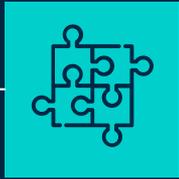# BOOST PRODUCTIVITY WITH CHATGPT
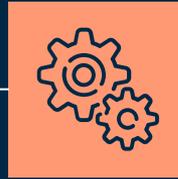
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WHAT WE'LL COVER

01
WHAT IS CHATGPT
AND HOW IT WORKS

02
TIPS &
CONSIDERATIONS

03
PRODUCTIVE
APPLICATIONS

WHAT IS
CHATGPT?

ChatGPT is an AI-powered large language model developed by OpenAI, capable of generating human-like text based on context and past conversations.

HOW DOES AI LIKE CHATGPT WORK?

AI tools and models are trained using machine learning, a way for computers to learn to make predictions or decisions without being explicitly programmed to do so.

INPUT
Provide the computer data and explain what it represents

TRAINING
The computer uses the data to look for patterns and relationships

LEARNING
Computer adjusts algorithms based on patterns and relationships

PREDICTION
Computer makes accurate predictions

CHATGPT TIPS & CAVEATS

TIPS & TRICKS

- Provide clear and specific prompts
- Iterate and refine - rephrase if needed
- Clarify and narrow
- Break down complex queries
- Give ChatGPT an identity or personality
- Adjust length of response to get more concise answers

CONSIDERATIONS

- Limit the sharing of personally identifiable or sensitive information
- Do not expect current answers (ChatGPT's sources end with data in 2021)
- Plagiarism & copyright
- Cannot retroactively get sources
- Trust but verify

QUESTIONS?

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