

DropTicks AI Article

ChatGPT Tip: Summarize Without Losing Decisions

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Summaries should keep decisions, risks, and next steps, not only main ideas.

Article

Summarize Without Losing Decisions

Summaries should keep decisions, risks, and next steps, not only main ideas.

Best way to use it:

â€ Ask for decision-focused summary.

â€ Request action items separately.

â€ Include unresolved questions.

Copy-ready prompt:

Summarize this for an executive. Include decisions, risks, action items, deadlines, and open questions: [text].

Quality check:

â€ Decisions are not buried.

â€ Actions are separate.

â€ Open questions remain visible.

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-summarize-without-losing-decisions>

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