

DropTicks AI Article

ChatGPT Tip: Use ChatGPT To Build SOPs

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Standard operating procedures help teams repeat work consistently.

Article

Use ChatGPT To Build SOPs

Standard operating procedures help teams repeat work consistently.

Best way to use it:

â€¢ Describe the workflow.

â€¢ Ask for roles, steps, tools, exceptions, and QA.

â€¢ Convert into a checklist.

Copy-ready prompt:

Create an SOP for [workflow]. Include purpose, roles, tools, step-by-step process, exceptions, quality checks, and owner.

Quality check:

â€¢ A new person could follow it.

â€¢ Exceptions are covered.

â€¢ Quality checks are clear.

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-use-chatgpt-to-build-sops>

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