

DropTicks AI Article

ChatGPT Tip: Make ChatGPT Produce Checklists

ChatGPT Tips | Apr 10, 2026

Checklists make AI output easier to use in real work.

Article

Make ChatGPT Produce Checklists

Checklists make AI output easier to use in real work.

Best way to use it:

â€ Ask for sequenced steps.

â€ Require pass/fail criteria.

â€ Request common mistakes at the end.

Copy-ready prompt:

Create a practical checklist for [task]. Include the order of work, pass/fail criteria for each step, and common mistakes to avoid.

Quality check:

â€ Steps are ordered.

â€ Each step can be verified.

â€ Mistakes are practical.

DropTicks note:

Use ChatGPT like a workstation, not a magic answer box. Give it the role, goal, input material, constraints, expected output format, and review criteria. The stronger your workflow, the better the result.

Related source links:

â€ <https://help.openai.com/en/collections/3742473-chatgpt>

â€ <https://help.openai.com/en/articles/6825453-chatgpt-release-notes>

â€ <https://openai.com/index/introducing-chatgpt-search/>

â€ <https://openai.com/index/introducing-deep-research/>

â€ <https://openai.com/index/introducing-canvas/>

Web link

<https://www.dropticks.com/articles/chatgpt-tip-make-chatgpt-produce-checklists>

Related links

<https://help.openai.com/en/collections/3742473-chatgpt>

<https://help.openai.com/en/articles/6825453-chatgpt-release-notes>

<https://openai.com/index/introducing-chatgpt-search/>

<https://openai.com/index/introducing-deep-research/>

<https://openai.com/index/introducing-canvas/>