

DropTicks AI Article

ChatGPT Tip: Turn Long Text Into Action Items

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Convert messy meeting notes, emails, transcripts, or documents into decisions and next steps.

Article

Turn Long Text Into Action Items

Convert messy meeting notes, emails, transcripts, or documents into decisions and next steps.

Best way to use it:

â€¢ Paste the source material.

â€¢ Ask for decisions, open questions, owners, and deadlines.

â€¢ Request unknowns as a separate section.

Copy-ready prompt:

Extract decisions, action items, owners, deadlines, blockers, and open questions from the text below. Use a table. If an owner or deadline is missing, write "Not specified."

Quality check:

â€¢ No action item is vague.

â€¢ Missing owners are marked clearly.

â€¢ Open questions are separated.

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-turn-long-text-into-action-items>

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