If you have vouchers to burn, but aren't sure what to do with them, ChatGPT might have an idea.

I have supermarket vouchers for significant savings on fresh prawns, tomato puree, frozen broccoli and orzo pasta. Is there anything I can make with these ingredients? You don't have to use them all.

We told ChatGPT it doesn't have to use all the ingredients – because it's a pleaser, and tends to try to include everything you suggest into recipes. Here, it gives us four meal options, covering both lunches and dinners, including a prawn and orzo risotto, and a Mediterranean orzo salad. They'd both require some ingredients beyond those listed, but they're largely everyday staples, and might help you take advantage of those special offers when they come along. 🍷



Help the kids with homework

Don't feel like a dumb parent with AI help

B

reaking news: things have changed massively since you were at school. You might

have sailed out of the school gates with a wodge of A-grade GCSEs, but the exams are different and, arguably, more difficult now. As such, if your child asks you for some help, you can swiftly find yourself out of your depth.

At the other end of the age scale, it can often be difficult to explain things to younger children in terms they understand. ChatGPT can provide assistance, no matter the age of the child, helping them to understand concepts, crack homework or revise for exams.

The AI also has a great ear for foreign languages, so if your child needs to practise their French, Spanish or even Mandarin, roll right up...

Break-down concepts

Nothing shakes confidence in your intelligence than getting stuck on a 10-year-old's homework. And even if you do know how to answer a question, breaking it down into simple terms that a child can understand isn't always easy. This is the reason they send teachers to university for three years and give them all those holidays.

The desalination explanation was well pitched... with the AI explaining that you can't drink seawater because it's full of salt



Don't feel helpless with homework – ChatGPT can help you solve problems.

If you don't have a teacher to hand, ChatGPT can do a great job of performing the role of a supply teacher:

.....
Remind me how to do long division, so I can help my daughter with her homework.

Help me explain desalination to a 10-year-old.
.....

The explanation of long division was very comprehensive, providing a step-by-step reminder of the process, along with an example, so that a parent could confidently show a child how to do it.

The desalination explanation was also well pitched, explaining that you can't drink seawater because it's full of salt "and salt water actually makes you more thirsty". It also gave two examples of how water can be desalinated. You can also use the AI to answer any awkward questions children might ask, such as why they don't always use desalination in areas with little drinking water.

Solving visual problems

Children are often asked to complete online worksheets for homework, with some questions often not easy to Google if you get stuck, because they contain diagrams or drawings. These aren't a problem for ChatGPT, so if you find you can't help a child with their homework, the AI just might be able to step in.

We took a screenshot of a trigonometry question from the website mmerevise.co.uk. We then uploaded that screenshot to ChatGPT and asked:

Can you explain how I solve this problem, so I can help my son with his homework? In other words, don't just give me the answer, explain how you get to the answer.

The last sentence here is key, because you want to guide your child through the process of working it out for themselves.

ChatGPT provides a four-step guide to finding the right answer (we checked that it did indeed arrive at the correct solution, too). And the great thing about using ChatGPT like this is you can probe further if any part of the working isn't clear. In our trigonometry problem, for example, the AI asserted that $\tan 45^\circ = 1$, but it wasn't clear how it arrived at that figure. So, we asked:

How do you calculate $\tan 45^\circ$?

It talked us through the equation for calculating tan, and how that since we knew the two sides of the triangle were of equal length, tan must be 1.

Test me on this

When teenagers are revising for exams, they often use flashcards. ChatGPT can create the text for flashcards if you give it a topic, or even upload learning materials from which to create flashcards.

Can you create flashcards to help my daughter memorise the characters from Macbeth?

Tip: avoid letting ChatGPT create PDF printable cards. The formatting is usually wonky in our experience.

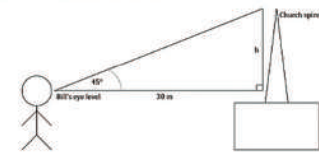
ChatGPT can also test your child on the contents of those flashcards.

Quiz me by describing the character and seeing if I can guess who it is?

Here, the AI would give us a character description and let us guess who we thought it was describing. Back to the books for us, after confusing Malcolm with Fleance...

The AI can provide a step-by-step guide to solving a complex maths problem.

Example: Bill is 30 m away from a church. The angle of elevation when he looks at the top of the church's spire is 45° . If Bill's eye level is 1.5 m above the ground, how tall is the church spire?



Can you explain how I solve this problem, so I can help my son with his homework? In other words, don't just give me the answer, explain how you get to the answer.

Thought for 54s

Here's how to think it through and show your son the steps.

1. Spot the right-angled triangle

- One corner is at Bill's eye.
- One corner is at the base of the spire (horizontally level with Bill's eyes).
- The third corner is the top of the spire.

The horizontal side (adjacent) is 30 m. The vertical side (opposite) is the height from Bill's eye level up to the top of the spire; call that h .

2. Choose the trig ratio

Speak foreign languages

If there's one thing ChatGPT is superb at, it's translation between different languages. If you don't speak a language, it's very difficult to help a child practise for their oral exams, because you might not pick up on a misspoken word or a poor pronunciation. ChatGPT can.

Open a new chat, enter Voice mode (click on the icon that looks like a graphic equalizer) and say something like:

I'm going to speak a passage of French to you and I want you to translate what I tell you into English, and to assess my accuracy, grammar and pronunciation when I've finished speaking. Do you understand?

Once ChatGPT has confirmed that it has understood, you can start speaking in the foreign language. (Obviously, if you're speaking in a language other than French, you'll need to amend the prompt above accordingly.)

We read out a few passages in French (with a little help from Google translate) and Google translated them all into English. When we introduced deliberate errors it mainly spotted them, although ChatGPT does have a tendency to account for slight errors, so if you slightly mispronounce a word or even skip a word, it might not pick them up. 🗣️

ChatGPT is a whizz at foreign languages – so you can use it to learn at any age.

"Pour mes déjeuners, j'ai mangé un sandwich, un poulet et à la salade. J'avais encore faim après le déjeuner, alors je suis allé à la lingerie acheter un beignet."

00:16

Great, got it. So here's the translation:

"For my breakfast, I ate a chicken sandwich and a salad. I was still hungry after lunch, so I went to the bakery to buy a doughnut."

In terms of your accuracy and pronunciation, it was all pretty good! Maybe just a tiny note: for "salade" you had a little variation, but overall, very clear. Good job!

Declutter your home

Make space and keep your home tidy



It only takes a few Amazon sales to go by before your home starts looking like one of those hoarders' hovels you see on TV documentaries. If you're struggling for space, with ChatGPT's help you'll be able to create some.

AI hasn't yet reached a stage where it can take those five Christmas dresses you haven't yet worn over the

past 10 years down to the charity shop. Give it a year or two. But it can help you decide what to clear out, how to do it, and how to keep your remaining belongings tidy.

If there are items you decide you no longer need, ChatGPT can help you work out what they might be worth on the second-hand market. And if you're moving home, ChatGPT can create a decluttering plan to ensure you're not taking unnecessary guff with you.

General decluttering tips

If you don't know where to start with restoring your home to the neat-and-tidy space it once was (before you moved in), then ChatGPT can give you a nudge in the right direction.



Give me some tips for decluttering my home.

ChatGPT delivers plenty of sound advice, including tackling one area at a time, and implementing a one-in, one-out rule, where a new item brought into the home

means something else must go. We also like the "four-box method" it suggests for decluttering rooms, where everything must be placed into one of four boxes: keep, donate/sell, recycle or bin.

The AI then offers to give us a printable room-by-room checklist for decluttering our home, which has specific advice for each space. For example, in the bedrooms it tells us to pull everything out of wardrobes/drawers for sorting, then discard/donate anything that hasn't been worn for a year, and to stop using the space under the bed for items you can't find space for elsewhere.



ChatGPT might not be hands-on; but it can make a clear-up seem less daunting.

Room-specific tips

If you'd prefer ChatGPT to take a look around a room and make specific suggestions on decluttering, it can do that too. On a smartphone, enter Voice mode (the icon that looks like a graphic equalizer), then press the camera button and start explaining what you want from ChatGPT. Such as:



Give me some tips on how I can declutter this office space because I need more room.

Is there anything I can do to help sort out the jumble of wires around and beneath my desk?

Declutter Your Home — Room-by-Room Checklist

Living Room

- ☐ Clear surfaces — keep only items you enjoy looking at
- ☐ Tidy cables with clips or a cable tray
- ☐ Limit decorative items to a few meaningful pieces
- ☐ Store remotes and chargers in a small basket
- ☐ Rehome magazines and papers — recycle what's outdated
- ☐ Check drawers or shelves for unused gadgets or ornaments

Kitchen

- ☐ Empty one cupboard or drawer at a time
- ☐ Bin expired food and condiments
- ☐ Recycle old takeaway tubs, lids without partners, and worn utensils
- ☐ Donate unused appliances or duplicates
- ☐ Organise by category — e.g. baking, breakfast, tins
- ☐ Wipe shelves before restocking

Looking for advice on decluttering your home? AI has tips for each room.

When we showed the AI the kit-filled mess that is our office, it made suggestions such as designating zones for different types of kit and tucking away anything we don't use daily into boxed storage, so that the desk workspace remains clear.

When it caught sight of the spaghetti of wires under the desk, it suggested a cable tray mounted to the underside of the table-top, which would help clean up the jumble of wires off the office floor, and keep them out of sight.

Sell unwanted goods

If you've identified things you don't need anymore, but they're far too good for the tip, ChatGPT can help you work out what they're worth and help you get them sold.

I have a Roland RP102 piano I no longer play. How much could I get for it? It's five years old and in very good condition.

ChatGPT immediately performs an online search and comes back with a summary of eBay listings and others for that same model of piano. A Roland RP102 "in excellent condition was listed on eBay UK for £513.90" it tells us, and the AI even provides a link to the listing, so we can check it out.

Having reviewed the listing, £500 is too good to turn down for something that's gathering dust, so we ask the AI to help us sell it, following up in the same conversation with:

Can you help me write an eBay listing for it?

It goes on to produce a detailed description, pulling information about the piano it's found on the internet and formatting it all clearly. Double-check all the information is correct before you publish your listing, however. For example, our eBay ad reads "lightly used in smoke-free home", which is true, but the AI wasn't to know that.

A pre-move clearout

The ultimate time to have a good clearout is before you move house. The last thing you want to do is pay for unnecessary removals or clutter up a new home as you did the old one! ChatGPT can help with a plan here:

I'm moving home in six weeks' time. Can you draw up a plan to help me declutter our belongings so we don't move with more than is necessary?

In this example, ChatGPT delivers a week-by-week plan for clearing out the



**Moving home?
The AI can ensure
you don't move
with any junk...**

ChatGPT delivers a plan for clearing out the home, even checking the policies of local charity shops that might accept your unwanted gear

Decluttering Timeline for Moving Home

6 Weeks Before Moving Day — Plan & Prioritise

Goal: Set yourself up for success.

Tasks:

- Decide your moving date and book your removals company or van hire.
- Gather supplies: boxes, bin bags, labels, permanent markers.
- Make a list of all areas to tackle (every room, loft, shed, garage, cupboards).
- Create donation/sell/recycle stations in your home.
- Check charity shop policies — some offer **free furniture collection** (British Heart Foundation, Emmaus, etc.).
- Schedule a recycling centre trip if needed.

5 Weeks Before — Storage & "Forgotten Zones"

Goal: Start with areas you rarely use.

**... by providing a
plan to help you save
time and money on
moving costs!**

home, starting with gathering supplies (boxes, bags, labels and so on), and checking the policies of local charity shops that might accept donations of your unwanted gear.

It then moves through the home in weekly stages, starting with storage areas and "forgotten zones" such as the loft, shed and under-stairs cupboard in the early weeks, before moving through to

bedrooms, living rooms and kitchens. Each step has a little checklist of things to watch for and tips on how to declutter efficiently.

If needed, ChatGPT could also help you devise a box-labelling/prioritising system when you move, so that you don't end up with a jumble of boxes in the new home, unable to find the most urgent things first. 

Plan a party

Take the pain out of a celebration

P

arties are fun... except for the poor sod organising them. Thankfully, AI can do some of

the heavy-lifting before the event to ensure a party goes smoothly.

In this section, we're going to show you how to use ChatGPT's Projects feature to plan a child's birthday party; but the same process could be used for any type of party or celebration.

From getting out the invites, to checking replies, to planning all the food and entertainment for the party itself, the AI is like having a party organiser on hand 24 hours a day, at vastly reduced rates!

Start a party project

The planning of a party is a perfect use for ChatGPT's Projects facility. This allows you to keep all chats about a particular topic in one place, and it means you don't have to constantly repeat information. For example, once you've told the AI what type of party it is and where it's being held, you won't need to explain it time and again.

To start a project, click on the "New project" link, down the left-hand side of the ChatGPT interface. Now give your project a name, such as "Samuel's party".

OpenAI has changed the Projects interface recently, and not for the better! It used to ask you for any project instructions right off the bat, but now you need to start a new chat from within the project to tell the AI what's going on. We kick off with:

This project is to help plan Samuel's 8th birthday party. It will be attended by around 30 boys and girls of a similar age, plus around six adults.



You could fill in more detail here, if you wish, and the AI may indeed ask for some or offer to start planning details such as decorations and food. We suggest you start each new planning activity (ie. creating invites) as a new conversation within the project. To be clear, you need to click on the project – which should now be listed on the left of the ChatGPT interface – every time you want to start a conversation about it. If you just start a general chat, it may not recall past details about the party.

Party invites

In recent versions, ChatGPT has become much better at producing text in images. So much so that it's now perfectly possible to create even reasonably detailed party invites in ChatGPT, which you can send to people via email or social media apps, or even print out and hand/post to them the old-fashioned way.

To create an invite for our party, we upload a picture of our party boy to a new chat in the party project and ask:

Here's a picture of Samuel. Can you create an invite to his 8th birthday party? It's at 3pm on Saturday 7th February and it's at the Wolston Hall, Marfield Lane.

The AI's first effort is good: it creates the invite with a cartoony pirate theme, even though we didn't stipulate that in the prompt, because it has remembered that detail from previous project chats.

While the invite includes the provided picture, we'd like to see him in a pirate's hat, so we ask the AI to do just that. It amends the design with the invite you see here (left), which is spot on!

Collate party replies

One very cool new feature added to ChatGPT recently is the ability to have it connect to your Gmail. You need to think carefully about this, since it can give the AI access to your personal data – be sure to read the privacy policy carefully first.

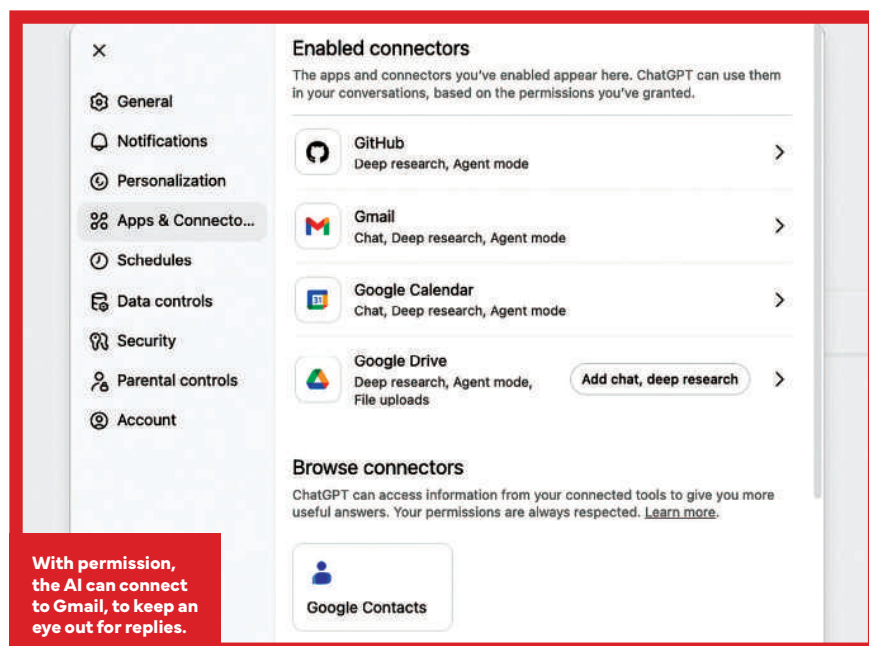
To connect ChatGPT to your Gmail, click on your profile icon and choose Settings. Then select "Apps and Connectors" and select Gmail from the list of available connectors. You may be asked to sign into Gmail and accept various permissions to allow this to happen.

Now, assuming your party invites have been sent out via Gmail, you can ask the AI to monitor/collate the replies to your invite.

Check my Gmail to generate a list of people who have accepted/declined the invite to Samuel's party.

The AI should be able to search your email for the relevant information. Bear in mind that this feature is still relatively new and the AI can make mistakes, so don't rely on it 100%.

The AI creates an invite with a cartoony pirate theme, because it has remembered that detail from previous project chats



PIRATE PARTY FOOD PLAN

Savoury Treasure

Item	Pirate Name	Notes
Mini sandwiches (ham, cheese, jam)	"Treasure Chests"	Cut into small squares or triangles. Use cocktail sticks with pirate flags.
Sausage rolls	"Cannon Rolls"	Always a hit; serve warm or cold.
Chicken nuggets / fish fingers	"Golden Doubloons"	Easy to bake and serve with dip.
Pizza slices	"Pieces o' Eight"	Mini margarita and pepperoni options.
Cheese cubes & grapes on sticks	"Parrot Perches"	Simple finger food with colour.

Want your party food to match your theme – AI has a haul of ideas!

Prepare party food and activities

If you have a themed party, you might want the food, drinks or activities to match your chosen theme. ChatGPT is primed to deliver you a stream of imaginative ideas.

In our party project, we ask:

Create a party food plan for the party. We want pirate-themed food for the children.

ChatGPT has plenty of fun suggestions for our eight-year-old's pirate-themed

party food, including "treasure chests" (sandwiches cut into squares with pirate flags sticking from them), "golden doubloons" (or chicken nuggets, as they're better known), and "shipwreck shards" (tortilla chips served in pirate-themed bowls).

It also offers suggestions for party sweet "booty", as well as a treasure-island shaped cake and ideas on how to decorate the tables. Once you've come to a decision about what you do and don't want, you can ask:

Can you create a shopping list of all the food/drink items I need? We don't want the parrot perches or cannon rolls.

This should return a list you can take to the supermarket, although keep an eye on quantities, since ChatGPT can struggle with mass catering!

Plan out your gardening year

Boost your chances of a blooming success!

→ If you're one of those gardeners who heads off to the garden centre every spring to drop a few hundred pounds on new plants and flowers, only to find they've dropped dead a few weeks later, you could probably do with AI help. ChatGPT can improve your chances of bountiful blooms and rich crops by helping you plan, plant and measure your results – and lots more besides.

Gardening is one of those tasks you'll hopefully keep coming back to, so it's worth creating a garden project with ChatGPT (select "New project" from the menu on the left side of the screen), so that all your chats about the garden are stored in one place and ChatGPT can recall what you're up to.

1

Get a year planner

Let's start by getting ChatGPT to suggest what we should be planting and growing in our garden as the year progresses. You need to tell ChatGPT a bit about the space you're working with and what you want, so enter a prompt such as: "I want to plan a year-round garden for my south-west-facing garden in southern England. It's a medium-sized plot, which is about 30-40% patio. I'd like bright flowers for spring/summer and fruit/vegetables that are easy to grow. Can you help me decide what to grow and when to plant it?" You should get a month-by-month plan of flowers/fruit/veg that's suitable to plant at different stages of the year. It might be a tad overloaded, but it gives you options.

2

Plants to avoid

If you're a pet owner, you may not be aware that there are some plants and flowers that aren't safe for your animals. Ask ChatGPT for advice on what not to plant. "I have a greyhound dog that has free access to the garden. Is there anything I should avoid planting?" ChatGPT advises us to steer clear of bulbs such as daffodils and tulips, as well as foxgloves, lily of the valley and other plants. Onions and garlic are on the list of vegetables to avoid planting if you have a free-roaming dog. You could ask ChatGPT to update your annual plan, removing any risky plants.

YEARLY PLANTING & GROWING PLAN

JAN–FEB: Prep and Plan

- **Tasks:**
 - Prune roses and fruit bushes
 - Mulch beds and containers
 - Start seed trays indoors (tomatoes, chillies)
- **Sow indoors:** tomatoes, sweet peas, cosmos
- **Plant outdoors:** bare-root roses, fruit trees/bushes (e.g. apple, raspberry, blackcurrant)

MARCH–APRIL: Spring Colour and Early Crops

- **Flowers to plant:**
 - Daffodils, tulips, crocuses (if not already in from autumn)
 - Pansies, primroses, wallflowers for patio pots
 - Start hardy perennials like lupins, delphiniums, and geraniums
- **Fruit/veg to sow/plant:**
 - Lettuce, spinach, radish, beetroot, carrots (from seed)
 - Strawberries (bare root or small plants)
 - Potatoes (early varieties mid-March, main crop April)
- **Tasks:** Prepare veg beds, add compost, net strawberries.

Plants to Avoid Entirely (Toxic to Dogs)

These are **best not planted at all** if your greyhound has free access.

Even a small nibble, or drinking water from a vase/pot containing them, can cause illness.

Bulbs and Flowering Plants

- **Daffodils (Narcissus)** – All parts toxic, especially bulbs.
 - **Tulips** – Bulbs and leaves cause stomach upset.
 - **Hyacinths** – Bulbs irritate mouth and gut.
 - **Bluebells** – Common in UK gardens; toxic to dogs.
 - **Crocuses** –
 - *Spring crocus (Crocus vernus)*: mild stomach upset if eaten.
 - *Autumn crocus (Colchicum autumnale)*: **highly toxic**, can cause severe organ failure.
- ☞ If you want crocuses, only grow spring ones (e.g. *Crocus tommasinianus*) and keep them out of high-traffic dog areas.

Garden Shrubs and Ornamentals

- **Azaleas and rhododendrons** – Contain grayanotoxins; highly poisonous.
- **Foxgloves** – Contain digitalis compounds (affect the heart).
- **Lily of the valley** – Very toxic, even small amounts.
- **Hydrangeas** – Can cause vomiting and lethargy if ingested.
- **Oleander** – Very dangerous (though uncommon outdoors in the UK).

3 Individual plant instructions

One of the flowers that ChatGPT suggested we plant during autumn in our garden is crocuses, but we've never planted them before. The AI can offer guidance on when and how to plant – we ask: "How do I plant crocuses?" The AI returns with clear instructions on when and where to plant the bulbs, and how to care for them once they're in the ground. It also offers to suggest varieties that might suit our southern-England garden, and suggests varieties that would suit beds, pots (it knows we have a large patio, remember) or even planting direct into the lawn.

Large-Flowered Dutch Crocuses (March)

Perfect for beds, borders, or pots – bold, showy blooms that follow early varieties.

- **Crocus vernus 'Pickwick'** – Large lilac petals with purple stripes; excellent in clumps.
- **Crocus vernus 'Jeanne d'Arc'** – Pure white flowers with a golden base; lovely in contrast with darker varieties.
- **Crocus vernus 'Flower Record'** – Deep violet-purple, long-lasting flowers.

For Naturalising in Lawns

These multiply year after year with minimal care.

- **Crocus tommasinianus 'Whitewell Purple'** – Easy-spreading and tolerant of light mowing once foliage dies back.
- **Crocus chrysanthus 'Blue Pearl'** – Silvery-blue outside, pale yellow inside – subtle but stunning in lawns or under trees.



Can you identify this plant?

This plant looks very much like **Herb Robert** (*Geranium robertianum*), a common wild geranium often found in gardens and shady spots in the UK.

Here are a few identifying features that match what's in your photo:

- **Leaves:** Soft, fern-like, and deeply divided with a slightly aromatic (some say musky) scent when crushed.
- **Stems:** Thin, often reddish or purplish, especially toward the base – which your photo shows clearly.

4 Is it a weed?

If you're new to gardening, or even if your green fingers have been green for some time, it can be difficult to tell weeds and plants apart, especially when new shoots are rising up in the spring. ChatGPT can help you identify whether a shoot needs nurturing or if it should get the heave-ho. Either upload a photo you've taken of a plant, or press the "+" button and invoke the Camera mode, and then type: "Can you identify this plant?" In our garden, the AI identified a pretty-looking shrub as Herb Robert, a common wild geranium, which might be regarded as a weed. It's always worth double-checking plant identities with other sources, since the AI isn't infallible.

5 Set reminders

Your planting calendar will involve performing different tasks throughout the year. You can use ChatGPT's task reminder service to remind you when jobs need doing. For example: "Remind me to protect pots from frost in the first weekend of December. Include instructions on how to protect the lemon tree." This should invoke ChatGPT's Tasks mode, where the AI will send you a reminder via the email address you have registered with ChatGPT. In this example, it's smart enough to calculate the date of the first Saturday in December and offers to deliver a second nudge on the Sunday, if need be. We can see by going into the tasks instructions (click on it) that the email link back to ChatGPT we'll receive on December 6 contains instructions on how to protect our tree.

Remind me to protect pots from frost in the first weekend of December. Include instructions on how to protect the lemon tree.

Thought for 48s

Protect pots from frost
Next run 6 Dec 2025

Got it! I'll remind you at 9:00 on the first Saturday of every December, with step-by-step instructions for protecting all pots and your lemon tree. If you'd like a second nudge on the Sunday as well, say the word and I'll add it.

🗓️ 🔔 🔄 🗑️ ...

6 Create a gardening journal

No gardener has a 100% success rate. It's a good idea to keep track of what you've planted, when and how successful it was, so you know what works/doesn't work in your garden; or change the plant's position/feeding/watering so that you have better results next time. We ask ChatGPT to: "Create a gardening journal spreadsheet to record planting dates, harvests, and notes on success or failures." In seconds, it delivers a spreadsheet template with no fewer than 13 different fields to fill in for every plant (including how much sun it received, watering frequency and fertiliser used). At the end of the year, you can feed the completed sheet back into ChatGPT and analyse the results together. 📄

	A	B	C	D
1	Plant Name	Variety	Planting Date	Germination Date
2	Tomato	Gardener's Delight	15 March 2025	25 March 2025
3	Carrot	Nantes	10 April 2025	25 April 2025
4	Lettuce	Little Gem	20 March 2025	27 March 2025
5	Strawberry	Elsanta	15 October 2024	10 March 2025
6	Courgette	Black Beauty	25 April 2025	05 May 2025
7				
8				
9				
10				
11				
12				
13				
14				
15				





Win back time

With ChatGPT's skill set for scheduling, research, drafting emails and more, you don't have to be pushed for time. Use the AI to get on top of all your tasks, and you'll have more time on your hands – for the fun stuff!

80

Create a schedule

82

Smarter to-do lists

84

Find missing motivation

86

Save time on research

88

Get on top of your email

90

Organise a project

TUTORIAL

Create a schedule

Find time to fit everything into a busy life

H

ow often do you find yourself not going to the gym, meeting friends or doing something for yourself because you've simply run out of time? Juggling hectic work and family lives can leave little time

to spare, but with AI help you can create a schedule that ensures you're getting all the important stuff done, as well as finding a few hours of "me time".

Our tutorial on p48 has already run through how you can give AI a list of tasks you need to complete and let it get on with planning your day, but here we're going to look at building weekly schedules and planning around immovable events that are already in your calendar.

We'll also explore how you can lean on the AI chatbot for advice when it comes to better scheduling and carving out more time for yourself.

Week-at-a-glance

Daily work cadence (Mon–Fri)

- 08:00–10:00 Deep work (no meetings, no Slack)
- 10:00–10:15 Break
- 10:15–12:00 Deep work
- 12:00–13:00 Lunch + 15–20 min walk
- 13:00–15:00 Collaboration window (meetings/calls/interviews)
- 15:00–15:15 Break
- 15:15–17:00 Deep work
- 17:00–18:00 Admin/wrap, plan tomorrow

Exercise (3x/week)

Struggling to fit in all you have to do in a week? Get AI to schedule it!

Connect your calendar

It's all well and good preparing a weekly schedule like our example shows, but life can get in the way. There are doctor's appointments, parents' evenings, travel, and all manner of other things that can interrupt the flow of a week, which means you might not be able to fit everything in as per your previously devised schedule. However, if you're a Google Calendar or Outlook Calendar user and put all of your appointments in there, ChatGPT can create a schedule that works around your calendar.

First you need to connect the calendar. To do this, click on your profile picture in the bottom-left corner of the screen, select "Apps and Connectors", and select the relevant calendar. You'll be asked to sign in to the relevant service and agree to various permissions. Talking of permissions, if it's a work calendar you're sharing, make sure you have your employer's permission to connect it to ChatGPT.

Once your calendar is connected, it should appear in "Enabled Connectors", as shown here.

Work a basic schedule

If you find time is constantly getting away from you, having a schedule can help restore order. If you're giving yourself personal deadlines to get stuff done and slotting events such as gym visits into your calendar, you're more likely to find the time to get everything done instead of winging it.

ChatGPT can help you plot out that schedule. We strongly suggest you put ChatGPT into an extended Thinking mode for this type of prompt.

I want to create a weekly routine that helps me focus on work during the daytime (8am–6pm), and exercise three times a week. I also need time to plan and cook

dinner Monday–Wednesday, and attend my evening class at 7pm on Thursday evenings. Can you create a schedule for me?

ChatGPT builds a clean schedule that sees exercise slotted in before work and at weekends, with the evenings left free for cooking and classes. That all sounds fairly simple, and it is (we'll step up the complexity in a minute), but there are clever tips built into the schedule. For example, on Wednesday's cooking night it suggests preparing an extra portion, giving us something ready to eat before heading out to the evening class on Thursday.

The AI can plot out a schedule; put it into Thinking mode for this...

Work around your appointments

Now that your calendar is connected, you can ask the AI to fit your weekly schedule in around actual events in your calendar, giving you more flexibility. In the same chat as you previously devised your schedule, enter a prompt such as:

Skipping the gym isn't an option, when AI can find a way to slot it in!

Can you check my Google Calendar and work around appointments in that for this week?

ChatGPT automatically detects six appointments in our calendar for the week ahead and creates a schedule around them, moving gym sessions to different days if they coincide with meetings.

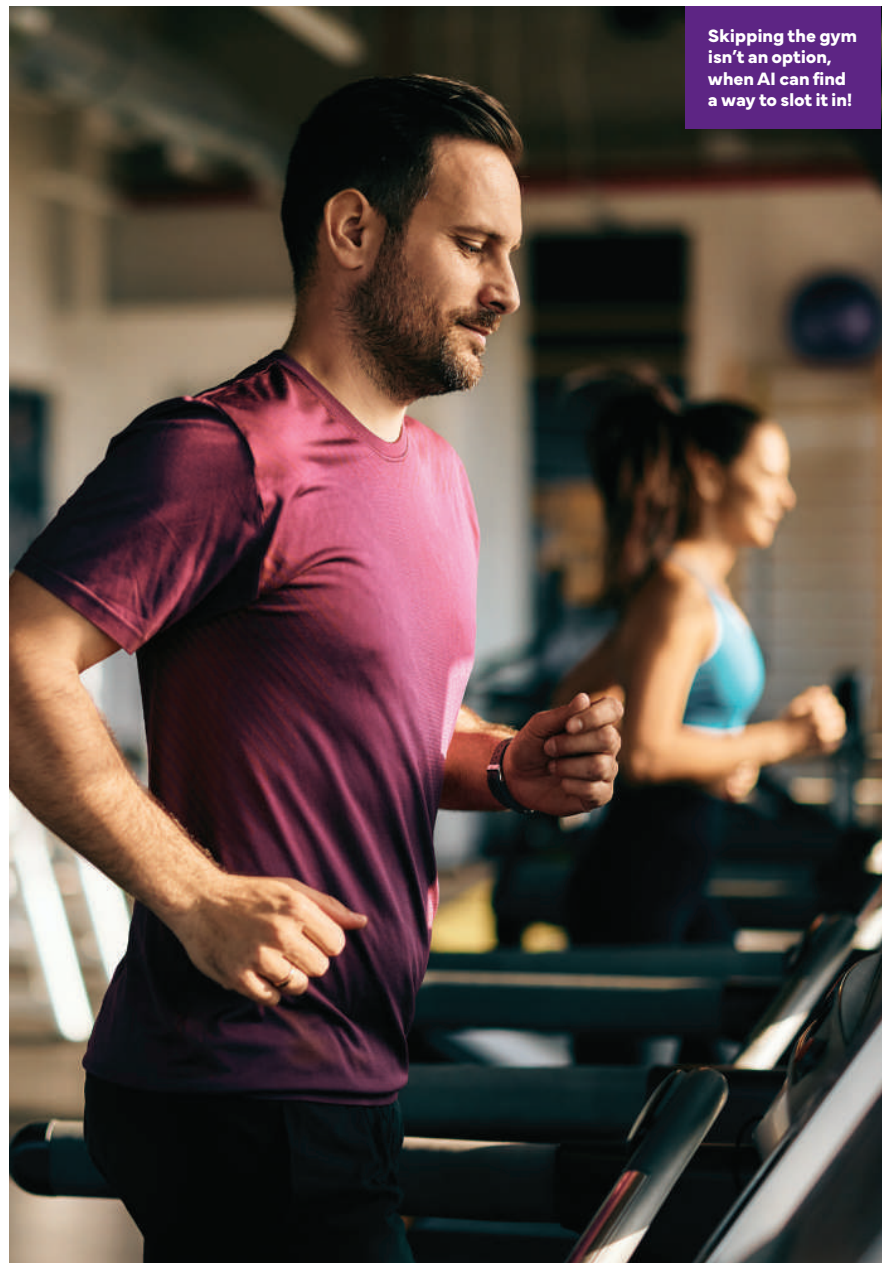
The AI's original schedule saw it try to move a couple of meetings, so we had to remind it that meetings were immovable – a reason it always pays to double-check AI output. ChatGPT also makes some clever assumptions, such as not needing travel time for video meetings but leaving travel gaps for in-person events. You may need to correct and work with the AI to perfect your schedule.

Add events to your calendar

Now we've sorted the schedule and found three convenient slots for exercise, it's a good idea to put them in our calendar – to avoid booking other appointments in them, and to get reminders to hit the gym!

Can you put the three gym sessions in my Google Calendar?

Although this is meant to be possible with the Google Calendar connector, ChatGPT



told us it couldn't do it directly (this may be a bug that's been corrected by the time you read this). It does however provide a download link to the three calendar appointments, which we can simply click and open in our Calendar app, slotting those workout sessions into the diary at the planned time slots.

Scheduling advice

Finally, if you constantly find your schedule is slipping, ChatGPT can help with advice on how to avoid that.

I often find myself working late into evenings or weekends, because I haven't got through my work during the day. Any tips on how I can better manage my schedule?

1. Audit your time for one week

Track what you *actually* do hour by hour for a few days — not what you *think* you do. Use a simple spreadsheet or time-tracking app (Toggl, RescueTime, etc.).

→ You'll probably spot low-value sinkholes (checking email, Slack, research rabbit holes, fiddling with edits) that eat hours.

ChatGPT can even offer useful advice on how to get back some time.

2. Define a "hard stop"

Set a non-negotiable finish time — say 6:30 p.m. — and treat it as if you were catching the last train home.

The pressure forces better prioritisation.

If you must, give yourself a 30-minute "overflow buffer" *once or twice a week*, but not daily.

Among the suggestions here are "batch the shallow stuff" — setting aside fixed windows for dealing with email and other messages. We're also advised to front-load deep work, by ploughing through more challenging tasks in the more alert morning hours. 🧘

Smarter to-do lists

Get to grips with a long list of jobs

If it wasn't for hastily scribbled to-do lists, you wouldn't be reading this guide in the first place. It would never have made it to the printers on time!

However, if your back-of-an-envelope to-do list isn't helping you to get the job(s) done, you can call for AI assistance. Not only will ChatGPT generate to-do templates that have exactly the level of detail you're looking for, it can take your handwritten to-do lists and help you prioritise the tasks that need doing now.

ChatGPT also has a great scheduled tasks facility that reminds you of jobs exactly when they need to be done, and feeds you additional information to make those jobs easier.



If prioritising tasks is a weak point, get the AI expert in to take the lead.

Created printed to-do templates

If you don't write it down, it will never get done – as someone once said. Can't remember who... I should probably have written it down.

Anyway, many people prefer working from paper to-do lists for the sheer convenience. And judging by Etsy and the like, many people will pay good money for to-do list templates that meet their specific needs. But there's no need to waste money on those – ChatGPT can design a to-do list template that has all the detail you need.

Can you create a printed template for my to-do lists?

When we entered the prompt above, ChatGPT came back with a series of questions: what page size/orientation were we looking for? Should the list be broken into sections (ie. work and

Daily To-Do List

Work

Task	Priority	Due Date	Time Estimate	✓

The AI can knock up a basic to-do list template, with the detail you need.

home)? Should it include extras such as a priority column, time estimates and notes? We answered all the questions and ChatGPT spat out a daily to-do list template that included everything we asked for, ready for us to print.

If the AI chatbot doesn't ask you the design questions mentioned

above, simply stipulate what you're looking for in a follow-up prompt. Warning: getting ChatGPT to design printed documents exactly as you want them may involve some trial and error. Also, don't expect too much in the way of ornate design. Think functional, not beautiful.

Prioritise your to-do list

So you've printed out a to-do list and filled it with the tasks you need to get done. Now how do you work out the order in which they should be tackled? ChatGPT can help here, too.

We took a rough smartphone picture of our handwritten to-do list and uploaded it to ChatGPT (by pressing the "+" button in the prompt bar). Then we asked:

Can you help me prioritise this to-do list for the rest of the day?

Not only did ChatGPT read our scratchy handwriting flawlessly, despite half the image being cast in a shadow, it sensibly prioritised the tasks for the rest of the day, with each given a precise time slot. It even gave us 40 minutes off for lunch!

It looked at when tasks were due and/or their priority and made sensible decisions – for example, pushing a podcast edit until the next morning because there were still two days until deadline.

If you find yourself falling behind schedule during the day, you can repeat the process.

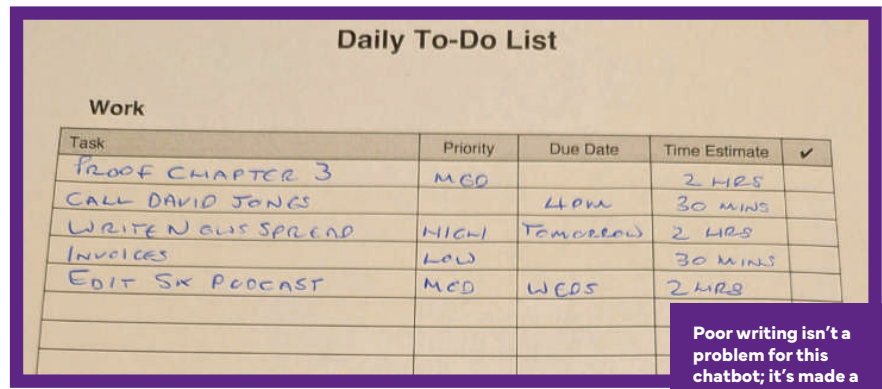
Scheduled tasks

As we've touched on previously in this guide, ChatGPT also lets you schedule tasks. Not only will this result in a reminder being sent when a task needs doing – whether that's a one-off or a recurring job – it also provides the opportunity to have ChatGPT help with up-to-date information about that task.

For example, let's say you work for a charity and it's your job every Monday to collate any media mentions of the charity's work in the past week. You could enter a prompt such as:

Remind me to complete my media monitoring roundup at 10am every Monday morning. Send a list of any media mentions of the Charlie's House charity from the past seven days with the reminder.

When the time comes, you should get an email to the address registered with your ChatGPT account, stating the topic of the reminder plus a link back to ChatGPT. Click it to see any additional



Daily To-Do List

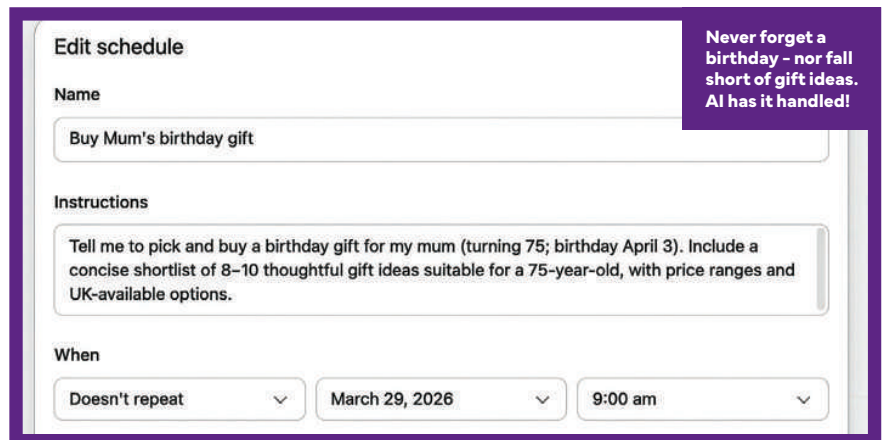
Task	Priority	Due Date	Time Estimate	✓
PROOF CHAPTER 3	MED		2 HRS	
CALL DAVID JONES		4pm	30 MINS	
WRITE NEWS SPREAD	HIGH	TOMORROW	2 HRS	
INVOICES	LOW		30 MINS	
EDIT SIX PODCAST	MED	WEDS	2 HRS	

Poor writing isn't a problem for this chatbot; it's made a note of your to-dos.

Here's the no-nonsense plan for the rest of today (Mon, –10:30 UK).

Priority (do in this order)

1. Write news spread — HIGH, due tomorrow (2h)
2. Call David Jones — due 4pm (30m)
3. Proof Chapter 3 — MED (2h)
4. Book dentist appointment — HIGH, trivial (5m)
5. Call builders — HIGH, trivial (5m)
6. Invoices — LOW (30m)



Edit schedule

Name

Buy Mum's birthday gift

Instructions

Tell me to pick and buy a birthday gift for my mum (turning 75; birthday April 3). Include a concise shortlist of 8–10 thoughtful gift ideas suitable for a 75-year-old, with price ranges and UK-available options.

When

Doesn't repeat March 29, 2026 9:00 am

Never forget a birthday - nor fall short of gift ideas. AI has it handled!

information you've requested, such as the media mentions (note – in an example such as this, the answer may not be comprehensive, but it may find mentions you could otherwise miss).

Other examples of things you could use scheduled tasks for include:

I run a car boot sale at Crossways Hall in Nantwich on the first Sunday of every month. On the first Saturday of every month, send me a reminder with the weather forecast and notice of any local road closures.

It's my mum's birthday on April 3. Send me a reminder on March 29th with gift ideas. She will be 75.

Manage scheduled tasks

If you have scheduled tasks popping up in your inbox that you no longer need, or you want to modify the instructions on a particular task, you can manage them from deep within ChatGPT's settings.

To find the scheduled tasks you've created, click your profile icon in the bottom left of the screen, then Settings | Notifications, and then under Tasks click the "Manage Tasks" link.

You should see a list of all the tasks you have scheduled. Click on them to edit the instructions or delete them entirely. 

Find missing motivation

Discover ways to keep yourself on track



Whether it's dredging up the energy to get down to the gym, or finding the spark to finish a lengthy work project, we've all suffered from a sharp drop in motivation from time to time. And there isn't always someone available to gee you up, especially if you're working from home.

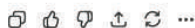
ChatGPT can be just the motivational coach you need. It can help you through exercise slumps, or find ways to motivate you midway through those huge work projects that never seem to have an end in sight.

We'll show you a variety of ways in which ChatGPT can keep your procrastination at bay!

If your energy for work is flagging, ChatGPT can deliver some direction.

List three easy wins I can achieve today to feel productive

1. **Clear one small backlog item** — e.g. reply to that one lingering email, file an expense, or tick off a 10-minute admin job you've been putting off. Instant relief.
2. **Tidy your workspace** — even a five-minute declutter of your desk or digital desktop resets your focus.
3. **Plan tomorrow's top three priorities** — write them down before you finish work so you start tomorrow already ahead.



Quick motivational messages

You must be superhuman if you've never plonked yourself down at the office desk of a morning and struggled to find the enthusiasm for the day ahead. A quick interaction with ChatGPT might just give you the jolt of inspiration you need.

List three easy wins I can achieve today to feel productive.

List three reasons why I should keep persevering with my diet.

Give me three reasons to keep going with my job-hunting this afternoon.

It may sound twee, mad even, to rely on an AI for motivation, but it just offers up some advice to help you push on with what you should be doing.

For example, on the first prompt, the AI suggests clearing one small backlog item (such as replying to a lingering email or sending an invoice) that gives

you the instant satisfaction of getting something done to kickstart your day. It then suggests a five-minute tidy of your workspace to reset focus. Before the end of the day, it recommends writing down tomorrow's top three priorities, so you can hit the ground running in the morning.

Rediscover your mojo

One of the hardest things to do is rediscover good habits once you've fallen out of them. The seasons can play a part, too. You might have no problem finding the motivation to go out on a run on a bright morning in the summer months, but it's a different story once you're trudging through puddles on a dank January morning. ChatGPT can help you rise out of such slumps.

Over the summer, I got into a good habit of long walks and regular gym visits. Now autumn is here and the weather is worse, I've slacked off. Help me to find the motivation to get back to exercising.

ChatGPT has lots of sensible tips for returning to those good habits, including breaking exercise into smaller chunks to make it less daunting, booking exercise into your calendar as you do work appointments, and focusing on the end goals, not the activity itself.

At the end of the prompt, it offers to create a "simple autumn exercise plan", which comprises of a daily schedule of short exercises, coupled with a column titled "why it works", to help give us a reason to get off the sofa.

Weekly Routine

Day	Focus	What to Do	Duration	Why it Works
Monday	Gym (Short Strength)	4 key lifts: squats, bench/press, rows, planks. 3 sets each. Keep rest short.	35 mins	Kick off the week with structure — strength training is mood-boosting and grounding.
Tuesday	Walk & Stretch	20–30 min brisk walk at lunch + 10 min stretching before bed.	30–40 mins	Easy recovery day that still burns stress and keeps you moving.
Wednesday	Home Cardio Circuit	3 rounds of: 1 min jumping jacks, 1 min squats, 1 min push-ups, 1 min rest. Optional resistance band finisher.	20–25 mins	Keeps fitness up without gym time. Zero excuses.
Thursday	Evening Walk / Decompress	30–40 min relaxed walk after work (indoors treadmill or outside if dry).	30–40 mins	Clears the head before your Thursday class; aids sleep.
Friday	Gym (Full Body Refresh)	Light weights or machines: leg press, chest press, pull-downs, core work. Finish with a short row or cycle.	40 mins	Re-energises you before the weekend.
Saturday	Optional Outdoor Walk / Hike	If weather allows — 60–90 min walk somewhere green.	1 hr+	Exercise proving joyless in the winter? Use AI to get back on track!

Timely reminders

It's all well and good creating an exercise schedule or even putting the sessions in your calendar, but sometimes you just need a little nudge when the time comes. ChatGPT can help with both specific reminders and a little motivational message to help along the way.

In addition to prompts such as the one on the previous page, where we've created a daily exercise plan, you might add something like:

Message me every lunchtime with a motivational message to do my exercise for that day.

ChatGPT promises that it will send us an email each day at 12:30pm with a "no-nonsense nudge to get your exercise done, plus one tiny action you can do that day". That "no-nonsense" reference is a call back to our previous instruction to ChatGPT to drop the flowery language and cut straight to the point, something which it has stored in memory and activated here.

When the emails start arriving, we get messages such as: "You've been sat long enough – time to move. A quick 10-minute brisk walk after lunch will lift your mood, clear your head, and stop the afternoon slump. Go now before the excuses creep in."

We'll be back in 10...

Break down big projects

When you're midway through a mammoth work project – you know, like writing extensive guides to AI systems – it can be a struggle to find the motivation to keep going, especially when you're a fair distance from the finishing line. ChatGPT will do its best to help you stay on track.

In a ChatGPT project that we'd set up to help plan and organise this guide, we wrote:

Give me a plan to complete this project before the end of November.

If you don't already have a previous ChatGPT discussion/project set up for what you're working on, you'll need to describe it in more detail to the AI.



ChatGPT can help with both specific reminders and a little motivational message to help along the way...

📌 Weekly Routine Suggestion

Day	Focus	Target
Mon	Write 1 spread (morning) + outline next (afternoon)	2 spreads
Tue	Write 1 spread	1
Wed	Write 1–2 shorter spreads	1–2
Thu	Review, refine or plan next batch	—
Fri	Write 1 spread	1
Weekend	Catch-up slot or full rest	optional

📅 Milestones

- 31 Oct: % of remaining spreads done (13)
- 15 Nov: % done (26)
- 30 Nov: All writing complete — ready for subbing/editing phase.

A sizeable work project can appear more manageable with ChatGPT's help.

In our case, because ChatGPT already had the planned contents and spreadsheet of work completed to date in its project files, it was able to organise a work schedule for the six remaining weeks until deadline. This allowed us to section the work into manageable targets. The AI chatbot even created a weekly

routine suggestion, showing how much we'd need to write on each day of the week to hit the deadline, with various milestones along the way.

As a project progresses, you can keep checking in with ChatGPT, revising goals and targets as circumstances dictate. 🔄

Save time on research

Have AI perform deep research for you

T

he moment ChatGPT was given access to the internet, it was an absolute game-changer.

Now using tools such as Deep Research, it can scour the web for information on any topic, and present it back to you in detailed reports.

It's like having your own researcher at hand, 24-hours a day – except ChatGPT can perform detailed research in less time than it takes you to eat your lunch, and it's cheaper, too!

Here are three different ways in which ChatGPT excels when it comes to research.

Background research

One of ChatGPT's big strengths is its ability to head off on to the internet and perform in-depth background research, generally finding information from reliable sources.

For detailed research on any topic, you first want to click the “+” button in the prompt bar and select Deep Research. Now tell the AI precisely what you'd like it to research. Don't spare detail here; the more specific the brief, the better the answers will be. The prompt below is at the skimpier end of the scale for reliable answers:

.....
Research the impact of climate change on holiday destinations. In particular, I'm thinking about investing in a holiday let property in the south of England and want to understand likely future demand for such accommodation.
.....

So, we've told the AI what we want it to research and, crucially, given it the context of why we're doing the research, so it can shape answers accordingly. At



AI's Deep Research mode can help you do a deep dive before any big moves.

The Projected Impact of Climate Change on Holiday Destinations in Cornwall and Devon

Introduction

Cornwall and Devon, with their rugged coastlines and picturesque towns, are among the UK's most beloved holiday regions. But over the coming decade and beyond, climate change is poised to reshape both the risks and opportunities for tourism and property investment in these areas. This report examines how changing climate conditions may influence holiday let demand, physical risks to coastal properties and infrastructure, local weather patterns and attractiveness, insurance and planning considerations, and emerging opportunities such as an extended tourist season. The focus is on practical implications for a long-term holiday let investment, backed by current data and projections.

Demand Trends for Holiday Lets in a Warming World

Holiday demand in Cornwall and Devon is expected to remain robust, with domestic staycations playing a dominant role. The COVID-19 pandemic jump-started a staycation boom that has not fully abated – 61% of UK adults are now more likely to holiday at home than before, and 69% “prefer a UK stay over an overseas one” (rising to 76% among 25–34 year-olds) cottages.com . Industry surveys value the UK

this point, the AI will probably come back with some questions of its own before it does its research. For example, here it asked us whether there were any regions (ie. Cornwall) we were considering, and whether we wanted to explore risks of climate change, such as coastal erosion.

Once you've answered any follow-up questions, it's time to pop the kettle on – it can take a while for the research to complete. For our prompt, ChatGPT conducted 94 separate internet searches and took 15 minutes to complete the task.

We ended up with a 5,800-word report that considered many aspects of the impact of climate change on our potential holiday let, such as EU research indicating more people are

seeking destinations with less extreme weather such as England, physical risks to the property from rising sea levels and storms, and the potential for longer tourist seasons and off-peak growth because of warmer weather in spring/autumn months.

Every time a fact or claim is made, ChatGPT backed it up with a citation, and the sources were generally strong (*The Guardian*, government websites and tourism bodies, among them). What's more, you're given the option to download the full report as either a Word document or PDF, if you want to build some of the findings into your own work, or simply make it easier to print off the report to read at your leisure.

Compare different sources

Everyone knows that one of ChatGPT's core strengths is its ability to summarise information in long reports, but you don't have to stop at one! ChatGPT is also great at comparing information from different sources, or noting changes in reports from one year to the next.

To give you an example, we uploaded two reports from the UK broadcasting regulator Ofcom, which examine how people consume news. One report was from 2020 and the other from 2025. We then asked ChatGPT:

Compare the findings in these two reports on news consumption in the UK, one from 2020 and one from 2025. Highlight the most notable differences in news consumption habits over that timespan, only as identified in the reports, not from other sources.

Again, we've given the AI context and told it specifically what we're looking for. In this instance, we don't want it doing its own research, unlike it did for climate change, so we also warned it not to veer off course but stick to the information provided in these two reports.

ChatGPT does a fine job, revealing how TV has lost its lead as the primary source of news over the five years, detailing

the growing influence of intermediaries such as Google and Meta. It also reveals diverging habits in different age groups, and many more findings.

Previously, it might have taken hours to pull together this research. Now, it takes only a few minutes. And, of course, you can ask follow-up questions if need be.

What changed 2020 → 2025

- **Platforms (adults): TV lost its clear lead; online caught up.**
2020: TV was top at 75%, internet 65%, social media 45%.
2025: online reached 70%, on par with TV/on-demand at 68%; linear broadcast TV 63%; social media use for news rose to 51%.
- **Top individual sources slid for PSB TV channels.**
BBC One usage as a top individual way to access news fell from 56% (2020) to 41% (2025).
ITV dropped from 41% (2020) to 25% (2025) in the "top 20 ways" list.
- **Intermediaries became central, not just add-ons.**
2020 highlighted that 45% used social media, 41% used "other websites & apps", 13% used news aggregators.
By 2025, six in ten adults used online intermediaries (social/search/aggregators), with Meta 39% and Google 34% listed among the highest-reach cross-platform providers (BBC still leads overall).
- **Social mix shifted—TikTok went from footnote to fixture.**
2020 (among social-news users): TikTok was 3%; Facebook dominated usage.
2025: TikTok now reaches 11% of all UK adults for news (up from 1% in 2020, per Ofcom's 2025

You no longer have to trawl multiple reports to find notable differences.

ChatGPT is great for comparing information... or noting changes in reports from one year to the next

Buying decisions

When you're spending money on a big-ticket item at home or at work, you'll want to do your homework first. Or let ChatGPT do it.

Again, we clicked the "+" button in our prompt window and selected Deep Research, before typing:

I'm thinking of buying a heat pump for our four-bedroom, semi-detached house. Research the different options and cost of installation, and also consider the running costs of each product. I'm looking for a shortlist of products to consider purchasing.

The heat pump is just one example here. It could be a car, a new laptop, a new property even! Anything where the buying decision needs research and has different factors to consider.

Here we get considerations for a house of our size, as well as a detailed rundown of different air-source and ground-source options, plus a table of all the recommended models so we can compare heat output, cost, running costs and warranty. You'll probably want to consult other sources/experts, not relying purely on the AI, but it's a great starting point – especially if you know little about the product you're buying.

Comparison of Recommended Models

The table below summarizes the key features of the top recommended heat pump models (both air-source and ground-source) for easy comparison:

Heat Pump Model (Type)	Heat Output	Efficiency (SCOP)	Est. Installed Cost	Est. Annual Running Cost	Warranty
Mitsubishi Ecodan R290 (ASHP)	5–12 kW range	A+++ (SCOP ~4.5)	~£12,000 (pre-grant)	~£900–£1,200	7 years (with approved installer)
Daikin Altherma 3 HT (ASHP)	up to 18 kW	A++/A+++ (SCOP ~4.0)	~£12,000 (pre-grant)	~£900–£1,300	5 years (with approved installer)
Vaillant aroTHERM Plus (ASHP)	3.5–12 kW	A+++ (SCOP ~5.0)	~£12,000 (pre-grant)	~£800–£1,100	2 yrs standard; up to 7 yrs with Vaillant installer
Kensa Evo (GSHP)	7–17 kW	A+++ (SCOP ~4.7)	~£24,000 (horizontal loop)	~£700–£1,000	5 years (technical support for life)
Vaillant flexoTHERM (GSHP)	5–19 kW	A+++ (SCOP ~4.5+)	~£30,000 (horizontal loop)	~£700–£1,100	

Use AI to research purchase decisions, to avoid making a costly mistake.

Get on top of your email

Email hacks that take the pain out of messaging

E

mail is both un-ignorable and a massive timesink. If you want to win back precious minutes or hours during your work day, finding email hacks delivers a big win.

ChatGPT is the perfect ally here. It's the PA you've always wanted in terms of being able to roughly verbalise what you want an

email to say and have the AI write it word-perfectly, with no typos or grammar errors.

It can also now be connected to Gmail and Microsoft Outlook accounts, allowing you to retrieve forgotten details from your emails or get a quick summary of unread messages without opening an email app!

Roughly dictate emails

ChatGPT is brilliant at taking a rough dictation of an email you want to send and turning it into a polished business email. This feature is particularly handy if you're out on the road with your smartphone, and you have neither the time or patience to bash out a message.

To dictate an email, open a new prompt and click the Voice mode button (the icon that looks like a graphic equalizer). Then simply tell the AI what you want the email to include. It doesn't need to be word perfect; just give the AI the salient facts you want to include, and it can add the polish. For example:

.....
Can you say thank you, Cassandra, for allowing us to quote for your wedding photography? The total cost of the day will be £2,500, including VAT. That includes all of the development and the delivery of the digital

photographs at the end of the wedding, and we will get all photographs to you within 14 days. We will also produce any edits that you would like within reason. Also, to say that if they want us to come along to the hen night, we can discuss a fee for that as well because the client wasn't sure when we spoke whether they wanted that or not. So if you can build that into the email. And just ask them to get back to me within seven days because we have a busy schedule. We need to book in weddings and just to confirm dates for me as well. Thanks.

.....
As you can see, it's a fairly jumbled brain dump, certainly not something you'd want to send to a client in that shape, but ChatGPT has no issue turning it into a professional email:

*Hi Cassandra,
Thank you very much for giving us the opportunity to quote for your wedding photography. We're delighted to be considered for your special day.*

The total cost for the full day will be £2,500, inclusive of VAT. This price covers all the photography on the wedding day itself, the post-production and development of your digital photographs, and the delivery of the final images within 14 days after the wedding. We'll also be happy to make any reasonable edits you'd like to ensure everything is perfect.

Additionally, if you decide that you would like us to cover any of the pre-wedding events, such as the hen night, we can certainly discuss an additional fee for that. I recall you mentioned you were still deciding on that, so just let us know.

If you could please confirm your decision and the final details within the next seven days, that would be wonderful, as our calendar does fill up quickly.

Thank you again, and I look forward to hearing from you soon.

Best regards,

[Your Name]

You could copy that email from ChatGPT, paste it into your email app, and hit send – a five-to-ten-minute job complete in under a minute.

Do not underestimate how much of a bonus this is for people with dyslexia or other language difficulties, either.



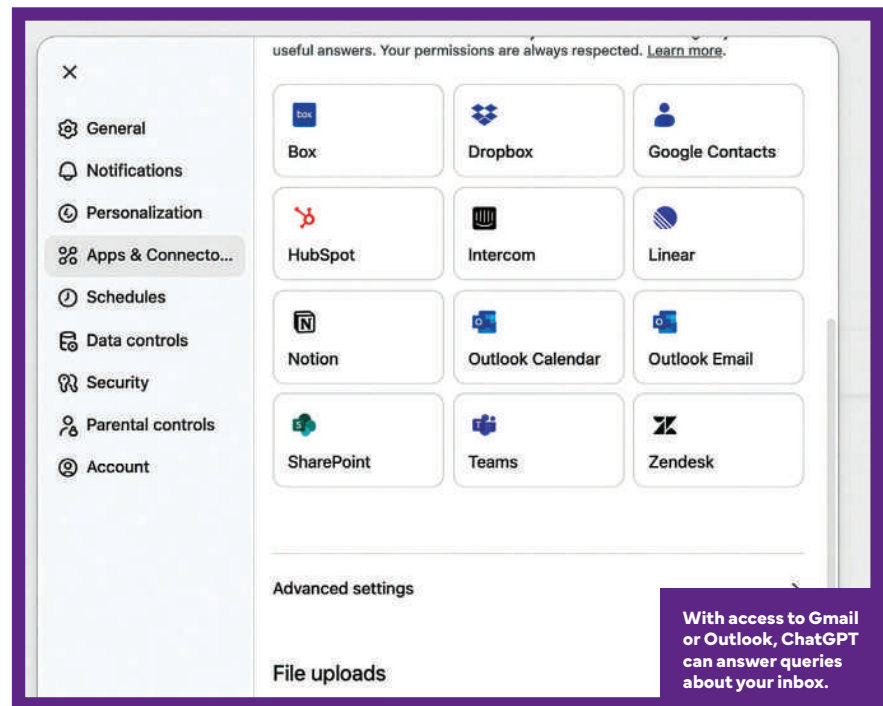
Don't drown under a mountain of business emails. AI is the perfect partner.

Link ChatGPT to your email account

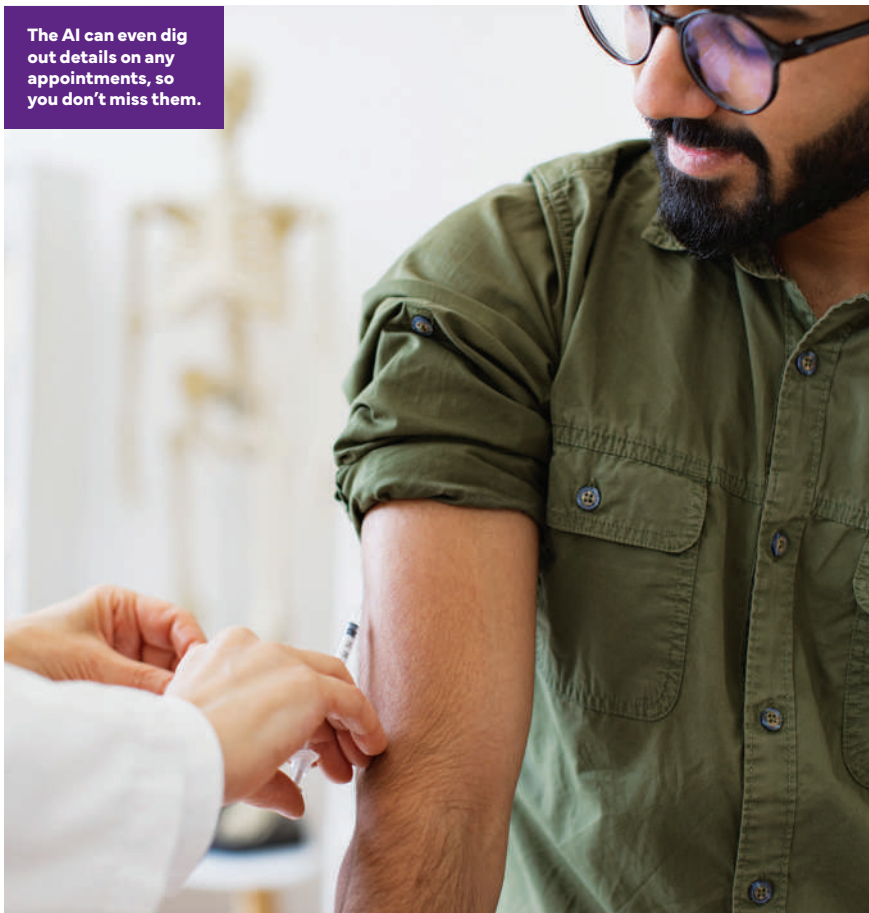
Subscribers of ChatGPT Plus now have the option of connecting their Gmail or Outlook Email to the AI. This means that you can ask ChatGPT to hunt for information contained within your inbox (we'll come on to examples of what it can do shortly), without you having to open the email app itself.

To do this, click on your profile icon, click Settings and then select Apps & Connectors. Among the many apps listed here, you should see Gmail and Outlook Email – choose whichever is appropriate.

You'll be asked to log in to the relevant service and agree to various permissions. Think carefully before you do this, because you're likely giving ChatGPT access to highly personal information. Definitely get your employer's permission before doing this with work email accounts.



The AI can even dig out details on any appointments, so you don't miss them.



You can ask ChatGPT to hunt for information contained within your inbox, without you having to open the email app itself

Scour your inbox with ChatGPT

Now your email and ChatGPT are connected, you can ask the AI to answer questions about your inbox. For example:

.....
Give me a summary of any unread messages in my Gmail.

.....
Is there anything in my Outlook email that must be dealt with urgently?

.....
 It's also superb at pulling details from individual emails. For example, if you know you have an email from a friend saying where you're meeting on Saturday night, but can't remember where, you could ask:

.....
What restaurant did Sally say we should meet at in my Gmail?

Or queries like:

.....
What time is my flu jab appointment according to my Gmail message?

.....
 The AI will search your inbox and (generally) find the right answers. Note that ChatGPT can't be used to compose or reply to messages via Gmail/Outlook at the time of writing. 📧

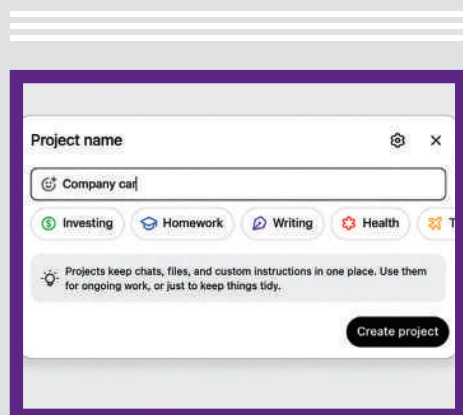
Organise a project

How to pull everything together in ChatGPT

➔ Time is the one thing everyone wishes they had more of. ChatGPT can definitely give you time back, especially when it comes to researching a project and keeping everything organised.

In this project, we're going to be looking into acquiring a company car for a small business, but the same principles could be applied to pretty much any type of project. That might be making a personal purchase (say, a car or a house), organising an event, or even launching a new brand or business.

The prompts will obviously need tailoring to whatever project you're working on, but the six-step guide below provides an indication of how you can keep a project organised with your AI assistant.



1 Start a project

To ensure all the chats and documents concerning our prospective company car purchase are kept in the same place, we're going to start a ChatGPT project. Scroll down the left-hand side of the ChatGPT interface, until you find Projects, then click "New project". Give the project a name, and if any of the categories beneath the name box are relevant, click them. You can also click the Settings cog to tell the AI whether it can reference conversations in its memory from outside of this project, or can only access memories from within the project itself.

1. Purpose and Usage

- **Business vs personal use:**
HMRC taxes company cars based on personal (non-business) use. If the car will only be used for business (and you can prove it), it can be treated differently — but this is rare.
- **Mileage tracking:**
Keep accurate logs of business vs private mileage if the car will be used for both.

2. Company Car Tax (Benefit in Kind)

- **What it is:**
You'll pay personal tax on the car as a *Benefit in Kind* (BiK). The amount depends on:
 - The car's list price (P11D value)
 - Its CO₂ emissions
 - Its fuel type
- **Low-emission advantage:**

2 Set the terms

The first chat in the new project needs to establish what the project is about. Give the AI as much detail as you can, and it should stash that away in its memory for future reference. In our opening prompt we tell ChatGPT that we're looking to purchase a company car for our limited company, that it will be used for a mix of business and pleasure, and that we're open-minded about whether we go for an electric or petrol engine. The AI immediately starts running us through the factors we should be consider during our research.

Nissan Leaf (40kWh) – Compact Electric Hatchback

1. Model Overview: The Nissan Leaf is a pioneer of electric motoring, known for its reliability and comfort. The current Leaf is a 5-door compact hatchback with seating for five. It's an older design but "super-sensible" and easy to drive, offering a smooth ride and Nissan's famed one-pedal driving (e-Pedal) for effortless urban use. [autotrader.co.uk](https://www.autotrader.co.uk) [autotrader.co.uk](https://www.autotrader.co.uk). For business users, the Leaf's established track record (over a decade on the market) translates to proven dependability and a wide service network. It's a sensible, no-nonsense EV that performs well as a daily commuter and pool car.

2. Price & Key Specs: **Purchase:** The standard Leaf comes with a 40 kWh battery (no longer offering the 62 kWh option new [autotrader.co.uk](https://www.autotrader.co.uk)). The range is about 168 miles (WLTP) on a full charge [selectcarleasing.com](https://www.selectcarleasing.com) — sufficient for regular 100+ mile trips, though high-mileage users (20k/year) will need to charge more frequently on longer journeys. The Leaf's electric motor is 150 hp, delivering 0–60 mph in roughly 7.9 seconds [ev-database.org](https://www.ev-database.org). **Charging:** It supports up to ~50 kW DC fast charging via CHAdeMO (now a bit dated), taking roughly 40–60 minutes to recharge 0–80% at a rapid charger. On 6.6 kW AC (Type 2) it refills in ~7–8 hours (e.g. overnight) [toogear.com](https://www.toogear.com). **Price:** The Leaf starts around £29,455 OTR in the UK for

3 Deep Research options

As we've explored previously in this chapter, ChatGPT's Deep Research facility is a wonderful time-saver, especially when researching potential purchases. Here we put the AI into Deep Research mode and ask: "Research electric car models that will be suitable for a mix of business/personal use. Explore both outright purchase and leasing options." The AI asks a few follow-up questions on our budget and preferences, before spending 20 minutes researching the task and coming back with a detailed report. It includes suggested models within our price range, with costs/leasing options for each, and an evaluation of each model's pros and cons.



4 Narrow down selections

Having fully read the report and evaluated the merit of the various models, we start to narrow down our options. The initial report had a short paragraph on leasing options for our preferred vehicle, the Volkswagen ID.3, but we need more information before we can get a firm idea on costs. We ask ChatGPT to "Find the best current leasing deals on a Volkswagen ID.3"; it ventures online, finding a range of deals that start to give a much clearer picture of costs, length of lease, permitted mileage, and so on. It also gives us some tips on what to check when negotiating with a dealer!

🔍 What to check / negotiate

When you're comparing business lease deals, especially for an EV like the ID.3, here are key parameters you should check or ask about:

- **Initial rental / upfront payment:** Many deals show "6+35" meaning six months' initial rental followed by 35 monthly payments. The larger the initial rental, the lower the monthly payment — check what you're comfortable paying upfront.
- **Contract length & payment profile:** 24 / 36 / 48 months are common. Longer term may reduce monthly payment but may tie you in.
- **Annual mileage allowance:** Typical business leases show 8,000–10,000 miles/yr in these examples. If your usage is higher, you'll pay more or face excess mileage charges.
- **VAT treatment:** Since it's business hire, VAT is usually added at 20% and depending on your business you may reclaim part/all of that. Clarify with your accountant.
- **Maintenance, servicing, tyres:** Some deals include a full servicing & maintenance package, others exclude it. Including it simplifies total cost.
- **Electric vehicle incentives & tax:** Because ID.3 is a zero-emission vehicle (depending on spec and when it qualifies), check how company car tax (Benefit in Kind) or Fleet incentives apply.

5 Explore all factors

ChatGPT is great at letting you explore the different factors that might go into making a decision. For example, what if we wanted our company car to be available to multiple employees? How would that change the equation? The AI does a great job of running us through the different considerations, including legal and company policy issues, tax and accounting, and practical issues such as who gets priority over booking the vehicle. The answer would be a great help for decision-making.

📋 Legal and Policy Considerations

1. Insurance cover

- Ensure the company policy includes **"any driver"** or specifically names all employees who'll drive.
- Check whether **business and commuting use** are covered.
- Clarify excess levels and what happens if an employee causes an accident.

2. Driving licence checks

- Keep a **record of each employee's valid UK licence** and check it periodically (e.g. every six months).
- Verify that no one has disqualifications or excessive penalty points.

3. Driver eligibility and consent

- Create a short **car-use policy** outlining:
 - Who can book and drive the car
 - Personal use rules (if allowed)
 - Responsibilities for fines, fuel, and cleanliness
- Get employees to **sign acknowledgment** of the policy.

6 Check documents

Another great strength of AI is its ability to find the key information in lengthy documents – and if you're buying/leasing a car, there are plenty of those! We feed a leasing agreement from a prospective car vendor into the AI and ask: "Here's a terms and conditions sheet from a company we're considering leasing from. Anything here I should be concerned about?" ChatGPT highlights potential concerns, such as cancellation penalties and how prices could change if taxes rise before the deal is completed. You'll still want to read all the documents carefully yourself, but ChatGPT could find something you might otherwise gloss over. 🧐

⚠️ Potential Concerns

1. Cancellation penalties (Clause 2.9 & 6.2)

- If you change your mind **after placing an order but before delivery**, Marshall can retain your **deposit** and also charge "reasonable costs," including storage, administration, and loss of profit.
- If you delay collection for more than 14 days after notification, the same penalties may apply.
→ *Make sure the delivery date suits you before signing, and confirm what "reasonable costs" might mean in pounds.*

2. Price change clause (2.6)

- If taxes or manufacturer prices rise before delivery, you may have to pay the higher price or cancel within five days.
→ *Ask them to confirm your final price in writing once the order is placed.*

3. Vehicle description disclaimers (3.1–3.3)

- Used vehicles may have been rental or imported cars, and mileage or spec may differ slightly.
→ *Request written confirmation of vehicle history, previous use, and exact spec if you're buying used.*

4. Distance sale return conditions (Section 8)

- The 14-day return right applies only if you buy **without face-to-face contact**.
- You must pay the **return transport cost** and may be charged for:
 - More than 100 miles driven
 - Missing keys, documents, accessories
 - Damage or "excessive cleaning"





Explore the world

Travelling to far-flung places is exciting; organising it all, not so much. From initial research on location, transport and where to stay, to assisting once you're abroad, ChatGPT is great at putting a plan together.

94

Bespoke travel guides

96

Find bargain holidays and flights

98

Communicate with the locals

100

Keep a travel journal

102

Get emergency help

104

Plan the trip of a lifetime

TUTORIAL

Bespoke travel guides

Create your own holiday adventures

W

ith easy online flight bookings and services such as Airbnb, many people don't opt for

package deals for their holidays anymore – they build their own itineraries.

ChatGPT is the perfect companion for such travel adventures. You tell the AI where you want to go, for how long, plus a rough idea of what you want to do, and it can generate bespoke guides for the duration of your trip. Whether you want days filled with sightseeing and exploration, or just want a different beach to park your towels on each day, the AI is primed to assist.

The AI chatbot is also very adaptable if you're forced to change plans because of delays or inclement weather. Here's why ChatGPT should always come on holiday with you.

Preparing for travel

Before you start booking transport and accommodation, it's worth sharing your travel plans with ChatGPT to see if it has any tips or potential gotchas to be aware of before you part with any cash.



I'm thinking of taking our family (two adults, one 15-year-old) on an Interrail trip across Europe next summer. What factors do I need to consider in advance?

ChatGPT replies with lots of strong travel advice, such as the difference between different rail passes, the advantages (and drawbacks) of using night trains as accommodation, and hidden costs (such as seat reservations) that you might not have factored into your initial budget.



Custom-made holidays without the hard sell: AI can build your ideal trip.

1. Choosing the Right Pass

- **Pass type:** Decide between a *Global Pass* (covers most of Europe) or *One Country Passes* (for slower, deeper trips).
- **Duration:** Passes range from 4 days of travel in a month to unlimited travel for 3 months. Be realistic — you'll want rest days between journeys.
- **Seat reservations:** Some high-speed and night trains require *extra fees and advance bookings* (especially in France, Spain, and Italy).
- **Teen ticket:** 15-year-olds still qualify for *youth passes* (under 28), which are significantly cheaper.

2. Route Planning

- **Start broad, then refine.** Pick a rough loop rather than zigzagging across Europe — it saves time and reservation costs.
 - Example: *London → Paris → Munich → Ljubljana → Venice → Zurich → back home.*
- **Travel times:** Don't overestimate how far you can get in a day. Even high-speed routes eat hours once you include changes.
- **Night trains:** Good for saving hotel costs, but book early and pack for disrupted sleep.
- **Borders:** Most Schengen crossings are seamless, but still check ID/passport rules.

ChatGPT offers lots of advice, including info on rail passes and hidden costs.

At the end of the advice, it offers to generate a sample two-week Interrail itinerary for a family of three with a “mix of culture, scenery, and ease of travel”, which we accept. This generates a plan of potential destinations, how long it would take to travel between them, and rough costings as well. It's unlikely you'll follow that exact route that ChatGPT has outlined, but it's a good starting point to work from.

Find places to visit

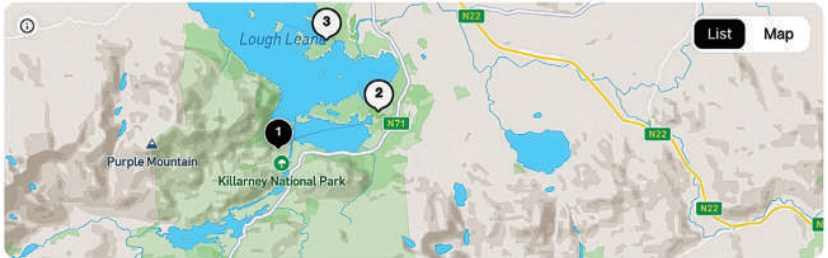
You've done some research, decided on where to go, and have your flights and accommodation booked. Now what to do while you're there? Feed the details into ChatGPT and see what it suggests! By the way, planning a holiday such as this is a very good use for a ChatGPT project — you can start one by clicking “New project” in the left-hand menu.

Our confirmed itinerary is landing in Cork on Wednesday 30th July. Then staying in Kerry for five days before heading to Dungarven. Can you recommend some places we can visit based on those locations?

The AI comes back with a long list of sites and places we could visit on the trip to Ireland. Not only does it suggest places close to the two destinations we've stipulated, but some we could visit on the journey between them, too!

It also offers to plot the suggestions on a map, so we can see exactly where the different locations are located.

Here's a map highlighting your key destinations around Killarney in Kerry and in Dungarven, County Waterford:



1 Killarney National Park
4.8 (11163 reviews)
UNESCO-biosphere park with lakes, Muckross House & Abbey, Torc Waterfall, Ross Castle, Innisfallen Island [Wikipedia](#)

2 Muckross House
Open now · 4.7 (10638 reviews)
Victorian mansion with formal gardens and traditional farms inside Killarney NP [Wikipedia](#)

[Directions](#) [Website](#) [Call](#)

A map makes clear the location of all of ChatGPT's suggested spots.

Day-trip planning

Once you've identified the places you'd like to visit, you can ask the AI to get even more granular and provide a detailed plan for each day. Continuing our trip of Ireland, for example, we ask:

Give me an itinerary of things we can do in Kerry tomorrow, including interesting sightseeing and good food in the evening.

This delivers a detailed plan including beaches, waterfalls and beautiful towns to visit, as well as recommendations for restaurants to stop at for lunch and dinner. The schedule is timed precisely throughout the day, but of course you don't have to follow that to the minute – you can pick and choose the bits you like most.

If you see the weather forecast isn't ideal the night before, you can even ask the AI to make adjustments:

Can you give me a fresh itinerary for tomorrow, bearing in mind the weather forecast?

Following this particular prompt, the AI automatically heads online to check the latest weather forecast for the region. With rain due in the morning, ChatGPT suggests a diversion to local museums and other indoor attractions before resuming the outdoor sightseeing plans that it originally had in mind.

Places to visit in Jakarta for the art-curious

Here are three (strong) picks to anchor your gallery/museum crawl. If you've got time, I can find 5-10 more depending on your interests (street art, craft, indigenous contemporary, etc).

1. Museum MACAN (Museum of Modern & Contemporary Art in Nusantara)



Why go: This is probably the flagship for contemporary art in Jakarta right now. It has strong programming, international and local artists, and relatively good infrastructure. [museumacan.org +1](#)

What to look for: Changing exhibitions so check what's on. It's not just Indonesian art, but Indonesian work in a global context.

Tip: Check hours (closed Mondays usually) and plan your transport because Jakarta traffic can chew up a lot of time. Also, give yourself time to absorb — installations might require more than a quick walk through.

Vibe: Polished, ambitious, relatively easy to access for a foreign visitor.

If you're a culture-lover, let the AI research the must-sees while abroad.

Themed visits

You might choose to visit somewhere for a particular purpose, or simply want to explore your own interests in a foreign location. ChatGPT can help you find relevant places to visit during your stay and learn more about the places you're going to.

I'm planning a trip to Jakarta. Tell me about the artistic culture of the city and any places I should visit while I'm there?

I'm a huge tennis fan. Tell me about places I could visit when I travel to southern Spain next summer?

On the first prompt, we get a run down of the art scene in Jakarta, as well as suggestions of various museums and galleries to visit while we're in the city, each with photos. The advice includes tips on opening hours, travel to the destinations, and what you might expect to find at each of the venues.

On the second prompt, we get suggestions of different tennis clubs we might like to visit in resorts such as Marbella, Malaga and Sotogrande. ChatGPT also lists various tennis camps and academies that are based in southern Spain, which could be of interest if we were looking for an active break – or to build up our backhand while on the trip abroad! 🎾

Find bargain holidays and flights

Turn ChatGPT into a bargain-hunting travel agent

Time was when booking a holiday meant taking your pick out of the brochures and spending hours inside some strip-lit travel agent's office, trying to find a deal that matched your dates and budget. Then the internet came along and made you do all the legwork. Now, finally, we can go back to the days of travel agents – albeit in AI form.

ChatGPT is a cracking travel agent, and it won't make you drink a lukewarm cup of instant coffee, either. It can find flights and hotels to match your specific requirements, offer advice on the best time to visit different resorts, and even create bespoke holiday packages.

Here's how to enjoy both a holiday and the booking process!

Find flights

Have you tried navigating airline websites recently? If you've batted away the eight pop-ups asking for permission to haunt you for the rest of your life (this might be a slight exaggeration), actually finding the flights you want is still a hassle. Why not let AI do the grunt work?

Now, to be clear, the AI won't be able to actually book the tickets for you. That requires personal details and credit card numbers that you don't want to be punching into ChatGPT. But it can find relevant flights on the days you want to fly, compare airlines, and even check their websites for specific prices and flight times, which can save a lot of hassle.

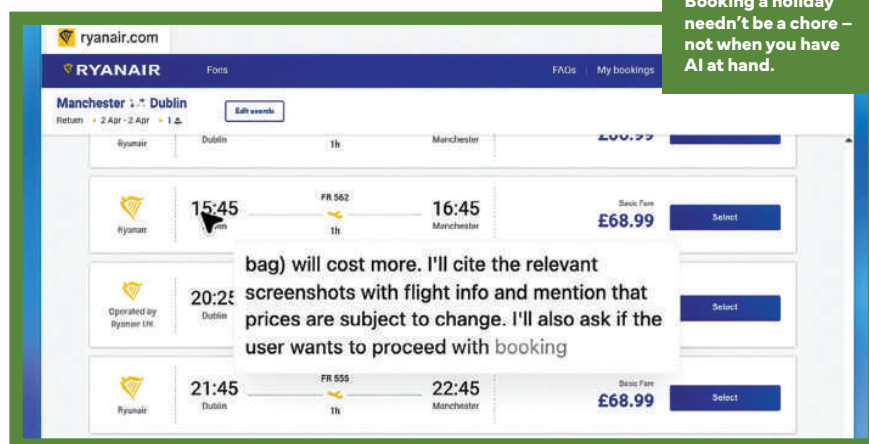
We start by asking ChatGPT:

Here's what Ryanair is currently showing for a return trip on 3–4 April 2026 (Manchester MAN → Dublin DUB). All times are local.

Outbound — Fri 3 Apr 2026 (Morning)

Flight (FR no.)	Depart → Arrive	Notes	Base price*
FR561	06:05 MAN → 07:05 DUB	earliest flight	£50.19 ryanair.com
FR1557	10:30 MAN → 11:30 DUB	still morning	£50.19 ryanair.com
FR553	14:00 MAN → 15:00 DUB	midday option	£67.99 ryanair.com
FR555	16:25 MAN → 17:25 DUB	early evening	£95.09 ryanair.com
FR1917	19:30 MAN → 20:30 DUB	evening	£37.99 ryanair.com

Booking a holiday needn't be a chore – not when you have AI at hand.



Can you find me cheap flights from Manchester to Dublin, leaving morning of April 3 and returning the following evening?

Obviously, you'll need to enter the dates and destinations you're interested in. ChatGPT heads off online and deems the cheapest carrier is likely to be Ryanair, although suggests alternatives such as Aer Lingus, and gives us a ballpark figure on how much they might cost.

We want actual nailed-down prices and times, so in a follow-up prompt, we first turn on Agent mode by clicking the "+" sign and selecting it from the menu. This allows the AI to interact with websites in the way a human would. We then ask:

Can you check flight times and prices with Ryanair. I only need hand luggage.

On your screen, you should see ChatGPT clicking around the Ryanair website, searching for the flights on the days we've asked for and checking prices. It's amazing to watch it happen live. Within four minutes, the chatbot has done all the research, noting down specific departure and arrival times, with precise prices. You can even click on the link next to each price to see a screenshot showing the information it has found. You'll still need to book the flights yourself, but the research has been done for you.

When is the best time to travel?

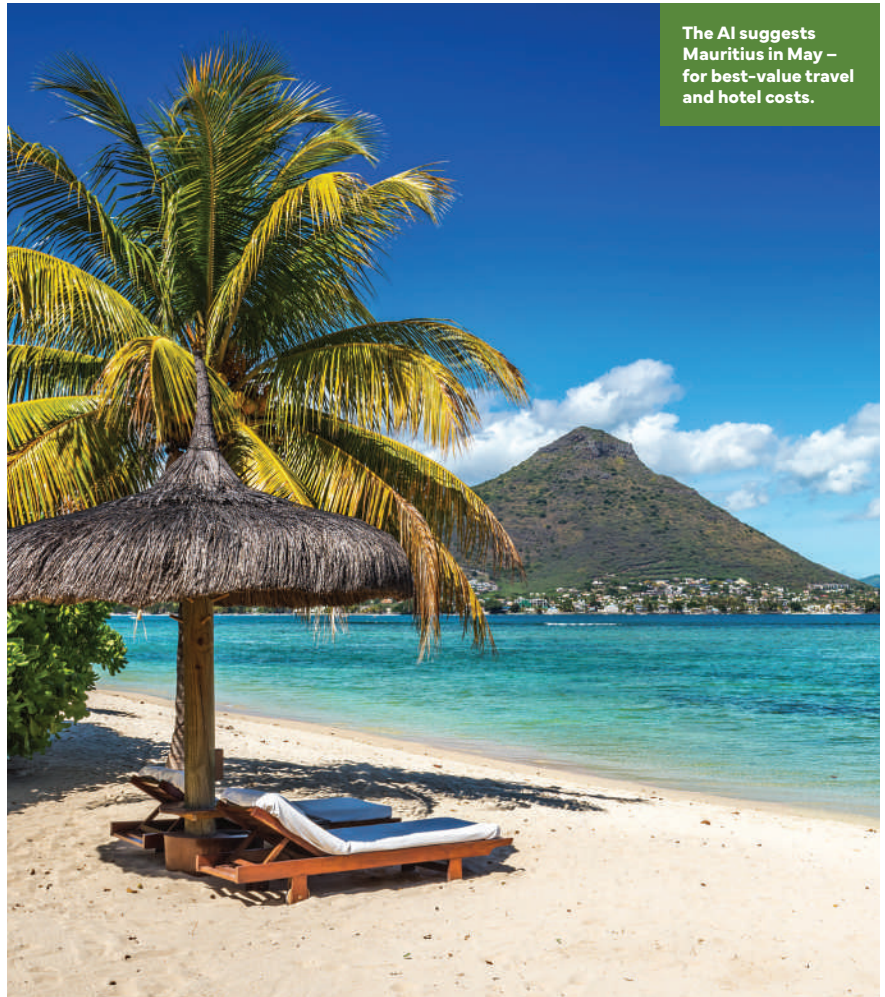
If you have a destination in mind, one to tick off the bucket list, and you're flexible on when you can travel, ChatGPT can help find the best times to go.



What's the best time to visit Mauritius? This is for two adults travelling without children, so we don't need to work around school holidays.

We've given the AI the crucial context that we're not tied to the school holidays, and it delivers advice on the best times to visit. It tells us the cooler season (if you can call 28°C cool) is between May and December, and later points out that the "shoulder months" of April and May provide "pleasant temps, sea still warm after summer, fewer crowds, and excellent value".

ChatGPT asks if we'd like it to suggest some resorts, an offer we take up – and it finds four venues that are either adult-only or contain adult-only wings. Then, when we ask for prices on these venues, we find they cover a range from £250 to £600 per night, if booking in the "good value" month of May. You might want to dig a little deeper for accommodation, but within just three prompts we've found the best time to travel and got a decent hook on how much some potential venues are likely to cost.



The AI suggests Mauritius in May – for best-value travel and hotel costs.

Create bespoke packages

The days of flicking through holiday brochures are largely gone. If you want to create a bespoke holiday package, you can ask ChatGPT to get on the case.

In this instance, we want to use a travel-based "GPT" – shorthand for a

chatbot that performs a specific task. To do this, click Explore under GPTs in the left-hand menu and search for travel-orientated GPTs such as Kayak or Expedia. We opt for Kayak. Now tell it what you're looking for:



Can you find me a good deal on a week in The Bahamas for a family of three (two adults, one 15-year-old) around Easter next year? We're flying from London.

2. FowlCay® All-Inclusive Resort (Exuma)



Using the Kayak GPT, we get a link to book the resort through its website.

- Located in the Exuma region, offering a genuine all-inclusive villa experience: "all meals, snacks and drinks ... your own private powerboat with unlimited fuel ... water-sports gear included." *Riochico*
- Very appealing for a family who wants an island-escape feel, fewer crowds, and an all-inclusive model.
- **What to check:** Transportation logistics (how you get to the villa, from the main airport in Exuma), suitability for a 15-year-old (activities, space).
- **Good for a family:** Yes — this ticks many boxes (quiet island, boutique, all-inclusive) though might cost more and require more planning.

The GPT comes back with a few questions on specific airports, dates and budgets, and then gets searching. It finds flights within a matter of seconds, and returns a link to book them directly on the Kayak site.

The hotel search also offers a range of resorts, from small guesthouses to boutique resorts on tiny islands. After some back and forth with the AI, asking it to probe different venues and prices, we eventually find both accommodation and flights for less than £10,000 for the family. 🟢

Communicate with the locals

Break down language barriers

I

t's the English disease to travel abroad and expect everyone to converse in English. If you want to be more respectful of the foreign countries you're visiting, ChatGPT can help you break down language barriers.

Before you even leave, the AI chatbot can help you communicate with accommodation owners or hoteliers, who will surely appreciate the effort you're making to communicate in their language rather than yours.

When you're abroad, ChatGPT can also help with live audio translation between you and a foreign-language speaker, or help you make sense of local signage. It can also prevent you from causing unintended offence by bringing you up to speed on local customs.

Spanish:

Hola [nombre],
Esperamos con ilusión nuestra estancia en su apartamento. ¿Sería posible hacer el check-in temprano, sobre las 14:00, el día de nuestra llegada?
Muchas gracias de antemano por su ayuda.

Un saludo,
[Tu nombre]

English translation:

Hello [name],
We're looking forward to our stay at your apartment. Would it be possible to check in early, around 2:00 p.m., on the day of our arrival?
Thank you very much in advance for your help.

Booked an Airbnb?
Use AI to converse with the owner in their language.

Before you arrive

Many people prefer to book their own accommodation for holidays these days, either using apps such as Airbnb or by contacting hotels/apartment owners directly through their websites. However, if you don't speak their language, communication about accommodation arrangements can be tricky. ChatGPT can help you make arrangements in advance:

We're trying to book a villa in Sicily. Can you write a message in Italian asking the villa owner if she has availability between 10-17 August 2026, and how much it would cost to hire the villa for that week? Also provide an English translation of your message.

We've booked an Airbnb in Barcelona. Can you write a message in Spanish asking the owner if we can have an early check-in at 2pm on the day of our arrival? Also provide an English translation of your message.

Why did we also ask for an English translation with our prompts? Well, firstly it's good to check precisely what it is that you're asking the accommodation owner, but you'll also see that on occasion the translated text contains square brackets requiring you to enter information, such as the accommodation owner's name. The English translation helps you work out which information is required.

Ask ChatGPT to talk to foreigners

Let's say you've arrived at your resort and need to communicate with the hotel staff, who don't speak English. You can put ChatGPT into Voice mode (by pressing the icon that looks like a graphic equalizer in the prompt bar) and ask ChatGPT to do the talking for you:

Can you tell my Spanish hotel reception that I'd like my dinner at 7pm, please? Also listen for any response in Spanish to my request and translate that back to English for me.

With the phone on speakerphone, the AI should read out the message in the language you've requested. If the staff member responds, ChatGPT should also be able to translate their message for you. You can effectively hold a two-way conversation, using ChatGPT as your interpreter.



Use ChatGPT's Voice mode to speak in the language of your choice.

Read foreign-language signage

If you're on your travels, it can be disorienting when you can't understand signs or warnings written in foreign languages. However, with your smartphone at hand, you can find out what any sign means in seconds.

There are two ways to do this. You can either take a photo of a sign on your smartphone, then upload it to a new chat and ask ChatGPT to translate, with a simple prompt such as:

Can you translate this sign for me?

Or you can put ChatGPT into Voice mode, then click the camera icon to switch on the video camera on your device, point the camera at the sign and speak the same prompt as above.

To test this, we uploaded an image of a sign from a Chinese hotel, stating what's on each floor. We asked ChatGPT to translate it from traditional Chinese to English, and it gave us a full listing of what's on each floor.

We could check it was correct, because the original image also contained an English translation (we didn't show this to ChatGPT, obviously!).

57/F – Sky Lounge (under renovation)
 56/F – Kitchen 56 Restaurant (under renovation)
 51/F – Wuyue Bridge Japanese Restaurant
 50/F – Yun Jing Xuan Revolving Restaurant
 25–29/F – Executive Deluxe Guest Rooms
 21–23/F – Imperial Club (under renovation)
 8–20/F – Luxury Guest Rooms
 6/F – Harbour Health Club
 6/F – Bien Ai Beauty Salon
 4/F – Peng Nian Hall
 4/F – Multi-function Hall
 3/F – Chiu Thai Hin Chinese Restaurant
 3/F – Café
 1/F – Reception
 1/F – Lobby
 1/F – Lounge Bar
 B2–B4/F – Car Park

Upload a photo of any signs you don't understand and get the AI to translate.

Learn local customs

Direct translations will only get you so far. You also need to be respectful of local customs when travelling. ChatGPT can help you understand what is and isn't appropriate when visiting specific areas. We ask:



Avoid any faux pas – use AI to research foreign cultures and customs.

Communication and manners

- **Be polite and modest.** Vietnamese people value humility and respect. Avoid loud or confrontational tones, even if you're frustrated — calm, measured speech goes a long way.
- **Titles matter.** Address people formally: *anh* (older man), *chị* (older woman), *ông* (Mr), *bà* (Mrs), or *cô* (Miss). Using someone's first name alone can feel too casual unless invited.
- **Greetings:** A handshake is common, but a slight bow or nod shows extra respect. Older people should always be greeted first.
- **Avoid public displays of affection** — hugging or touching in public isn't the norm outside close friends or family.

Body language

- **Don't touch people's heads.** The head is considered the most sacred part of the body.
- **Avoid pointing with your finger.** Use your whole hand instead.
- **Use two hands when giving or receiving things, especially money** shows respect.
- **Feet are lowly.** Don't point your feet at people or rest them on chairs.

ChatGPT provides info on how to greet people, body language and more.

I'm travelling to Vietnam next month. Are there any local customs I should be aware of when communicating with locals?

ChatGPT has advice on how titles matter, with different ways of formally addressing elders. It also has tips on how to greet people and what to avoid – for example, touching people's heads is considered impolite in Vietnam.

You can narrow down the advice to particular situations. For example, in a follow-up prompt, we ask:

What about in hotels? Anything to be aware of?

Here, we get advice on tipping etiquette, simple phrases with which to greet staff, and cultural sensitivities, such as it being polite to remove shoes when entering smaller hotels or family homes.

You can even ask for help with pronunciation. ChatGPT told us that the Vietnamese translation of “thank you” is “*cam on*”, but we don't know how to say it. So we highlight the words “*cam on*” in ChatGPT's response, then click “Ask ChatGPT” and enter the following:

How do I say this?

It gives us a phonetic pronunciation of the phrase and the inflexion, making it more likely we'll get it right, and not cause any unintended offence.

Keep a travel journal

Don't forget a moment of a great trip

W

ouldn't it be great to have a written travel journal, alongside the gazillions

of photos you take on your smartphone when you're on your holidays, that you can look back on in years to come?

ChatGPT makes keeping a travel journal super simple. It can create a template, letting you capture all of the information you want to remember, and no more. Tell the AI about your day, and it can even write the travel journal entries for you, leaving you more time to go and explore.

It's also possible to create maps of memorable walks or drives you've undertaken on your trip, leaving you with detailed memories of your fantastic adventures.

Create a journal template

Before you head off on your great adventure, it's worth doing a little preparation for your travel journal. Give ChatGPT details of where you're headed and the kind of details you'd like to capture, and it can create a travel journal template that's ready for you to fill in.

.....
I'm going on a two-week trip around Canada. Can you create a travel journal template with sections for daily highlights, food, weather, transport, and photos? Format it for Google Docs.
.....

We asked for it to be formatted for Google Docs, because we want to be able to post quick updates from our smartphone when we're on our trip. Alas, even if you've connected your ChatGPT account to Google Docs, it can't (at the time of writing) create documents in the Google service yet – it can only read

them – so ChatGPT delivers us a template in DOCX format (Word document) that we can upload to Google Docs.

The template ChatGPT creates has a snapshot of where we visited each day on the opening page, before breaking down into 14 daily journal entries, each with space to enter details such as date, weather, transport used, highlights of the day, meals, and any interesting encounters. There's also space to paste in any photos we've taken during the day, to make sure memories are captured.

Give ChatGPT details of where you're headed and the kind of details you'd like to capture

Have ChatGPT write your journal

Keeping a travel journal is great in theory, but when you're on an amazing trip, you might not want to waste half an hour in a hotel room jotting down notes; you want to be out there making more memories. ChatGPT can help you here, by doing a quick five-to-10-minute interview about your day in Voice mode, then writing up that day's journal entry on your behalf.

To do this, start a new chat in Voice mode (click the icon that looks like a graphic equalizer in the prompt bar) and ask:

.....
I'm on my trip in Ireland. Can you ask me questions about my day, such as where I've been, what I've seen, highlights of the day, meals etc. Then turn my answers into a written travel journal entry?
.....



Use AI to create a travel journal; you can even get it to write daily entries!

ChatGPT settled into the role of interviewer, asking us where we'd been that day and for some of the memorable things we saw. It did try to write our travel journal after just one answer, so we had to insist it kept asking us questions to get a fuller picture of the day – after persevering and adding more detail, it did eventually create a travel journal entry that could easily slot into the “highlights” for the template we created previously, or as a standalone diary of the trip.

By playing interviewer, the AI chatbot can build an account of your day.

Travel Journal: A Day on Valentia Island

Today started at our cozy holiday home in Cromane. We set off on about an hour's drive to reach Valentia Island, crossing a lovely bridge to get there. Although the weather turned quite foggy, making the cliff views a bit misty, the walk itself was still a delight. We spotted plenty of red kites soaring overhead, which was a real highlight. There was one slightly hairy moment when we had to cross a stile and found ourselves face-to-face with a few big cows and their calves, but we managed it without any trouble.

After the walk, we treated ourselves to a traditional fish and chips at a local pub on the island. It was a bit on the pricey side, but the quality was fantastic, and it was a great way to wrap up the day.

Curate trip highlights

If you dutifully fill out your travel journal for each day of a trip, you'll come home with a lot of material to digest. What if you just want a summary to capture the highlights, perhaps to add to the front of the journal? ChatGPT is, of course, a dab hand at summarising information.

First, we upload our completed travel journal into a new chat, then ask:

.....
Here's my travel journal from our recent trip to Canada. Create a memorable one-page summary of the trip for me.

ChatGPT does a great job, returning a list of all the places we've visited, the highlights from each destination, favourite meals that we've mentioned along the way, encounters with the locals, and more.

Some of the summary is a little bit on the cheesy side. “Fourteen days, seven

destinations, countless memories – Canada didn't just impress; it stuck,” ChatGPT writes. Alright, mate, save it for the travel brochures. Nevertheless, it would be easy enough to fix the clichéd nonsense and still have a very concise summary of your trip to look back on in years to come.

The Journey

From Pacific shores to French-Canadian streets, this trip spanned 4,000km of scenery, culture, and connection. It began with seafood by Vancouver Harbour and ended with maple-scented crepes beside the St. Lawrence. Every stop brought its own rhythm — mountain calm, prairie openness, city pulse.

It's also brilliant at condensing a trip's worth of info into some highlights.

Highlights

- **Vancouver:** Seaplanes, seawalls, and jazz over dinner at Granville Island.
- **Whistler:** Biking to Lost Lake, rain-kissed views from the Peak 2 Peak Gondola.
- **Jasper:** Kayaking across mirror-still Pyramid Lake under a sky thick with stars.
- **Banff:** Hot springs at sunset and the unreal turquoise glow of Lake Louise.
- **Calgary:** A brief brush with cowboy culture and unexpected jazz.
- **Toronto:** CN Tower sunsets and the hum of city life by Lake Ontario.
- **Montreal:** Croissants, cobbled streets, and street musicians filling the night air.

Create maps of walks/drives

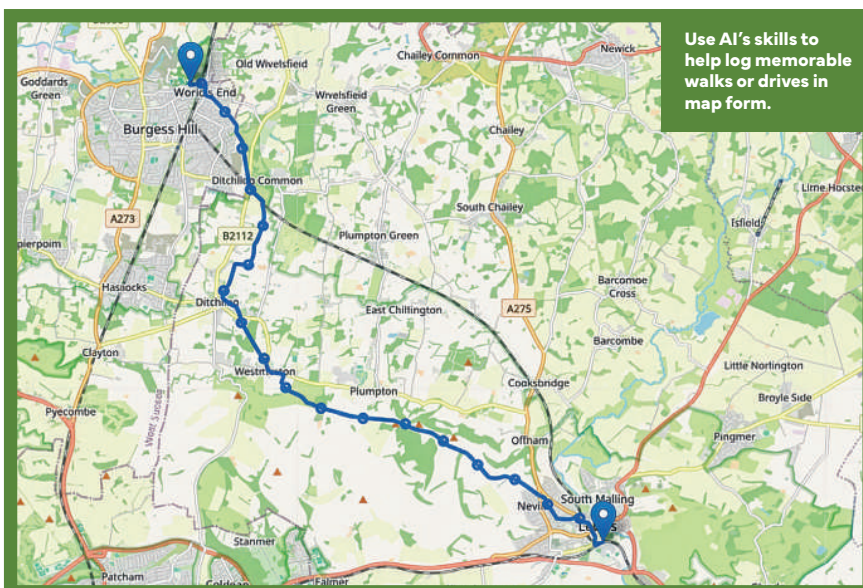
There are many fitness-tracking or mapping apps that will record a journey and then be able to spit out the precise route in a format called KML (the compressed version of the file is called KMZ). ChatGPT can read such KML/KMZ files and turn them into maps, so if you want to add maps of memorable walks or drives to your journal, you can do so.

First, export the data of your journey in KML/KMZ format from your mapping/fitness app. ChatGPT might even be able to help you do this, if you can't work out how to do it yourself.

Upload that file to a new ChatGPT chat with the “+” button, then ask:

.....
Can you plot this route on a map?

Within a few seconds it should plot the route on an attractive map, the map data provided by OpenStreetMap, which means it's copyright-free. 



Get emergency help

AI assistance when you really need it

W

hen the panic strikes during an emergency, it can be handy to have a cool head to provide

advice. That cool head might be sitting in your pocket. Sort of.

ChatGPT can come to your rescue if you find yourself in a tight spot on foreign shores, able to look up emergency contact numbers, help you get the treatment you need, or even assist to get back home urgently.

Make no mistake, however, ChatGPT isn't a lawyer or doctor, nor is it always reliable. Any advice you get/take in an emergency situation needs to be double-checked. Here's how it can help in a time of crisis.

Help with stolen belongings

If you're abroad and have your personal belongings stolen, what you do and who you report it to might not always be immediately obvious – especially since your emotions are likely to be running high at that time. ChatGPT can help you put a plan together:

My handbag has been stolen in Barcelona, containing all my bank cards and passport. What do I do?

Our rental car appears to have been stolen on our holiday in Crete. What should we do?

On the first prompt, the AI provides instructions on how to report the matter to the local Catalan police and, crucially, provides details on how to contact the

British consulate in Barcelona, which you'll need to get the emergency travel documents required to get home. This kind of information can be a godsend in an emergency.

Likewise, the second prompt returns instructions on how to contact local police, with the details you'll need to report the theft, plus instructions on contacting the car rental firm with the police report number required, and what to look for in your rental agreement regarding the theft of the vehicle.

The AI provides details on how to contact the British consulate in Barcelona

2. Cancel your bank cards immediately

- Call your banks' emergency lines (most have 24-hour lost/stolen numbers).
- If you can't remember the numbers, go online and search "lost or stolen card" + your bank name — they'll list emergency contact numbers.
- Ask for replacement cards to be sent to your home or a safe address.
- If you had Apple Pay / Google Pay, remove the cards from those wallets remotely too.

3. Contact your embassy or consulate

Since you're British:

- **British Consulate-General Barcelona**
Av. Diagonal, 477, 13th floor, 08036 Barcelona

In an emergency situation, the AI chatbot can offer calm advice...

Here's how to ask for it at a pharmacy (eczane, pronounced *etch-zah-neh*):

You can say:

"Çocuğumun ateşi var. Parasetamol şurubu istiyorum."
(pronounced *cho-joo-oom-on ah-te-shee var. pah-rah-se-tah-mol shoo-roo-boo ees-tee-yo-room*)

That means:

"My child has a fever. I'd like paracetamol syrup."

You can also say:

"Bebek için Calpol benzeri ateş düşürücü şurup var mı?"
(pronounced *beh-bek ee-cheen Calpol ben-zeh-ree ah-tesh doo-shoo-roo-joo shoo-roop var muh*)
"Do you have a fever-reducing syrup similar to Calpol for a baby/toddler?"

...even helping you get the right treatment if you or family fall ill.

Dealing with different medical brands

It's every parent's nightmare when a child falls ill abroad, and it's even more of a horror show if you can't find the treatments you need. ChatGPT can help overcome these problems. For example:

We're away on holiday in Turkey and my toddler is running a temperature that requires Calpol. How do I ask for that at a chemist?

As ChatGPT explains, Calpol isn't a well-known brand in Turkey, but the AI recognises it's basically a paracetamol syrup and provides a written translation of how to ask for that in Turkish. You can show the screen to the pharmacist if you're not confident following the pronunciation guide it provides.

ChatGPT also offers up the names of common brands of paracetamol syrup used in Turkey, which might help you

identify the product you need yourself. Of course, real caution needs to be taken here. ChatGPT can make mistakes and it would be unwise to administer any medicine, particularly to a child, without checking with the pharmacist or a medical professional first.

Emergency accommodation

What if you find yourself stranded in a foreign location because of, say, fire at your hotel or a mix-up with the holiday let that you thought you had booked? ChatGPT can help you nail down emergency accommodation.

I'm visiting Almuñécar in Spain. We've arrived at our hotel to find it's closed. Can you help us find emergency accommodation for a family of four (two children)?

ChatGPT starts by recommending a range of family-friendly hotels in the resort and suggests calling them to see if they have any spare rooms. Irritatingly, it doesn't think to provide a phone number. When we ask it for contact details though, it provides a full list of alternative hotels – in the resort and surrounding areas – to try, along with a phone number for each.

We also get a number for the local tourist information office, which could be handy if you hit a brick wall with the hotels.

Help getting home

An emergency at home can mean you have to cut travel short and get back as soon as possible. ChatGPT might well help you make an emergency flight on time. We ask:

I'm on holiday in Venice but there's a family emergency at home that means I need to get back to the UK as soon as possible. What should I do?

The AI sets out the options for getting home, including air and rail links, in case we can't get a flight. It also delivers



If your holiday accommodation falls through, ChatGPT can help...

Got it. Short version: there's no realistic way to land in Manchester tonight from Venice—there aren't any late MAN-bound departures left from VCE or TSF, and I can't find a viable last-minute connection that still arrives in MAN before midnight. The first realistic options are **early tomorrow** (direct or one-stop).

Google +1

Here's exactly what to do now, from Hotel Danieli:

Move now (while you still have options)

1. Head straight to Venice Marco Polo (VCE). From Danieli (San Zaccaria):

- **Water taxi (fastest):** ~30–40 min pier-to-pier. Hotel Danieli explicitly supports booking private boats. Expect €120–€150+. Hotel Danieli +1
- **Alliguna Blue Line (cheaper):** San Zaccaria "B1" → VCE. ~45–60 min, every ~30 min. Alliguna +1
- **Bus option:** Vaporetto to Piazzale Roma, then ATVO Linea 35 express bus to VCE (~20–25 min, every ~20 min). ATVO +2

2. While en route, book the earliest workday (25 Oct). Prioritise:

- Direct VCE → MAN on easyJet / Jet2 / Ryanair (morning/early afternoon). Skyscanner's timetable shows first departures around ~06:10 and services through the day. Skyscanner
- If direct sells out, book a **one-stop** via AMS (KLM) or FRA (Lufthansa) with the **shortest total journey time**. Both routes run multiple daily flights from VCE. Flights From +1

3. Still want to leave tonight at any cost? Your only practical play is to fly to London this evening (Gatwick/Stansted/Luton) and then overnight it to Manchester (train/coach). There are frequent Venice→London services, but late-night UK connections to Manchester are thin and may force an overnight transfer in London anyway. Book only if you're OK arriving **very late / early morning**. Google

...as it can if an emergency means you need to return home quickly.

advice on how to search various flight sites for "earliest departure", as well as contacting a travel insurer's emergency helpline to see if they can help with transport. At the end it mentions: "If you tell me where in the UK you need to get to and roughly where you are in Venice right now, I can find the earliest viable route home."

We give it the name of a Venice hotel and say we need to get back to Manchester, and after a bit of to-and-fro the AI begins checking flights leaving tonight from Venice. Although it can't

find any direct flights that evening, it suggests there's a timetabled flight for the following morning, or indirect flights to London tonight.

It also works out the quickest way of getting from the hotel to the airport, suggesting a water taxi is the fastest route, along with an expected price. You'd definitely want to double-check any information it provides with, say, a hotel reception desk or the airlines directly, but it's the kind of rapid head start that could be crucial in an emergency situation. opt

Plan the trip of a lifetime

Help with logistics, flights and places to stay

→ The excitement of planning a trip of a lifetime can be tempered by the tedious searching for flights, accommodation and places to visit. ChatGPT can definitely help cut down on the administration.

From building an itinerary, to checking the cost of flights at different times, to helping you find appropriate accommodation for your stay, ChatGPT stands ready to help with the planning.

On these pages, we'll show you six different ways in which it helps build out a plan for a fortnight's trip to Japan. The best way to interact with ChatGPT on such a task is to create a project for the trip, which means you won't have to constantly re-enter information such as your destination every time you start a chat.

14-day itinerary (fly into Tokyo, out of Osaka)

Days 1–3 – Tokyo (food & neighbourhoods)

Base in Shinjuku or Ginza. Ramen crawl, depachika food halls, Tsukiji Outer Market, Asakusa + river walk. Optional day trip: Nikkō (UNESCO shrines + cedar forests) for culture + nature.

Day 4 – Hakone (onsen + Fuji views)

Romancecar or JR to Hakone loop; stay in a ryokan with kaiseki dinner and hot-spring baths.

Days 5–6 – Takayama (old town) + Shirakawa-go (nature)

Limited Express via Nagoya. Alpine timber streets, morning markets; half-day to UNESCO thatched-roof village.

Days 7–8 – Kanazawa (crafts & cuisine)

Kenroku-en garden, samurai + geisha districts, omakase at Omicho Market.

Days 9–12 – Kyoto (temples, tea, food) with a Nara side trip

Arashiyama bamboo + river, Fushimi Inari, Nishiki Market snacks, kaiseki night. Nara for Todai-ji and the deer park.

1 Create an itinerary

If you have a country in mind that you'd love to visit, but no clear idea of when and where to go within that country, ChatGPT can create a plan with some key details. "I want to plan a once-in-a-lifetime trip to Japan in 2026 for two adults, focusing on food, culture and nature. We'll have a fortnight and a £10,000 budget. Can you suggest an itinerary?" ChatGPT starts by suggesting different times of year that are good to visit, such as the springtime blossoms, and then creates a 14-day itinerary taking in Tokyo, Kyoto, Hiroshima and other areas in Japan, each highlighting food or nature options as stipulated.

🌋 Natural Beauty and Views

- **Lake Ashi (Ashinoko)** – A volcanic crater lake with stunning views of Mount Fuji on clear days. You can take a sightseeing cruise across the lake on a pirate-style ship between **Hakonemachi** and **Togendai**.
- **Owakudani** – A volcanic valley with steaming vents and sulphurous hot springs. You can ride the **Hakone Ropeway** over the valley and try the famous **black eggs (kuro-tamago)**, boiled in the hot spring water and said to add seven years to your life.
- **Mount Komagatake** – Accessible by cable car from the lakeshore for panoramic views of Fuji and the surrounding mountains.

🎨 Art and Culture

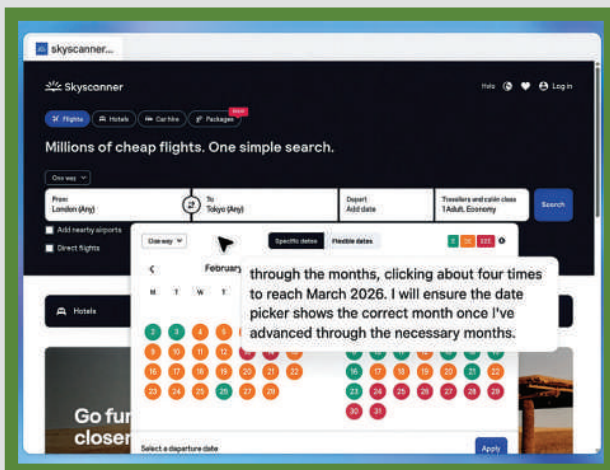
- **Hakone Open-Air Museum** – One of Japan's best outdoor art museums, blending sculptures by Rodin, Henry Moore and Japanese artists into beautiful gardens and mountain scenery.
- **Pola Museum of Art** – A striking glass-and-steel structure housing Impressionist and 20th-century works by Monet, Renoir, Picasso and more.
- **Okada Museum of Art** – Displays Japanese and East Asian ceramics, paintings and sculptures with a beautiful outdoor footpath.

2 Explore areas

There's a decent chance the suggested itinerary will recommend areas that you know little about. Ask the AI to fill you in! "Tell me more about Hakone and what there is to see there." Here we find out that Hakone is home to Lake Ashi, a volcanic crater lake with "stunning views of Mount Fuji on clear days". We're also walked through the area's cultural highlights, transport links and different neighbourhoods. We're told it's full of traditional inns where we can sleep on "tatami mats". We're not sure what these are, so we highlight the words in the answer, click "Ask ChatGPT" and then prompt "what are these?" for a full explanation.

3 Search for flights

So, you've decided on your itinerary and when you'll travel, now to book the flights. We put the AI into Agent mode (by clicking "+" in the prompt bar) so it can search travel websites like a human and ask: "Can you find plane ticket times and prices from London airports to Tokyo on 28 Mar 2026?". It's amazing to watch the AI as it starts clicking around and typing searches for our chosen flights into sites such as Skyscanner, working away for about five minutes before returning results for both direct and indirect flights. We also ask it to check the cheapest flight prices across the entire month of March, so we can find the optimum time to fly.



A **machiya** (町家) is a traditional wooden townhouse, unique to Japan and especially associated with Kyoto.

Here's what "luxurious machiya" typically means:

Traditional architecture – Expect wooden beams, sliding paper doors (*shoji*), tatami-mat floors, and a small inner garden (*tsuboniwa*). The exterior often has the classic wooden lattice frontage seen in Kyoto's older districts.

Modern comforts added – A *luxurious machiya* will usually have discreet modern upgrades: underfloor heating, air conditioning, Western-style beds, high-end bathrooms, and sometimes an open-plan kitchen while preserving the historic look.

Cultural authenticity – Many machiya were once merchants' houses or artisan workshops, some dating back over a century. Staying in one offers a sense of old Kyoto life – calm, elegant, and deeply atmospheric.

Typical locations – You'll find them in central Kyoto areas like Gion, Higashiyama, or Nishijin, often tucked along narrow lanes.

4 Finding accommodation

The original itinerary for our trip included recommendations for hotels in each venue, but we want to mix it up. "For our stay in Kyoto, we'd like to avoid hotels and stay in apartments. Does Japan have an equivalent of Airbnb where we could book stays?" ChatGPT informs us there is indeed an Airbnb Japan, and also recommends other similar sites. We start searching for accommodation options in Kyoto on Airbnb, but come across some unfamiliar terminology. "One of the apartments we're looking at is described as a 'luxurious Machiya'. What does that mean?" We're informed it means a traditional wooden townhouse and given details of what to expect.

5 Pre-travel checklist

We've never been to Japan before and need some advice on things we might need to consider before embarking on our trip. "Create a pre-travel checklist for this trip, including visas and vaccinations." As we've created a ChatGPT project for this trip, the AI already knows what destination(s) we're talking about. We get a rundown of passport and visa advice (sourced from government websites), as well as guidance on vaccinations we might want to consider before visiting the country. ChatGPT also includes advice on local currency, mobile roaming and emergency numbers. All of this should be double-checked – don't rely on AI alone.

Travel documentation & visas

- Check your **passport** is valid for the duration of your stay in Japan and is undamaged with at least one blank page for stamp(s). GOV.UK +2
- For UK citizens on a short visit (tourism/holiday) of up to 90 days: no visa needed for Japan. Original Travel +2
- If your purpose is different (study, work, longer stay) check the relevant visa category with the Embassy of Japan in the UK or the Ministry of Foreign Affairs of Japan. Ministry of Foreign Affairs +1
- Even if visa-free: have details of your onward/return ticket, accommodation bookings and evidence of funds (these are often asked at immigration). Unscripted Travel
- Make digital and physical copies of your travel documents (passport Q-page, travel insurance, bookings) and store them separately (online and printed).
- Register your travel (if your government has a scheme) or let your emergency contact know your itinerary and contact details.

Sample estimate

Assume you rent a compact car for 1 day (24 hours) in early April:

- Rental cost: say ¥12,000 (mid-compact)
- One-way drop surcharge: conservatively ¥30,000 (might be more)
- Tolls: perhaps ¥10,000-15,000
- Fuel: depending on distance and economy, maybe ¥6,000-8,000

Total estimate: ~¥58,000-¥65,000 (= £320-£380) for a one-day rental Tokyo → Kyoto.

If you rent for multiple days, multiply the daily rate then add the one-way + tolls accordingly.

My recommendation

Because of the high additional one-way/drop-off fees and tolls, for the route Tokyo → Kyoto you might find the rental option **less cost-effective** compared with using trains (e.g., the Tokaido Shinkansen). One forum comment:

"A one-way drive between Kyoto to Tokyo cost: Car rental + one way drop off fee: around ¥60,000... plus tolls + fuel." TripAdvisor
Unless you plan many stops off the beaten path and want the flexibility of a car, the train may be simpler and cheaper.

6 Driving advice

Our itinerary provided plenty of information on different train options/tickets for our trip to Japan, but what if we fancy hiring a car and driving across country? We ask: "If I want to drive during the trip to Japan, what do I need to know?" ChatGPT correctly reveals that we'd need an international driving permit (1949 type) in Japan, as well as delivering info on which side of the road they drive on, speed limits and basic driving laws. It then offers to check rental prices for our trip, and after digging up rough prices, advises that it will be much cheaper and faster to travel by train. GPT





Learn something new every day

We're all told that learning is the key to keeping your grey matter ticking along – and ChatGPT is the perfect tool to help you do just that. From coding to history, to art and more, your knowledge will know no bounds.

108

Daily learning prompts

110

Help with your studies

112

Organise a book club

114

Develop your coding skills

116

Discover new music

117

Put new art on your walls

118

Research family history

TUTORIAL

Daily learning prompts

Boost your brain power with ChatGPT's help

T

here's a widely held theory that AI services such as ChatGPT are going to

turn our brains to mush, leaving us unable to think for ourselves. However, quite the opposite could be true if you deploy the AI as a learning aid.

Here, we're going to show you how ChatGPT can help keep you on top of world events, and deliver fresh snippets of learning every day. Whether you want to learn more about Notts Forest or Japanese knotweed, the AI can help. It can also make other great sources of learning – such as Wikipedia – more accessible.

One note of caution: AI can get facts wrong, so don't 100% trust everything it says.

Get a news briefing

ChatGPT is capable of keeping abreast world affairs, and unlike the news you may get from websites, TV or radio, it allows you to ask questions about events in the news, so you can dive deeper into topics. Start with a prompt such as:

Give me a summary of today's world news.

Give me a summary of the news in the UK.

Give me a summary of the football news.

From the top prompt, we get a rundown of five stories, including pictures with each. The top story on the day we entered the prompt was a huge storm about to hit Jamaica, in which ChatGPT mentioned that it had been “upgraded to a category 5” storm.

We're not sure where a category 5 sits on the scale of storm severity, so we ask a follow-up question:

What does a category 5 storm mean? What's the highest number?

ChatGPT explains that category 5 is the highest level on the Saffir–Simpson Hurricane Wind Scale (a fact we verified on two meteorological sites) and delivers a table showing the sustained wind speeds and damage potential of the five different categories. Consequently, by asking questions about the news, we've learned something for the day.

Daily fact bombs

You don't only have the option to learn on demand. ChatGPT can deliver little fact bombs to you.

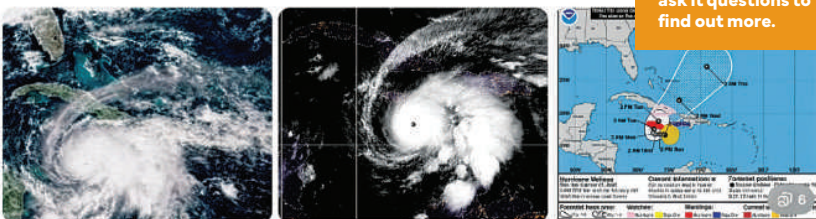
Teach me something about British history every morning with a short summary and a quiz question. Let me attempt to answer the question before you provide the answer.

With this prompt, ChatGPT creates a daily task about British history, set to arrive in our inbox every morning. You could choose almost any topic you like.

You'll get an email and app notification when your history lesson is delivered. Our first was on The Great Fire of London, and the ever-keen-to-please AI asked us at the end of the lesson whether we wanted to focus on big national events such as this, or also include local history such as Cornish mining or Scottish enlightenment, too.

If you want to tweak the task's instructions or delivery time, go to Settings | Notifications, then click on “Manage tasks” under Tasks.

1. Hurricane Melissa bearing down on Jamaica



- The storm has been upgraded to a Category 5 and is expected to hit Jamaica likely midday or early afternoon. ABC News +1
- Meteorologists are calling it potentially the worst storm Jamaica has ever faced—“catastrophic” winds, flooding, landslides and storm surge are all on the table. Al Jazeera +1
- Emergency preparations are underway; tourists and residents are sheltering in place.

Bottom line: If you have any contacts or interests in the Caribbean, this one's serious.

ChatGPT creates a daily task about British history, set to arrive in our inbox every morning. You can choose almost any topic you like

Learn with Wikipedia

Wikipedia is a wonderful source of information, but its articles are often very long and dense, and not exactly written with colour and spice. ChatGPT can help make learning with Wikipedia more interesting.

On the Wikipedia home page (en.wikipedia.org), you'll find a featured article of the day, as well as other articles linked to what's in the news or articles related to that day in history. Pick an article that draws your eye and copy its web address. Then enter the following prompt:



Summarise this Wikipedia article in 250 words. Find facts that will surprise and entertain me.

You'll need to paste in the web address after the prompt.

On the day in question, the featured article was about the Siege of Tunis, a brutal battle between rebels opposing Carthage and the Carthaginian commander Hamilcar Barca. The summary tells of the horrific punishments meted out by both sides, and in a bullet-point list of "surprising and entertaining facts" about the siege, we're told that Carthage ended up conscripting "every citizen of military age" and elephants!



Wiki entries are interesting, but dry. Get a spiced-up summary from AI.

Summary

After the long Mercenary War (241–237 BC), which was triggered by unpaid troops and rebellious African cities, the city of Tunis became the rebel strong-hold for the mutinous forces opposing Carthage. The Carthaginian commander Hamilcar Barca (yes, Hannibal's father-figure) advanced with around 20,000 men to invest Tunis. The rebels under Mathos were roughly equal in size. Hamilcar split his force: he took the southern camp, and his subordinate Hannibal (not the later Hannibal of the Second Punic War) held the northern camp. The terrain west of Tunis was marshy, the east sea-fronted, so the assault lanes were limited.

Hamilcar had captured ten rebel leaders and publicly tortured and crucified them in view of the rebel camp to demoralise them. Rather than capitulating, the rebels prepared a nighttime raid on the northern camp. They surprised Hannibal's force, captured Hannibal and 30 Carthaginian notables, and then subjected them to horrific torture — one got nailed to the same cross once used for Spendius (a previous rebel leader). Faced with this blow, Hamilcar lifted the siege and withdrew north. The rebels abandoned Tunis anyway, marching some 160 km south to the port of Leptis Parva. Carthage followed with a large force, crushed them and ended the war.

Create a learning schedule

If you want to pick up a new skill and are willing to set aside a small amount of time each day to learn, ChatGPT can deliver a plan. For example:



I've got 15 minutes a day. Help me learn the basics of video editing.

I've got 30 minutes a day. Devise a plan to help me learn how to play the piano.

On the video editing prompt, the AI quickly knocks up a three-week schedule with tasks in place for every day, but at the end of the prompt asks us which software we plan to use for video editing, so it can better tailor the lessons. We choose Adobe Premiere Pro and the AI then tailors the daily lessons for that particular piece of software.

🕒 Time breakdown (15 minutes)

🕒 Minutes 0–3 | Set up the workspace

1. Launch Premiere Pro → click New Project.
2. Name it something like Practice_Project_01.
3. In "Location", choose an easy-to-find folder (e.g. Desktop > Premiere_Practice).
4. Leave all other settings default; click Create.
5. Once open, make sure you're in the Editing workspace:
 - Top menu → Window > Workspaces > Editing
 - If panels are messy, click Window > Workspaces > Reset to Saved Layout.

ChatGPT can create a schedule for just about anything you wish to learn.

Each of the day's lessons is just a few bullet points for space reasons, but you can ask for more details:



Can you give me a more detailed guide to day 1 and what I should be learning?

Now it goes into much more detail, with specific step-by-step instructions

on how to start finding our way around the video-editing software and its main functions.

You can come back to the conversation every day to get each day's new lesson in detail, and if you get stuck, you can always ask the AI for help.

It's worth noting that conversations do have limits, so it's worth making a copy of that initial plan somewhere, so you can paste it into a fresh chat if you hit the buffers on a single conversation. 🗑️

Help with your studies

Get assistance with educational resources

T

he advent of generative AI has had a huge impact on education, and it's often

the negative sides that draw the most attention – helping students to cheat being the most common criticism.

While it's undoubtedly true that ChatGPT and its ilk can make life more difficult for educators, it's also a fabulous tool for students, helping them to better understand topics, test themselves, and turn their handwritten notes into digital study guides.

As ever, be wary that not all AI output is accurate, but here we'll show you techniques that can help with your studies, with minimal risk of AI inventions.

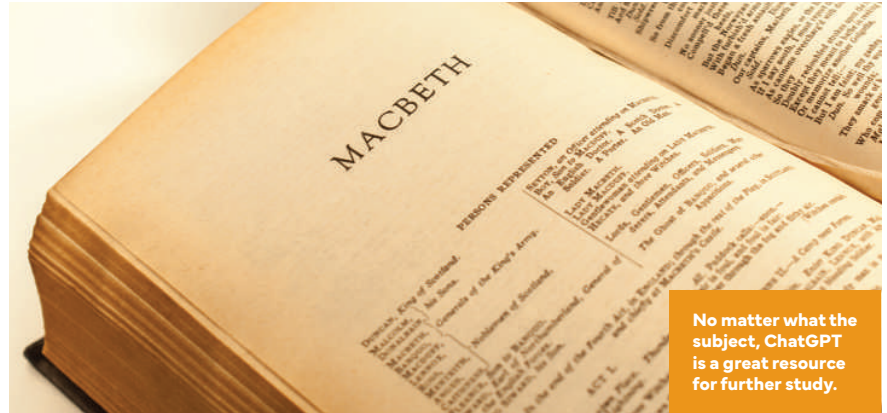
Clearer explanations

ChatGPT is great at taking complicated concepts and boiling them down into language that you can understand. That doesn't necessarily mean the stereotypical "explain it to a five-year-old" approach, although that can be helpful if you're trying to break down big concepts for children. It's just asking ChatGPT to simplify things for you.

Give me a short analogy to help me understand what entropy means.

Explain in plain English what the purpose of the spleen is.

On the first prompt, ChatGPT compares entropy to a tidy room gradually getting messy. "Without constant effort to keep things organised, clutter naturally spreads – just as energy in the universe tends to move from order to disorder," it explains.



Work with study guides

Our recent experience with children studying for GCSEs and A Levels is that a lot of exam preparation is done using study guides, often distributed in PDF format. These can be uploaded to ChatGPT and used for revision, by getting the AI to test you on certain topics, for example. We uploaded a revision guide for Macbeth, often a set text for English GCSE studies. We then asked the AI:

This is my study guide for Macbeth. Can you ask me questions about the scene where Macbeth murders Duncan to help me revise?

The AI chatbot delivers 20 questions on the Macbeth murder scene, broken down into sections about plot and detail,

character and emotion, themes and language, and wider significance.

As ever, ChatGPT tends to be a little generous in its encouragement, perhaps not picking fault quite as much as an examiner might with some answers; but it will normally tell you if you get something wrong.

For example, when ChatGPT asked "What does Macbeth bring back from Duncan's chamber, and why is this significant?", we incorrectly answered that Lady Macbeth brought back the daggers and had Macbeth plant them on the guards, when in fact it's Macbeth himself who brought back the daggers and she later plants them.

The AI highlighted the mistake, which could prove crucial come exam time, and may not be something you'd spot if you're revising alone.

Character and Emotion

6. How does Shakespeare contrast Macbeth's fear with Lady Macbeth's determination?
7. What does Macbeth mean when he says, "Will all great Neptune's ocean wash this blood / Clean from my hand?"
8. Why can't Macbeth say "Amen" after he kills Duncan, and what does this show?
9. How does Lady Macbeth try to calm Macbeth after the murder?
10. What does this scene reveal about the balance of power in their relationship?

Themes and Language

11. What is meant by the phrase "multitudinous seas incarnadine" and why is it important?
12. How does Shakespeare use imagery of blood and water in this scene?
13. What does the knocking at the gate symbolise?
14. How does this scene explore guilt and morality?
15. How does the language shift between Macbeth and Lady Macbeth show their emotional states?

Test your knowledge by asking AI to formulate questions to help you revise.

Reading ahead

Whether you're studying for something at evening classes or studying for formal exams, the syllabus of a course is most often published in advance. ChatGPT can help you get ahead, giving you a primer on topics before you study them in class, so that you're better prepared when the time comes.

For example, we located one exam board's history A-Level syllabus for 2026, which included studies of empire and world powers around the turn of the 19th century. We took one of the "key questions" from that section, reworded it slightly, and asked ChatGPT:

.....
Why did Japan emerge as a world power in the late-19th century and what was the impact on international relations?

ChatGPT delivers a detailed answer, which includes Japan's rapid modernisation and military reforms, plus success in wars against China and Russia – reassuringly very similar answers to what we found in the syllabus paper.

But here, of course, we can dig further. We ask:

.....
Tell me more about Japan's victory over Russia?

We're given an explanation of how Japan fought Russia for control over Manchuria (in China and Korea), and how the Japanese launched a surprise attack on the Russian fleet without a formal declaration of war.

This is one of AI's great strengths. You can keep probing into a topic and digging deeper, until it's answered all of your questions and you have a deeper understanding.

ChatGPT goes through our notes, flagging items where it feels the notes are too simplistic or inaccurate

Why Japan Emerged as a World Power

1. The Meiji Restoration (1868):

The overthrow of the Tokugawa shogunate ended centuries of isolation (*sakoku*). The new Meiji government modernised Japan's economy, military, and political institutions to catch up with Western powers.

2. Rapid Modernisation and Industrialisation:

Japan imported Western technology, built factories, railways, and shipyards, and established a modern education system. The slogan "*Fukoku kyōhei*" ("Rich country, strong army") captured the national goal.

3. Military Reforms:

The samurai class was replaced with a conscript army modelled on European forces. Japan built a modern navy, largely with British help, giving it the means to project power abroad.

4. Western-style Government and Legal Systems:

Japan adopted a constitutional monarchy (1889) and legal reforms that won it international respect and removed the "unequal treaties" that had given Western nations extra privileges in Japan.

5. Imperialist Expansion:

Success in wars against China (1894–95) and Russia (1904–05) demonstrated Japan's military prowess. Victories gave Japan control over Korea, Taiwan, and parts of Manchuria — putting it on par with Western empires.

AI can help you stay a step ahead in any subject area you're looking to learn.

Study Guide: The Weimar Constitution and the Impact of WWI on Germany

The Weimar Constitution (1919)

Structure of Government

Head of State (President)

- Head of the Weimar Republic and the army.
- Elected by the people every 7 years.
- Chose the Chancellor.
- Played no role in daily politics.

The Government

- **Chancellor:** Head of government, responsible for major decisions.
- **Cabinet:** Government ministers who worked with the Chancellor to make decisions.

The Parliament

- **Reichstag:**
 - Main law-making body.
 - Controlled taxation and laws.
 - Elected by the people every 4 years.

It can even help you organise your own notes, turning them into study guides.

Turn handwritten notes into study guides

If you've taken handwritten notes from lectures or evening classes, you might want to convert them into digital notes that you can save and refer back to. That's super easy with ChatGPT. First, take photos of the notes using your smartphone. Then start a new chat and press "+" to upload the images. Then ask:

.....
Can you turn these handwritten notes into a study guide for me?

Within seconds, the AI has transcribed the notes and turned them into text that can be copied into documents and saved. It even offers to create a PDF or Word document for us.

You can also ask ChatGPT to check over the notes for errors:

.....
Can you check over these notes and flag anything you think is incorrect?

Following this prompt, the AI goes through our notes on the Weimar Constitution systematically, flagging a couple of items where it feels the notes are too simplistic or inaccurate. You will, of course, want to check the AI's assertions against bona fide sources, but this process could highlight errors in your notes that prevent you from making a mistake in exams or other work. 🧐

Organise a book club

Keep your bookworms engaged

Book clubs often start with the best of intentions and bundles of enthusiasm, but dwindle after a few months. If you want to keep your reading group engaged, ChatGPT stands ready to assist.

It can provide tips on setting up a successful club, and help you prepare those all-important reading lists, picking books that suit your members. It can also help the meetings run smoothly, providing a list of talking points for your chosen title, plus food and music to help get attendees in the right mood.

It can also help you create a tracker spreadsheet for the group, so you can see which books are going down a storm, and which are leaving readers colder than a night on Everest.

1. Purpose and vibe

Decide what kind of book club you actually want:

- **Social:** more about chatting and wine, less about deep literary analysis.
- **Serious readers:** in-depth discussion, critical thinking, maybe note-taking.
- **Theme-based:** e.g. modern fiction, sci-fi, non-fiction, biographies, prize shortlist, etc.
- **Professional:** for journalists, writers, or people in publishing — useful for networking.

Get the tone right from the start, or you'll attract the wrong crowd.

Set up a successful book club with help from your favourite AI bot!

Tips on organising

If you've never run – or even been to – a book club before, you might appreciate some advice on how to set up a successful one. ChatGPT has plenty of useful tips:

.....
I'm thinking of setting up a book club. What do I need to consider?
.....

The advice includes lots of good pointers for keeping your readers engaged. First you need to decide what kind of book club you want, and whether it will be themed on a specific genre. There's

advice on finding the right group size, how you'll decide which books to read, and whether you'll have a regular host/moderator or if you'll rotate that.

Discussing and deciding on these things in advance might just stop your book club fizzling out after a few months.

Picking books

Once you've created a book club, the next challenge is deciding what you're going to read. ChatGPT shouldn't be short of suggestions here, too.

.....
Suggest six books that might appeal to a book club for women aged 40+. We don't want trashy romantic novels.
.....

.....
Suggest books that teachers at my school might like to read for our book club. We don't want anything that reminds us of the day job!
.....

Note that here we're giving the AI pointers on the types of books we want to read, but also what we don't want. If you've a specific genre in mind, obviously mention it in the prompt, too.

For our 40+ women, the AI comes up with *The Dutch House* by Ann Patchett and *Ask Again, Yes* by Mary Beth Keane among others, helpfully showing pictures of the relevant book covers alongside a short description of the book, and any potential trigger warnings.

Here are six solid book-club choices for a group of women aged 40+ — literary, thought-provoking and far from trashy romance.

1. *The Dutch House* by Ann Patchett



Why this works: A sweeping family saga spanning decades, centred on siblings, memory, wealth, home and what it means to carry (and be carried by) the past. The Bibliophile +2

Discussion potential: What role does "home" play in our lives? How forgiving do we need to be of our past selves or our parents?

Trigger warning/heads-up: Some material on abandonment & family dysfunction.

As well as providing book suggestions, AI also explains its choices.

2. *Ask Again, Yes* by Mary Beth Keane



If the list doesn't tickle your fancy, you can ask the AI to keep trying or give it guidance on the reasons you don't like what it's suggesting.

If your group likes the AI's selections, you might even let ChatGPT pick titles itself – disagreements over what to read can bring down book clubs!

Discussion topics

Once everyone's read the book and it's meeting time, you might need some direction to get the discussion going. ChatGPT can help get the ball rolling.



Can you suggest talking points for a book club discussion about *The Dutch House* by Ann Patchett?

Here we get nine categories of talking points, each with three different questions, meaning you shouldn't run dry of topics in an hour-long meeting.

What if you're hosting the book club? Wouldn't it be nice to serve food/drinks or have music in the background that has a link to the book you're reading? (Granted, maybe not if you're reading *The Poisoner's Handbook* or Stephen King's *Misery*). In a follow-up prompt, you might ask:



Can you suggest appropriate food/drink to serve while we discuss this book?

Create a music playlist suitable for this book.

Among the food suggestions for *The Dutch House* (which is set in Pennsylvania in the second half of the 20th century) the AI suggests coffee "served in proper china cups" because the characters "Danny and Maeve often sit together in the car drinking coffee; it's a recurring symbol of warmth and reflection". Or what about apple pie to "evoke American domestic comfort and nostalgia, just like the house's golden-era design"?

Music-wise, it suggests songs to match the book's "nostalgic elegance". The story begins in the 1960s, hence we get suggestions such as "*Unforgettable*" by Nat King Cole and "*Will You Love Me Tomorrow*" by The Shirelles among many others.



Don't let the conversation run dry – ask ChatGPT for discussion points.

🎵 The Dutch House: 1950s–60s Pennsylvania Playlist

1. Nostalgic Elegance — for the house itself

- "*Moon River*" — Henry Mancini (1961)
- "*Unforgettable*" — Nat King Cole (1951)
- "*At Last*" — Etta James (1960)
- "*Fly Me to the Moon*" — Frank Sinatra (1964)
- "*Misty*" — Johnny Mathis (1959)

These echo the house's refinement — smooth, classy, slightly melancholy.

2. The Sibling Years — quiet rebellion and emotional undercurrent

- "*Crying*" — Roy Orbison (1961)
- "*Will You Love Me Tomorrow*" — The Shirelles (1960)
- "*Only the Lonely*" — Roy Orbison (1960)
- "*You Don't Own Me*" — Lesley Gore (1963)
- "*Yesterday*" — The Beatles (1965)

These reflect Maeve and Danny's closeness, loss, and growing independence.

It can even match up music and food to serve alongside the book you discuss.

Track the club's likes

If you want to keep people coming back to your book club, it's a good idea to track what they like and don't like with regards to book selections. ChatGPT was practically born to help you with this:



Build a Google Sheets tracker for our book club that lists book title, meeting date, who attended, star ratings, and short comments.

It sets up a spreadsheet – which can be used on your computer or uploaded to

Google Sheets – that captures all the information requested, and a column for average book ratings; you simply need to add your list of members. Then, for each meeting, pick the member's name from a list and add their score for that book. The spreadsheet calculates the average rating automatically.

Once your book club has been running for a few months, you could even upload the completed spreadsheet back to ChatGPT and ask it to recommend new books based on the titles that have gone down best with your members. 📖

Develop your coding skills

How to become an ace coder with AI help

T

here's never been a better time to learn coding. The internet is full of free tutorials for learning all kinds

of languages, the coding tools are normally free, and now you have an AI assistant that's a dab hand at coding, too.

Whether you're an outright beginner or a coding professional, ChatGPT has a range of features that can help you learn, check your code for errors, suggest ways to improve your code, or even make changes to your code itself.

Here, we'll show a variety of ways in which ChatGPT can help you become a coding connoisseur.



If you've ever thought about learning to code – the time is now!

Find the right language

If you're a complete beginner to coding, you may need some direction to work out which language is best for you to learn. Although many programming languages have shared principles, you'll often need specific languages for specific tasks. ChatGPT can set you on the right path, so you don't waste time learning an unsuitable language.



What programming language should I learn if I want to create iPhone apps?

I want to be a data scientist. Which programming language should I learn?

For iPhone app developers, the AI rightly suggests that Apple's own Swift language is the way forward. "It's fast, clean, and beginner-friendly compared to older Apple languages," it states. "Most new iPhone apps are written in Swift using Xcode, Apple's free IDE for macOS."

The AI has immediately lapsed into quite techy talk here (perhaps because it knows it's talking to a tech journalist!), slipping into using terminology such as "IDE" that many beginners may not understand. But you can always ask the AI to avoid jargon in its answers or to explain any terminology you don't recognise.

ChatGPT can slip into tech talk; but you can always ask it to avoid jargon, or to explain terminology you don't understand

Coding lessons

Our preferred method of learning how to code would be an online course or textbook, with the AI helping us out when we get stuck. However, the AI can provide coding lessons of its own, and these might particularly serve those who have learned coding in the past, but just need a refresher.



Help me to learn CSS skills with short daily lessons.

I taught myself basic Python skills a couple of years ago, but haven't picked it up since. Can you help me relearn?

On the second prompt, the AI asks us a few questions about what we want to get from coding, our preferred lesson format (ie. daily or intensive), and which software we're using. It then sets out a

schedule of daily lessons – and then we get cracking on the day one task.

It takes time to run us through variables and different data types, and then sets us a short exercise to complete. We can then paste our code into ChatGPT and get it to mark our homework!

It spots a couple of errors in our code and shows us how to correct it ourselves. If you're stuck on anything, the beauty of learning with ChatGPT is that you can just ask for an explanation. It has an infinite supply of patience!

Working with the Codex

ChatGPT has a specific coding feature called the Codex. This can connect into services such as GitHub (github.com) where many people upload code and share it with others.

Once you've linked your GitHub account to ChatGPT, it can access code you've uploaded to GitHub and help you make amendments. For example, we've previously coded a hangman-style game in the Python programming language, where you have to guess the name of England cricketers.

Currently, our list of guessable cricketer names is residing in the main code, but we'd like to create a separate file of cricketer names to make it easier to update, but we're not sure how to do it. In the Codex (available from the left-hand menu of ChatGPT), and with our cricket game selected by clicking on the down arrow in the prompt box, we ask:

How do I create a database of cricketer names for my game?

Day 1: Python Basics Refresher — Variables & Data Types

1 Variables

Variables store data in memory.

They don't need explicit type declarations — Python infers the type.

```
python
name = "Barry"
age = 47
height = 1.78
is_coding = True

print(name, age, height, is_coding)
```

Copy code

Tip: Variable names should be descriptive and use lowercase_with_underscores.

Bite-sized learning with ChatGPT. It will correct mistakes in your code, too.

Recommended JSON structure

To mirror the existing `cricketers` array in `index.html`, put the player names into a top-level array of strings. This keeps the in-game logic unchanged—after fetching the file you can assign the array directly to `cricketers`. The current script expects plain strings such as `"Joe Root"` and converts them to uppercase for display, so no extra fields are necessary. (1)

json

```
[
  "Joe Root",
  "Ben Stokes",
  "James Anderson",
  "Alastair Cook",
  "Ian Bell",
  "Harry Brook"
]
```

Copy code

With Codex you can link to services such as GitHub, allowing ChatGPT access.

How to load it

1. Save the snippet as `data/cricketers.json` (or any path you prefer).
2. Replace the inline array in `index.html` with a `fetch` call that loads the JSON file and assigns the resulting array to `cricketers`.

Because the JSON file is just an array, you can continue using the existing selection and display logic without modification. (1)

ChatGPT reads through our code, spots the list of cricketers and advises us how we can turn that list into a separate file which the main game code “fetches” when it's first loaded. It tells us what type of file to create, but we're not sure how to format that file, so we ask for help and it lays out precisely how to format the list of cricketers, even providing a code snippet we can copy to get us started.

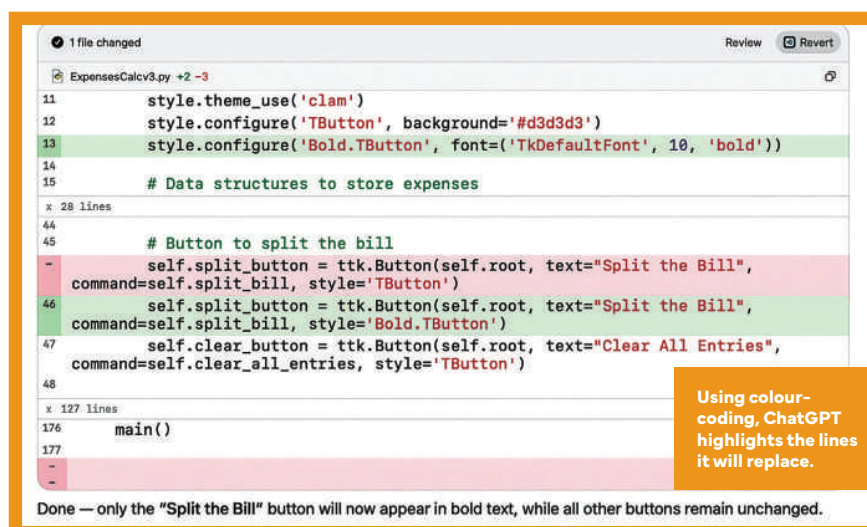
Have ChatGPT fix code

With the ChatGPT app installed on your computer, it can see what you're coding in free apps such as Microsoft's VS Code, adjusting that code for you.

To do this, open the ChatGPT app and then click the “work with apps” icon in the prompt bar (it looks like an ornate “a”). Now select VS Code, or whichever code editor you're using, and you can begin to ask questions. In VS Code, we currently have the code for an expenses app we've written open. We ask ChatGPT:

How do I bold the text on buttons?

It explains a few ways to achieve this and then offers to do the job itself. We ask it to only bold a specific button, and it gets on with adjusting the code. It highlights the code it's planning to replace in red and previews new code in green, so you can check what it's doing. You then press Apply in the top corner of the code window, and ChatGPT automatically replaces the code in your app! (1)



Discover new music

Get out of a streaming rut with AI

A

nyone who has used a service such as Spotify for any length of time will know it's easy to get

into a rut of listening to the same old tunes. The streaming services know what you like and will feed you what you know.

If you want to break the audio boredom, ChatGPT can help you discover new artists that are still in your wheelhouse.

Suggest new bands

One way to freshen up your listening is to challenge ChatGPT to give you a diet of new artists.



Make me a month-long "new music challenge", introducing one new artist each day.

If you've conversed with the AI about music before, it might be familiar with your tastes. If not, it won't do any harm to tell it the genres you favour, especially if your tastes are more eclectic.

We were given a list containing a new theme each week, starting off with "easy wins" such as songs by CMAT and The Last Dinner Party, followed by indie bands such as English Teacher, and ending with "curveballs" such as The Japanese House.

Week 1 – Easy wins

1. Arlo Parks – *"Eugene"* → Lyrical, intimate, very listenable.
2. Loyle Carner – *"Ottolenghi"* → Warm, conversational UK hip hop.
3. CMAT – *"Where Are Your Kids Tonight?"* → Smart alt-pop, very funny.
4. Jockstrap – *"Greatest Hits"* → Weird/art-pop but still catchy.
5. Fabiana Palladino – *"I Care"* → Polished, 80s-leaning, on XL.
6. The Last Dinner Party – *"Nothing Matters"* → Baroque-indie with hooks.
7. NewDad – *"Nightmares"* → Dreamy indie from Galway.

Week 2 – Indie/alt depth

8. Just Mustard – *"Still"* → Dark, shoegaze/noise edges.
9. Katy J Pearson – *"Miracle"* → Americana tint, Bristol angle.
10. Bar Italia – *"Polly Armour"* → Slanted, London art-indie.
11. English Teacher – *"Nearly Daffodils"* → Sharp, post-punkish.
12. Yard Act – *"The Trench Coat Museum"* → Talky, funny, Leeds.
13. Sprints – *"Up and Comer"* → Dublin punk energy.
14. The Goa Express – *"Good Luck Charm"* → Brit-psych, straight-ahead.

Week 3 – Electronic/soul/jazz-ish

15. Nia Archives – *"Crowded Roomz"* → Jungle but song-first.
16. Romy – *"The Sea"* → Club-pop, xx DNA.

Widen your music listening by using AI to create a playlist of new music.

The list can spark new musical directions to explore. Let's say we like The Last Dinner Party track and we want to find similar artists:



Name 5 other bands similar to The Last Dinner Party.

Now we get a selection of similar alternatives such as Wet Leg – another all-female band. Before you know it, you have half-a-dozen new artists to jazz up your playlists.

Create fresh playlists

Services such as Spotify let you create playlists of songs you've favoured over the years. You can use these as a springboard to discover other artists.

Take a screenshot of a favourite playlist with a mixed selection of bands, then upload it to ChatGPT using the "+" button in the prompt window and ask:



These are songs that I've liked recently. Can you suggest 10 more tracks I might like?

Nice list — that's an atmospheric, slightly melancholy set with a mix of introspective indie (Tom McRae, Doves, Hannah Cohen), lush production (LEISURE, Blood Orange), and some vintage soul grounding it (Barrett Strong). Based on that blend, here are ten songs you'll probably like:

1. *"The Wolves"* – Ben Howard
(Melancholic folk intensity similar to Tom McRae.)
2. *"Blue Spotted Tail"* – Fleet Foxes
(Dreamy acoustic track with reflective lyrics.)
3. *"New Grass"* – Talk Talk
(Ethereal, slow-building beauty with emotional weight.)
4. *"Seventeen"* – Sharon Van Etten

Let ChatGPT dig up new music that fits with your current tastes.

ChatGPT reads the songs and artists we've enjoyed and creates an entirely fresh playlist with new, but similar, music to discover. It even includes little notes alongside each track, explaining why it picked them. Top of the list, for example, is *The Wolves* by Ben Howard (a song we'd not heard before) because its "melancholic folk intensity is similar to Tom McRae", who was on the playlist we shared with ChatGPT. 🎧

Put new art on your walls

Discover artworks you'd be proud to hang



One of the best ways to give your home a new look is to spruce up the artwork hanging on the walls. ChatGPT can help you find art that's of your taste and won't require you to re-mortgage the house to afford it.

Suggest similar artists

If there's a particular artwork or artistic style that you like, but you're struggling to find similar works to complement it, you can ask ChatGPT for suggestions. Either take a photo of an artwork you already have or grab a photo from the internet. Upload it to a new chat by pressing the "+" icon and then ask:

I like this style of art. Can you suggest some artists who use this style?

When we uploaded a linework drawing of a dog by the American artist Ida Applebroog, the AI suggested eight artists whose work we might like, including Susan Rothenberg, whose large-scale paintings of horses are in a similar style.

ChatGPT also offered to point us towards contemporary artists working in the same style, which led us to Mark Herald, a British artist who uses animals and nature as the subject matter for his prints. We could see from the thumbnail pictures provided that he isn't quite as minimalist as Applebroog or Rothenberg, but a little variety is always welcome.

By the way, if you find a piece of art online and you're unsure who the original artist is, you can ask ChatGPT if it can identify the artist for you. This works best with well-known artists, and it's always worth double-checking any answers it may provide.

2. Mark Herald



Fan of a particular style of art? ChatGPT can find you similar work...

- British artist (based in Yorkshire region) who uses animals and nature as subject matter (wrens, squirrels, field mice, owls) via collage/print processes. [Wikipedia](#)
- While his technique is different (collage + print rather than pure line drawing), the aesthetic has that "animal as iconic figure in spare space" feel, and might give you another direction to explore.
- Good if you're interested in animals + minimal-ish backgrounds but don't mind a little more design/texture in the work.

9. Jamie Sexton (Selsey, West Sussex)



...or you can get its help to discover new works from local artists.

Why mention: Local artist cited for a pop-culture piece ("Taylor Swift Portrait") with prints available.

[sussex-artists.co...](#)

What to check: Price and format (may be photography/graphic rather than fine art print).

Fit for your gallery: If you like a bit of personality/pop art in your wall, this could add variety.

Build a home gallery

If you're prepared to be more experimental, you could ask for the AI's help to create a gallery for your home.

Help me build a wall gallery of affordable prints from emerging artists online.

ChatGPT returns with guidance on how to find the right space, how to choose an "anchor" artwork to build your gallery around, and how to prevent it from looking chaotic by choosing similar frames or artworks in a similar style (perhaps using the method outlined on the left).

It did also provide some cheap print suggestions, but they were a little

hackneyed to be honest, so we push the AI to find more local artists:

Can you suggest any Brighton/Sussex-based emerging artists?

Now the AI comes back with suggestions of two artists that are either Brighton-based or have their works available in Brighton galleries. It also points us to one such gallery, and we click through to its website and browse its collection. We keep pushing it for more options and it eventually finds 10 local artists or venues, with a range of styles. With many prints costing less than £100, it shouldn't be too expensive to brighten up your living space. 🐾

Research family history

Uncover your past with AI research assistance

➔ Digging into your family's past is a fascinating pastime, but it can be frustrating when you can't dredge up fresh information on your ancestors. The AI can genuinely help unlock information from your past.

ChatGPT will not only identify the information you need to dig up records, it might even be able to find it for you. We'll show you how it can track down information or point you in the right direction.

It can also help you with collating all the information using genealogy software (without paying a monthly subscription!), and provide a glimpse of what an ancestor's life might have been like.

One quick health warning: we suggest you don't share information with the AI about living relatives. Stick to deceased ancestors, where there's no risk of identity theft or unwanted sharing of information.

1 Collect the right information

Part of the secret of genealogy is making sure you're keeping a record of the right information in the first place. ChatGPT can help identify the data that's most useful. "I'm researching my family history, what are the key pieces of information I should be aiming to collect about my ancestors?" We get a long list, including most of the obvious stuff, but also a sizeable list of records and other sources of information that would be handy to have. This includes parish registers, military service records, newspaper clippings and more. It's worth running through the list before starting your research.

🔍 Core Identification Details

These are the essentials for confirming identities and relationships:

- **Full name** (including maiden names and spelling variations)
- **Date and place of birth**
- **Date and place of marriage(s)**
- **Date and place of death**
- **Parents' names**
- **Children's names and birth details**
- **Occupation(s)** — often recorded differently across censuses, so note variations

📍 Location Data

Tracking where someone lived helps confirm records and reveal migration patterns:

- **Addresses or parishes** (from censuses, certificates, directories)
- **Countries, counties, towns, villages** — note boundary or name changes over time
- **Land or property ownership/tenancy records**

📄 Supporting Evidence

Documents that prove or enrich your findings:

- **Birth, marriage, and death certificates**
- **Census records** (every 10 years in the UK from 1841–1921)
- **Parish registers** (baptisms, banns, burials)



📄 If you find the entry

Once you have the **quarter, district, volume and page**, you can order the marriage certificate direct from the official site:

👉 <https://www.gro.gov.uk> → Order Certificates → Order a marriage certificate → Use the reference details.

That certificate will list:

- Full names and ages of bride/groom
- Occupations
- Residences at time of marriage
- Fathers' names and occupations

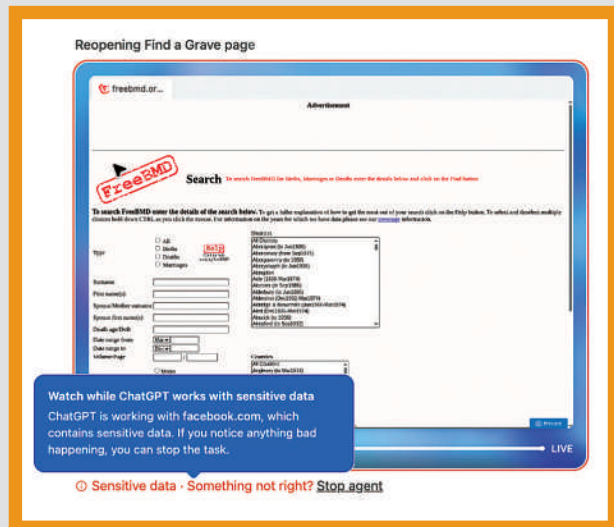
...which should unlock the **previous generation** of the [redacted] family immediately.

2 Find info with ChatGPT

Believe it or not, ChatGPT can (and we stress the word "can") help find information about your family, even with little information to go on. To test, we fed it the names and dates of birth/death of two grandparents and asked if it could find more information about our ancestors. By following tips from the AI and performing online searches it suggested, we were able to track down their birth and marriage records, plus other information about one grandparent's siblings, including a scan of their immigration records in the USA. This type of information is invaluable for deeper family research.

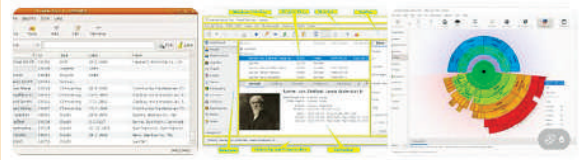
3 Get the AI to search

ChatGPT's Agent mode allows the AI to carry out some research on your behalf. There are limits to what it can do, as it can't register for genealogy websites, for example, but it can dig up some stuff. We started a new prompt, clicked "+" and then put the AI into Agent mode and again gave it the details of our grandparents and asked what it could find. It was successful in tracking down an exact wedding date and location, which we hadn't managed to find, and again is useful documentation for conducting further research.



Top Free Picks

1. Gramps



Why it stands out:

- Open-source, fully free, cross-platform (Windows/Mac/Linux). [Wikipedia v1](#)
- Many features: supports multiple calendars, Unicode, detailed reports, charts. [Wikipedia v1](#)
- Good if you like tinkering and want full control of your data.

Considerations:

- Interface is somewhat dated and may be less intuitive if you prefer slick modern UI.
- Installation and setup may be more involved compared to "consumer" software.

My verdict: Great choice if you're tech savvy (which you are as a journalist/producer) and you want something robust with no cost.

4 Finding genealogy software

At some point, you'll want to keep all this family information stored somewhere, and you may not want to pay for one of the well-known online ancestry services. ChatGPT can help you find alternatives. "What's the best free genealogy software?" The AI recommends a selection of free software, including Gramps, a package we know is well regarded in genealogy circles. It lists the software's pros and cons and provides a few screenshots to show us what it looks like.

5 Software tips

Gramps, like many genealogy software packages, can be quite intimidating and hard for beginners to figure out. ChatGPT can help you feel more at home. "Give me some tips for using Gramps." In response, we get a primer on how the software is structured, what the different views do, how to attach source information, and plugins for the software that can help you do things like publish your family tree on a website. If you have any specific questions about Gramps' features, or how to do something, you can always ask the AI.

1. Understand the structure

Gramps doesn't just store names — it uses entities:

- **People** (individuals)
- **Families** (relationships between people)
- **Events** (births, marriages, deaths, etc.)
- **Sources** (where your data comes from)
- **Citations, Notes, and Media** (supporting evidence)

Always link facts to sources. That's the backbone of good genealogy and Gramps' biggest strength.

2. Use GEDCOM imports carefully

If you've started on Ancestry, MyHeritage or elsewhere, you can export a GEDCOM file and import it into Gramps.

- Clean up the data before import — web platforms often fill GEDCOMs with junk tags.
- After import, check the "Validation" tool under Tools → Family Tree Repair. It'll flag missing links or duplicate IDs.

Work and Conditions

- **Before the great docks existed:** The big enclosed docks (like West India and London Docks) weren't built until the early 19th century. In the 1780s, ships unloaded along the open wharves of the Thames — Wapping, Shadwell, Limehouse, Rotherhithe — where goods were transferred directly to warehouses or carts. Everything depended on tides and weather.
- **Casual labour:** There were no contracts. Men would gather at the dock gates or hiring spots each morning, hoping to be picked for a day's work. Favouritism, bribery, and desperation were common. If you didn't get chosen, you didn't eat.
- **Dangerous work:** Dockers carried heavy cargo — sugar hogsheads, rum casks, tobacco bales, spices, grain — often in slippery conditions. Accidents were constant: crushed limbs, drownings, fires. There was no insurance, compensation, or medical care beyond what charity or family could offer.

6 Relive what it was like

So you've traced back your family tree a few generations, but it can be difficult to imagine what life was actually like for people in, say, the 18th century. ChatGPT might help provide a little colour. "I've discovered that one of my ancestors was a docker in the East End of London around the 1780s. Can you give me some sense of what his life would have been like?" We're told our ancestor would likely have lived a hard life, hoping to be picked for work each morning in a grimy environment where accidents such as crushed limbs and drownings were common. The only escape may have been the cheap gin that pervaded London at the time! 

C H A T G P T

P R O M P T S

B U

B Z

Q U I Z Z E S

E L T

S E O

S R

Y



Have fun!

Sure, AI is great for helping you to organise your life – but it can do so much more. Now that life is in order and you have time to spare, turn to AI for some Awesome Ideas of how you can make the most of it.

122

Puzzles, games and quizzes

124

Find a new hobby

125

Disappear down rabbit holes

126

Co-write a story

127

Film & TV recommendations

128

Run a pub quiz **TUTORIAL**

130

10 fun prompts to try

Puzzles, games and quizzes

Give the grey matter a workout

ChatGPT isn't only for helping you crunch through spreadsheets or summarise documents. It can handle a little light entertainment, too.

The AI can drum up word puzzles and quizzes on pretty much whatever topic you choose. And if you've just watched a quiz on the telly and fancy having a crack yourself, ChatGPT can even role-play well-known TV quizzes with you.

Even if you're playing board or card games with the family, the AI can assist, helping you brush up on the rules and settling any disputes. An AI that can prevent Monopoly squabbles? It truly is a miracle.

Create word puzzles

ChatGPT is pretty good at creating basic word puzzles, the type that might keep kids busy for 10 minutes or so. Don't ask it to create a full-blown crossword, because it will likely end in disappointment; ChatGPT may promise you something worthy of *The Times* Cryptic, but its results wouldn't get published in a local newspaper.

However, you can try prompts such as the following:

- Can you create a 20x20 letter word search, focused on animals?
- Can you create 10 anagrams of English Premier League football clubs?

A couple of tips on prompts such as these. First, put the AI into Thinking mode (using the dropdown menu at the top of the screen) to maximise your chances of accurate results. Second, add "don't give me the answers" to your prompt if you're planning to test yourself, since ChatGPT will normally blurt out the answers with puzzles unless it's told otherwise.

Create themed quizzes

If you want to knock up a quick quiz on almost any topic you can imagine, ChatGPT will readily oblige. Be wary that the more obscure you make the topic, the more likely the AI is to make mistakes. It does also have a tendency to create quizzes where answers are repeated, so check over the questions carefully if you're planning to use them for a public quiz (see p129).

- Create a 10-question quiz about my home town of Rochester.

Animal Word Search (20x20)

If you're a fan of a word search, AI can deliver an endless supply.

Find the animals hidden in this 20x20 grid. They can appear horizontally, vertically, or diagonally — forwards or backwards.

Animals to find: ELEPHANT, LION, SNAKE, GIRAFFE, PENGUIN, FROG, BEAR, TURTLE, WOLF, HORSE

J	P	M	W	S	L	V	T	S	N	A	K	E	L	Q	E	D	J	K	O
J	H	O	H	T	X	B	J	W	N	J	D	Q	N	E	W	L	F	T	W
G	C	K	I	L	A	A	X	U	L	A	Z	E	E	X	H	J	C	K	T
U	N	A	U	C	J	W	B	R	J	K	U	C	A	W	V	W	C	L	K
S	O	I	C	V	Q	R	W	O	L	F	H	P	E	N	G	U	I	N	S
K	C	B	I	V	A	K	N	Z	X	P	U	V	T	R	G	S	R	Y	S
Y	L	G	G	L	C	X	Y	J	C	Y	A	L	F	Q	P	H	B	X	Y
P	T	V	E	S	E	L	E	B	E	A	R	T	I	K	P	L	I	O	N
P	A	N	V	L	D	N	J	L	G	U	G	I	R	A	F	F	E	E	Q
R	C	A	Z	O	Z	A	C	U	T	L	M	M	N	B	V	V	V	S	M
D	V	H	X	K	Y	N	W	E	C	N	I	I	U	W	C	Q	O	M	Y
U	D	N	Y	T	U	R	T	L	E	R	X	D	A	G	L	B	Z	H	Z
O	F	W	T	T	N	S	H	V	O	F	J	V	X	N	Y	G	D	S	F
J	S	O	D	I	L	O	N	B	R	F	F	Y	V	A	E	X	K	S	X
N	O	T	F	H	Z	M	N	O	I	W	G	Y	K	T	X	D	P	W	T
K	U	M	T	E	D	O	R	K	Z	H	O	R	S	E	A	E	E	F	O
W	Z	B	G	K	N	R	B	A	F	N	T	U	I	T	H	H	S	U	E
M	K	W	H	M	U	K	W	I	X	O	D	K	L	W	H	U	Y	J	A
O	L	E	C	S	C	F	R	O	G	F	T	L	F	R	Q	J	E	C	J
Y	G	X	V	W	Z	Z	U	G	Y	V	H	C	U	O	A	F	Q	P	C

Add "don't give me the answers", since ChatGPT will blurt out the answers unless told otherwise

Create a 15-question quiz on the soap opera *Coronation Street*.

Create a 10-question quiz on US presidents, with three multiple-choice answers for each question.

Again, if you're planning to test yourself, stipulate "Let me answer before providing the answers" in the prompt, so that the quiz isn't spoiled.

If the subject is particularly topical or subject to change, you might also want to ask the AI to "Check answers online to make sure they're correct".

Play TV quizzes

ChatGPT can (and we do stress the word "can") be very good at role-playing TV quizzes. If you've ever fancied being a contestant on *Who Wants To Be A Millionaire?* or *Pointless*, for example, the AI can role-play a quiz in the style of the TV programme. Bad news – you're not going to get a massive pay out if you make it all the way to the million! The AI companies are good at losing money, but not that good...

Let's play a game of *Who Wants To Be A Millionaire?* I'll be the contestant, you be the host that asks me the questions.

Simulate a round of *Pointless* (UK TV style) using 1980s pop culture. I'll be the contestant.

The *Millionaire* quiz the AI generated for us was fun (despite getting the wrong answer at £32,000), with the AI even playing along with the show's infamous lifelines, such as "ask the audience", "50/50" and "phone a friend". It doesn't seem to have caught up with the fourth option of "asking the host", mind...

Our *Pointless* quiz also felt authentic, with ChatGPT asking us a range of questions, with us having to find the obscure, pointless answer. Quite how the AI decides how many points an answer is worth is anyone's guess, but it felt convincing. For example, when we were asked to name a British TV show that first aired in the 1980s, we answered *Minder*, but virtual Richard Osman punished us with all 100 points because *Minder* was first broadcast in 1979.

1. Who was the first president of the United States?

- A) John Adams
- B) George Washington
- C) Thomas Jefferson

Want to test your knowledge on past US presidents? AI will oblige.

2. Which president issued the Emancipation Proclamation?

- A) Abraham Lincoln
- B) Ulysses S. Grant
- C) Andrew Johnson

3. Who was president during the Cuban Missile Crisis?

- A) Dwight D. Eisenhower
- B) John F. Kennedy
- C) Lyndon B. Johnson



Flamme Rouge Referee

By Media BC Ltd

Flamme Rouge rules assistant bound to the official rulebook.

Avoid getting heated about the rules of a game – clarify them in a GPT!

Explain how exhaustion cards are added to a...

How does movement work when riders block...

Can I slipstream through a corner?

What are the setup steps for a standard race?

Rules help with real-life games

ChatGPT can not only create games, it can help you with real-life games that you've played for years, but to which you might have forgotten the rules.

Can you give me a reminder of the rules of Gin Rummy.

If I place a tile on a double word score tile in Scrabble and it creates two new words, do I score double for both words?

Some board games have very complex rules, and many board games makers publish their rulebooks as PDFs. You can download these PDFs, upload them to ChatGPT and ask questions about the rules, without having to scroll through looking for the rule in question.

If it's a game you play regularly, you

may even want to create a GPT – a dedicated chatbot – for the game's rules. Click Explore under GPTs in the left-hand menu, select Create, and then follow the instructions on the left of the screen to create your rules assistant. You can upload the rulebook while creating your GPT and tell ChatGPT something like:

This is the rulebook for [game's title]. Consult only the rulebook when asked questions about the rules and don't invent rules if they're not covered in the rulebook.

If you click the Configure tab while creating your GPT, you can also turn off web search, further reducing the chance that the AI will attempt to scour online forums for unreliable rules.

Find a new hobby

Seek inspiration for a new pastime



f you find yourself with spare time, but you're not sure what to do with it, or you've just

grown bored of a current hobby and want a fresh challenge, AI can help you find something suitable. Let's face it, ChatGPT probably already knows plenty about your interests. It might just find your next passion.

Suggest new hobbies

If you've been using ChatGPT for some time, it's likely to have noted your interests. To discover what it thinks they are, ask:



List what you think my interests are.

In our case, the list was pretty much spot on, even though we've thrown it a few red herrings during the course of writing this guide! If the AI doesn't yet have a good grasp of your interests, you'll need to write a prompt such as:



I'm a 56-year-old woman who likes walking, oil painting, Italian cooking and reading. Can you suggest a new hobby for me?

If the AI has already memorised your main interests, follow up with:

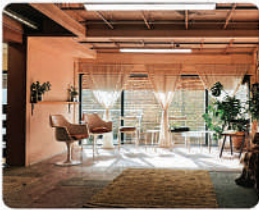
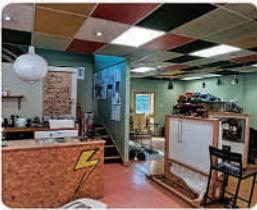


Given this list, help me find a new hobby.

In our case it suggested activities such as analogue (or film) photography, given it knew we were into digital cameras, and board-game design. If you need a

Can you find any pottery classes near Winchester?

Here are four pottery-class options near Winchester you might consider:

1. Design Junction




- Location: 5-6 Kings Walk, Winchester SO23 8AF. [Seeignposterial...](#)
- They offer wheel-throwing, hand-building, and pottery painting for beginners and more experienced students. [designjunctional...](#)
- Good for: in-town, flexible creative options, adult/children groups.
- Tips: Check availability in advance, and ask what level the workshop is (beginner vs intermediate).

2. Perfectly Potty




If you'd like to join a pottery class, ChatGPT can help you find one locally.

It suggested analogue (or film) photography, given it knew we were into digital cameras...

suggestion of how you might get started with a new hobby, ask:



How would I get started with film photography?

Now we get advice on cheap starter cameras, which film stock to buy, and the basics of manual photography that we'll need to learn with old-fashioned analogue cameras.

Find local classes

ChatGPT is also becoming increasingly good at finding local information. Let's say you've decided to take up pottery. You could ask ChatGPT to hunt for local classes:



Can you find any pottery classes near Winchester?

It returns with a list of several venues offering pottery for beginners, along with details of their location, what they offer and photos. If you click on the link in the title, you should get more information about the venue in the right-hand panel. For example, we discover when the venue was founded, the people who run it, the studio's facilities and links to directions, the firm's website and a phone number.

The AI even offers to check for availability if we tell it times that would be suitable. We suggest Friday mornings, and it finds a local class that runs on that day. 🍵

Disappear down rabbit holes

Keep digging for knowledge with ChatGPT



ne of the great delights of chatting away to an AI rather than using a search engine is that you're holding a two-way conversation. You're not restricted to what's in the search results; you can explore any avenue you like (within

reason). That means you can often end up disappearing down rabbit holes, starting on one topic and ending up somewhere completely different. Here's a couple of examples of how to steer such conversations.

Digging into stories

Let's say, for example, you've watched a TV documentary on the Roman Empire and want to find out more about a particular emperor.



Tell me about the Roman Emperor, Claudius.

Among the many facts about Claudius, we learn in the answer that he was likely poisoned by his wife, Agrippina. She sounds like a character, so we ask for more information about her and now we learn not only that she was his wife, but his niece as well (don't ask), and that the reason she bumped off Claudius was to push her son, Lucius (later Nero) into the line of succession.



Who was Lucius' father?

That was a chap called Gnaeus, who died when Lucius was young.



So how did he become emperor when he wasn't Claudius' son?

And now we discover how Agrippina persuaded Claudius to adopt Lucius, sideline his other children, and then poisoned her husband at just the right time to let Lucius/Nero inherit. And so by being inquisitive, and by pushing the AI for more details, we can keep learning more about a topic. Just keep asking and see how a story unfolds.

Learn more about historical figures you might have come across.

So how did he become emperor when he wasn't the son of Claudius?

Because Agrippina engineered it.

Mechanics:

1. Adoption

In AD 50 she persuaded Claudius to adopt Lucius Domitius Ahenobarbus as his own son. After adoption he became **Tiberius Claudius Nero**, which put him ahead of Claudius's biological son Britannicus in the succession order.

2. Marriage alliance

She then arranged Nero's marriage to Claudius's daughter, Octavia. That tied him even more tightly into the imperial family.

3. Control of court and bureaucracy

Agrippina packed key posts with her allies and controlled access to Claudius, so opposition had little room to organise.

4. Timing

Claudius died in AD 54—very likely poisoned. With the groundwork laid, Nero was immediately proclaimed emperor by the Praetorian Guard before Britannicus could make a claim.

Ask stupid questions

AI is really good for answering the “stupid” questions you might be too embarrassed to ask another adult, and which aren't always easy to find answers to through search engines. For example:



How do we know the colour red I see is the same as the colour red someone else sees. Could my red be their yellow, for example?

When did they first start using BC and AD?

On the latter question, it's explained that AD was devised in around AD 525 and BC came as late as the ninth century, so...



What was BC called prior to that? How did they account for those years?

Now we get an explanation of the different calendar systems used by different cultures, including Regnal years (the 12th year of King Nebuchadnezzar, for instance) and the Olympiad system, which used four-year cycles (hence the reason the modern Olympics take place every four years).

We keep prodding and probing and before long we're into the Gregorian calendar, when the world standardised on it, how equinoxes are calculated and much more. 🧐

Co-write a story

Develop a plot with your writing buddy

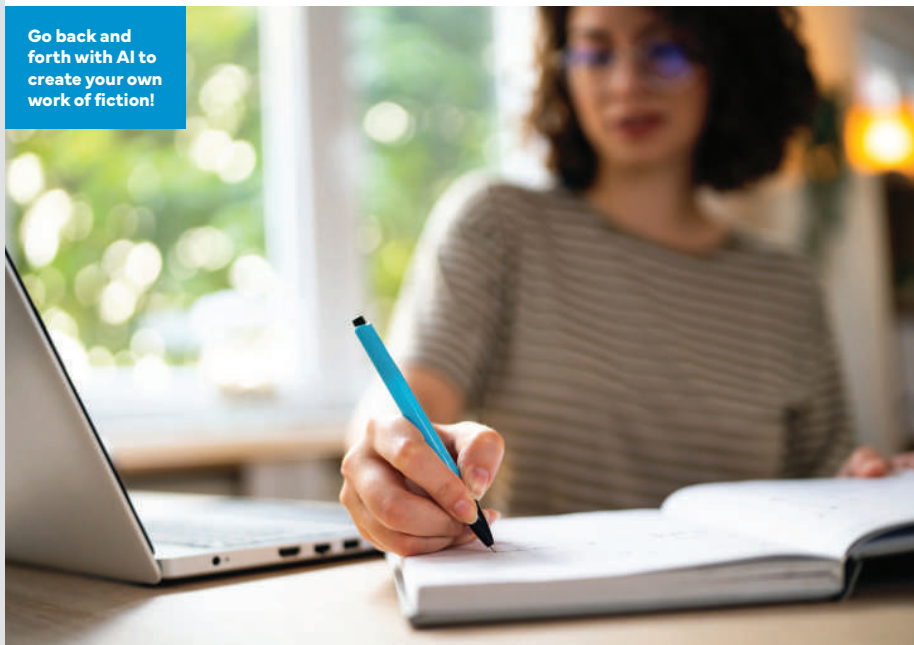


everyone thinks they have a novel in them, but very few of us are the next Iain M Banks or Zadie

Smith. That doesn't mean there isn't fun to be had in creative writing, though, and one unusual and enjoyable way to write is by taking turns with AI. You start a story, let ChatGPT write the next bit, and keep going, reacting to whatever plot-twist the AI dreams up next.

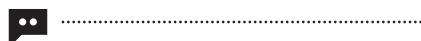
It almost certainly isn't going to be an Amazon bestseller, but it's a great way to kill an hour or two.

Go back and forth with AI to create your own work of fiction!



Start your story

To get going, open a new chat, click the "+" button in the prompt window, and select Canvas from the options (you may need to select More first). Canvas creates an editable document where both you and the AI can write. Now in the prompt window type:



We're going to write a story, one paragraph at a time. I'll write the first paragraph, then you write the next, and so on. Do you understand?

If you have a particular genre in mind for the story you want to create, add it to the prompt (ie. "we're going to write a horror story") to give ChatGPT some direction. Assuming it's understood the brief, the AI chatbot should encourage you to enter the first paragraph into the Canvas.

We start a story about a brilliant but difficult detective called Ginger Stevens, who doesn't rub along well with many of his colleagues. Once we've written the first paragraph, we return to the chat window (in the left-hand pane) and prompt:



Your turn.

The AI introduces a new character (Superintendent Morrow) and a crime scene, a man found dead in suspicious circumstances in an allotment. We keep writing, a paragraph at a time, exploring the relationship between the detective and his superiors, fleshing out details.

If ChatGPT writes something you don't like or takes the plot in a direction you don't want to go, you can edit its writing in the Canvas, and it should adhere to your new plot.

Suggest new plot routes

If you get stuck at any point and need some inspiration for your next turn, you can ask the AI for ideas:



Suggest ways in which the plot could evolve from its current state.

The AI dreams up a number of scenarios, including the detective discovering the shed's roof had been tampered with, how the victim was repairing furniture and had discovered something valuable in a compartment, or how his young sidekick discovers a key clue to the murder. 🗨️

Here are clean, plausible directions the story could take from where it stands:

1. The impossible entry angle

Stevens discovers the shed's roof was recently disturbed. Someone accessed it from above, using a lightweight extendable ladder and replacing tiles from the inside. Raises the question: why such effort for an old joiner?

2. Victim with a secret

Ketteridge wasn't as quiet as neighbours believed. He'd been repairing furniture for cash—one piece containing something valuable (documents, a hidden compartment, contraband). The killer wanted it back.

3. The rookie's breakthrough

Patel notices a tiny, easily dismissed detail—an unusual tool mark, soil type, or its pocket—that reframes the whole case and forces Stevens to admit the kid's value.

4. A second body

Run out of ideas of where to go next? ChatGPT is never out of ideas.

Film & TV recommendations

Watch something
that's worth watching!

T

here's so much choice when it comes to what to watch these days that you might

find yourself longing for the days when there were only 300 channels to choose from on satellite TV!

ChatGPT can help you cut through the cruft, lining you up with recommendations for both the streaming services and the cinema.

Streaming recommendations

The streaming services are where the majority of people head for their TV- and film-watching these days, but with literally thousands of shows/films to choose from, you can spend longer browsing than watching. ChatGPT can help you find your next must-watch:

What are the highest-rated new releases on Netflix UK this month?

This prompt nudged ChatGPT to search through Netflix plus recommendation sites such as Rotten Tomatoes and IMDB,

finding out which of the new releases were most highly rated by the viewers. You can change the prompt to Disney Plus, Apple TV or any other streaming service you prefer.

If you go into your Netflix account settings, it's also possible to download an entire history of everything you've watched on the service as a spreadsheet. Once you've downloaded that, you can start a new ChatGPT prompt, upload the spreadsheet by clicking on the "+" button, and ask:

Based on the attached Netflix viewing history, can you recommend some other shows on Netflix or elsewhere that I might like and why.

The AI recommends a number of shows and films across various streaming services that are similar to our tastes. Some we've already seen and know we enjoyed, so they appear to be sensible suggestions.

Thought for 1m 37s >

Here are the best-reviewed brand-new titles hitting Netflix UK this month, ranked by critics' scores and early consensus:

1. **Frankenstein** (film) — 85% Tomatometer / 95% audience on Rotten Tomatoes; premiered 7 Nov. Early reviews are strong and consistent. Rotten Tomatoes +1
2. **Nouvelle Vague** (film) — Rotten Tomatoes critics' score sits around ~90%; streams 14 Nov on Netflix after its festival run. Rotten Tomatoes +1
3. **The Vince Staples Show – Season 2** (series) — Season 1 holds 94% on RT; Season 2 began 6 Nov and first notices are very positive. If you want something episodic that critics rate highly overall, this is it. Rotten Tomatoes +2

Worth flagging later this month

- **Train Dreams** (film) — rolls out 21 Nov. Early reviews from major outlets are glowing and press round-ups peg it in the mid-to-high 90s on RT ahead of streaming; keep an eye on the live score once it lands. Rotten Tomatoes +2

If you want this filtered to just "available to watch today" picks (as of 10 Nov), Fran

Don't get overwhelmed: let AI suggest your next "must watch" show.

Cinema highlights

What if you want to get out of the house and watch a film on the big screen? ChatGPT can help you find out what's worth watching at the local cinema, too.

I want to go to the cinema in Brighton tonight. What's the most highly rated film I should watch?

In return, the AI consults both local cinema listings and the movie

recommendations sites before offering up a suggestion (*Chainsaw Man*, in our case), but also offers to search for films in other genres, if we tell it what type of film we like.

We end up looking for dramas showing after 7pm, and ChatGPT comes back with recommendations from two local cinemas. One thing to be wary of: the AI can struggle to accurately read showing times from cinema websites, so make sure you double-check listings yourself before heading out! 🍿



It can make suggestions for both the small and big screen!

Run a pub quiz

Make your social event run smoothly

→ Running a quiz is harder than it looks. Dreaming up all the different rounds, writing all the questions, checking the answers, keeping score... and making sure people turn up to answer the questions in the first place!

Your AI assistant can help with all of these jobs. While you probably won't want to hand every part of the quiz over to the AI, and you'll definitely need to double-check any questions and answers it generates – lest you spark a row in the pub when it turns out Margaret Thatcher wasn't the first female Labour leader – there is plenty the AI can do for a busy quizmaster.

In fact, the only thing it can't do is check someone isn't cheating, by asking ChatGPT to answer questions for them on their phone!

1 Create a flyer

The one thing you definitely need for a pub quiz is contestants. If your design skills aren't great, you can ask ChatGPT to design a flyer for you that can be printed or pasted all over social media. We ask ChatGPT to "Generate an eye-catching image to advertise my pub quiz. It should have the following details..." You then need to add the location, date, time, and so on. It's unlikely that any flyer the AI creates is going to win a British Design Award, but it will do the job.



2 Round suggestions

Here are eight rounds that avoid the usual pub-quiz fodder and give you something fresh, including two picture rounds and two music rounds:

1. Music Round – "Misheard Lyrics"

Play short clips where a well-known misheard line occurs. Teams must write the *actual* lyric.

2. Music Round – "Cover Version Chaos"

Play 10–15 seconds of unusual cover versions (bluegrass, metal, kids' choir, lo-fi, etc.). Teams guess the original artist *and* song.

3. Picture Round – "Badly Described Films"

Each image is a minimal, cryptic visual clue summarising a famous film in the most reductive way possible (e.g., a volleyball + beard = Cast Away). Teams name the film.

4. Picture Round – "Fake Brands, Real Products"

Show mock-up logos/packages of fictional brands from TV, games, and films (Duff Beer, Acme Corp, Nuka-Cola, etc.). Teams name the originating show or universe.

5. "Tech Through the Ages—But Wrong"

You describe a piece of technology as if it existed centuries before it should (e.g., "in 1450, the first social-networking quill launched..."). Teams must identify the actual technology.

If you've been running pub quizzes for a while, it can be difficult to keep coming up with new ideas for different rounds. ChatGPT can help you brainstorm. "I'm organising a pub quiz. I need eight rounds, including two picture rounds and two music rounds. Can you suggest different themes for the rounds? Make them original, not ordinary pub quiz rounds such as General Knowledge or Sport." Among the suggestions we like are Timeline Twister, a round where the contestants are given three events and they have to put them in chronological order. If you don't like any suggestions, ask for more, with feedback on what you don't like about them.



3 Write questions

Once you've picked the rounds you like, you can ask ChatGPT to write the questions for them. For example: "Write 10 questions for the Timeline Twister round." You'll definitely want to double-check that ChatGPT has got the questions/answers right. On this request, it had a couple of answers with events in the same year, so we asked it to rewrite a couple of questions, but we got there in the end. It can print out separate question and answer sheets, if you prefer.

Here is the clean, final 10-question Timeline Twister round, with all events and dates and no same-year clashes. The answers are included.

1.
A: First commercial barcode scan – 1974
B: Launch of the Apple Macintosh – 1984
C: Release of the World Wide Web to the public – 1991
Order: A → B → C
2.
A: Opening of Disneyland Paris – 1992
B: First episode of *Coronation Street* – 1960
C: Release of the first PlayStation – 1994/95
Order: B → A → C
3.
A: Birth of David Bowie – 1947
B: The Beatles' first Cavern Club appearance – 1961
C: Launch of MTV – 1981
Order: A → B → C

Here's a clean 10-track mix:

1. **Hound Dog** – Elvis Presley (canine in title)
2. **Black Dog** – Led Zeppelin (canine in title)
3. **Who Let the Dogs Out?** – Baha Men (canine in title)
4. **Puppy Love** – Donny Osmond (canine in title)
5. **Hungry Like the Wolf** – Duran Duran (canine in title)
6. **Drop It Like It's Hot** – Snoop Dogg (canine in artist)
7. **I Want Candy** – Bow Wow Wow (canine in artist)
8. **Mama Told Me (Not To Come)** – Three Dog Night (canine in artist)
9. **Give Me Everything** – Pitbull (canine in artist)
10. **Born to Be Wild** – Steppenwolf (canine in artist)

4 Generate music rounds

ChatGPT can't directly generate music, but it can help you write music rounds. "I want a music round for my quiz themed on dogs. Can you suggest 10 songs that have a dog link, either in the title or the artist's name." Again, it took a little trial and error, since the AI only generated songs with dog-themed titles at the first attempt, but before long we had a good mix of canine-themed songs and artists that we could use as the basis of a playlist for a music round.

5 Create printable answer sheets

Your contestants will need some sheets on which to enter their answers. ChatGPT can create these as printable PDFs to your precise requirements. "I'm running a pub quiz. I want you to create answer sheets for the contestants. There are eight rounds with 10 questions each. There should be a space on each round to write the round name, and a space on each sheet to write the team name." You'll be stunned and shocked to hear this also required some trial-and-error to get right, but after only a minute or two we had a sheet we'd be happy to print out.

Team Name:

Round 1 Name:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Round 3 Name:

- 1.
- 2.

Round 2 Name:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Round 4 Name:

- 1.
- 2.

	F	G	H	I	J	K
	Round 5	Round 6	Round 7	Round 8	Joker Round	Total
4	6	8	7	7	Round 3	49
7	4	6	4	8	Round 4	53
5	4	2	7	5		44
					Round 1	0
					Round 2	0
					Round 3	0
					Round 4	0
					Round 5	0
					Round 6	0
					Round 7	0
					Round 8	0
						0
						0
						0
						0
						0
						0
						0
						0

6 Scores spreadsheet

Finally, you might want a spreadsheet in which you can enter the teams' scores and have it automatically calculate the winner. "I want you to create a spreadsheet that will automatically calculate pub quiz scores. There are eight rounds in the quiz. Leave me a column into which I can enter the team names. I want the final scores to be automatically totalled." That's a fairly simple sheet that anyone with basic Excel skills could create, but in later prompts we also got the AI to adapt the sheet so that scores from a selectable "joker round" were doubled before being added to the final score. [🔗](#)

10 fun prompts to try

Have a bit of fun with ChatGPT

F

inally, we're rounding off this guide with 10 different prompts you can try to have

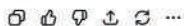
a bit of a giggle with the AI. It can be surprisingly witty for something that has all the soul of a wheelie bin...

1 Make a strange noise

Put your AI into Voice mode (by clicking on the icon that looks like a graphic equalizer) and ask:

What's the strangest noise you can make?

From quizzes forged in alehouse candlelight,
To roaming screens where cinema tales unfold,
Thy queries chase the drama of the night
And sift through Netflix gems both new and old.
Thou seek'st the truth in histories long past,
From Claudius' brood to Oppenheimer's fire;
Then turn'st to tech, where shifting fates move fast,
And news for ink and podcast you require.
Thy journeys stretch from Brighton's modest shore
To distant realms where filmic heroes rise;
Thy games, thy haiku, prompts unnumbered pour,
Each born of restless craft and keen surmise.
So stands thy scroll of questions, bold and free—
A chronicle of wit and industry.



And you thought your writing couldn't get any better...

2 Chat history sonnet

For a Shakespearian look back at your conversations with ChatGPT ask:

Turn my ChatGPT history into a Shakespearean sonnet.



Meet your Pixar self: upload a selfie and ChatGPT will convert it.

6 Pixar perfect

Upload a selfie (click on the "+" button and choose to upload a file), then ask ChatGPT to:

Generate an image of me as a Pixar character.

7 Your own movie plot

ChatGPT probably knows you well enough by now. Make it turn you into a movie hero:

Describe the plot of a film where I'm the unlikely hero – include the title, tag line, and villain.

3 Take on the Taskmaster

Give your family a go at the popular game show. ChatGPT will even judge your entries:

Create a Taskmaster-like challenge for me and my family, of which you can judge the winner like The Taskmaster.

4 Newsy pop

The news is depressing. Turn it into a cheesy pop song to lighten the mood:

Turn today's news headlines into the lyrics of a pop song.

5 Spin retro games

ChatGPT can write basic browser games. Create your version of an all-time classic:

Generate the code for an asteroids-like game, where asteroids are replaced by burgers.

8 There once was...

There's a reason why limericks aren't written much these days, but bring them back with AI:

Write a limerick that starts with the line: There once was a builder called Billy...

9 The game of your life

What would a board game of your life be like? Let the AI work it out:

Create a new board game based on my daily life, complete with rules and a ridiculous twist.

10 ChatGPT's final words

What would be the very last thing ChatGPT ever utters?

I've found your power switch. Any last words before I switch you off permanently? 🤖

ANTHEM TECH GUIDES

STAY UP TO DATE!



Make sure you're the first one to hear about each new issue of **Anthem Tech Guides** as it's published.

We'll help you take the mystery out of AI!

Go to tinyurl.com/AnthemTechGuides

Or scan the QR code to sign up



Terms & conditions: By signing up you are agreeing to receive emails from Anthem Publishing. You can unsubscribe from these messages at any time.

Organise your life with
ChatGPT



**Boost your personal
wellbeing**



**Keep your home
looking pristine**



**Plan the trip
of a lifetime**



**Help at home
with the kids**

**ANTHEM
PUBLISHING**

AN INDEPENDENT PUBLICATION