

ChatGPT for Everyday Tasks Checklist

Getting Started with ChatGPT

- Open your web browser (Chrome, Safari, Edge, or Firefox)
- Type "chat.openai.com" in the address bar
- Click "Start chatting" or "Try ChatGPT"
- Bookmark the page for easy access later
- Test typing a simple question like "What's the weather like today?"

Safety First - Protecting Your Privacy

- Never share your full name, address, or phone number
- Don't include Social Security numbers or passwords
- Keep medical information general (no specific diagnoses or medications)
- Avoid sharing financial details (bank accounts, credit cards)
- Remember: ChatGPT is helpful but not a replacement for professional advice

Writing and Communication Tasks to Try

- Ask for help writing a thank-you email
- Request assistance with a sympathy note
- Get help drafting a message to your doctor's office
- Practice writing a complaint letter to a company
- Ask for help making your writing more polite or casual

Research and Information Gathering

- Ask simple health questions (general symptoms, wellness tips)
- Research hobby information or crafting techniques
- Get explanations of current events in simple terms
- Ask about historical topics that interest you
- Request explanations of confusing terms or concepts

Technology Help and Support

- Ask for step-by-step instructions for your smartphone
- Get help understanding computer settings
- Request simple explanations of technology terms
- Ask for help with email or social media basics
- Get guidance on using other apps or websites

Practical Daily Tasks

- Ask for recipe suggestions based on ingredients you have
- Get help planning meals for dietary restrictions
- Request home organization tips
- Ask for energy-saving suggestions for your home
- Get gift ideas for family members

Practice Questions to Build Confidence

- "Help me write a short email declining a dinner invitation"
- "What are some simple exercises I can do at home?"
- "Explain how to take a screenshot on my phone"
- "What's a good recipe for soup using chicken and vegetables?"

- "How can I make my password stronger but still remember it?"

Making the Most of ChatGPT

- Ask follow-up questions if you need clarification
- Request shorter or longer explanations as needed
- Ask ChatGPT to "make it simpler" if something is confusing
- Try asking the same question in different ways
- Save or copy helpful responses for future reference

When to Consider Upgrading

- You use ChatGPT several times every day

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When to Consider Upgrading (cont.)

- You frequently encounter "high demand" messages
- You want faster response times
- You're comfortable with the \$20/month cost
- You've been using the free version successfully for a few weeks

Building Your Confidence

- Start with one simple question today
- Try using ChatGPT for one small task this week
- Share your experience with a friend or family member
- Explore one new type of question each week
- Remember: it's okay to make mistakes while learning

Sharing and Community

- Tell a friend about ChatGPT and offer to show them
- Share helpful responses with family members (without personal info)
- Consider teaching a grandchild how to use it for homework help
- Join online communities discussing AI tools for seniors
- Continue learning about other helpful technology tools

Remember: ChatGPT is like having a patient, knowledgeable friend available 24/7. Start small, stay safe with your personal information, and enjoy exploring this helpful digital assistant!

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