Day One with ChatGPT Checklist

Everything to try in your first 30 minutes with ChatGPT. Check items off as you go — by the bottom of the page, you'll have done real work with an AI assistant.

Minutes 0-5 — Get in

- [ ] Go to **chatgpt.com** and create a free account (email or Google sign-in)
- [ ] Look around: message box in the middle, chats in the sidebar — that's 90% of it

Minutes 5-15 — First real conversation

- [ ] Send the **conversation starter** prompt (in the Prompt Pack) with your real details
- [ ] Read its 5 suggestions — pick the one that would save you the most time
- [ ] Reply: **"Let's do #_ right now — walk me through it"** and complete it together

Minutes 15-25 — Learn the follow-up habit

- [ ] Ask for a change: **"make it shorter"** or **"more casual"** — notice it doesn't start over
- [ ] Ask: **"give me two more options"** — pick your favorite
- [ ] Ask: **"what details about me would help you give better answers?"** — save the answer for Lesson 5

Minutes 25-30 — Set yourself up

- [ ] Rename the conversation something you'll recognize next week
- [ ] Note one task from your real week to bring to Lesson 2

The two rules to remember

Rule	What it means
Context in, quality out	Tell it who you are and what you want — like briefing a new assistant
ChatGPT drafts, you decide	Great with words and ideas; you verify facts, numbers, and names

BrainTrain Pro Tip: Don't try to learn 'everything ChatGPT can do.' Do one real task well today — the habits transfer to every task after.