First Conversation Prompt Pack

Seven copy-ready openers for your first conversations. Fill in the [brackets] with your real details — context is what turns a generic answer into a personal one.

The conversation starter (from the lesson)

```
Hi ChatGPT. I'm brand new to using AI assistants. Here's a little about me: [describe your job, business, or daily life in 2-3 sentences].

Based on that, what are 5 specific ways you could save me time each week? For each one, give me a real example of what I'd ask you.
```

The 'explain it like a person' test

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Explain how you work — what you are, what you're good at, and what I should double-check — like you're a friendly new assistant on my team, not a tech company. Keep it under 150 words.
```

Five variations for your situation

Small business owner

```
I run [type of business] serving [who]. My three biggest time drains are [list them]. Which one could you take the most work off, and how would we start today?
```

Content creator

```
I create [content type] about [topic] for [audience]. Walk me through how you'd help with one full piece — from idea to draft to title options.
```

Job seeker

```
I'm looking for a role in [field] with experience in [background]. What are 5 ways you can help my search this week — from resume tailoring to interview prep?
```

Busy professional

```
My job involves [main responsibilities]. My inbox and meetings eat my day. Show me how you'd handle one real example: [paste a message or meeting notes].
```

Personal life

```
Help me with everyday life: meal planning for [household], a weekly routine that includes [priorities], and one thing I've been putting off: [the thing].
```

First Conversation Prompt Pack

Make it yours — your first conversation, on paper

Fill this in after your first conversation so the best of it doesn't get lost in a chat history.

My opener (the introduction I'll reuse — who I am, what I do, who it's for):

The 5 time-savers ChatGPT suggested for me:

The one I'm doing first, this week:

BrainTrain Pro Tip: Save the opener that works best. One good self-introduction — with your real details — works in any AI tool, any time.