



Seattle Women in Tech Consortium

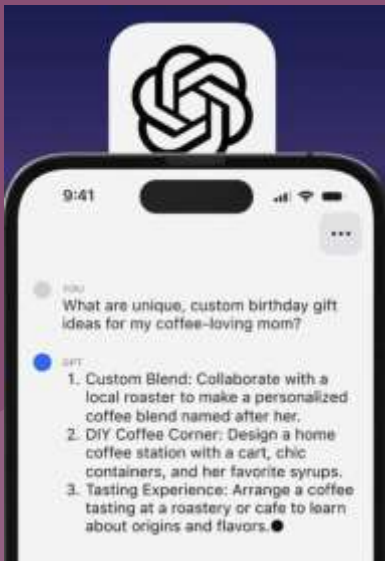
<http://seattlewomenintech.org>

Hands on Prompt Engineering to Improve
Productivity and Efficiency using ChatGPT



Ross Smith, FRSA

The Hands On Part 😊



https://chat.openai.com

Create your account

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Already have an account? [Log in](#)

OR



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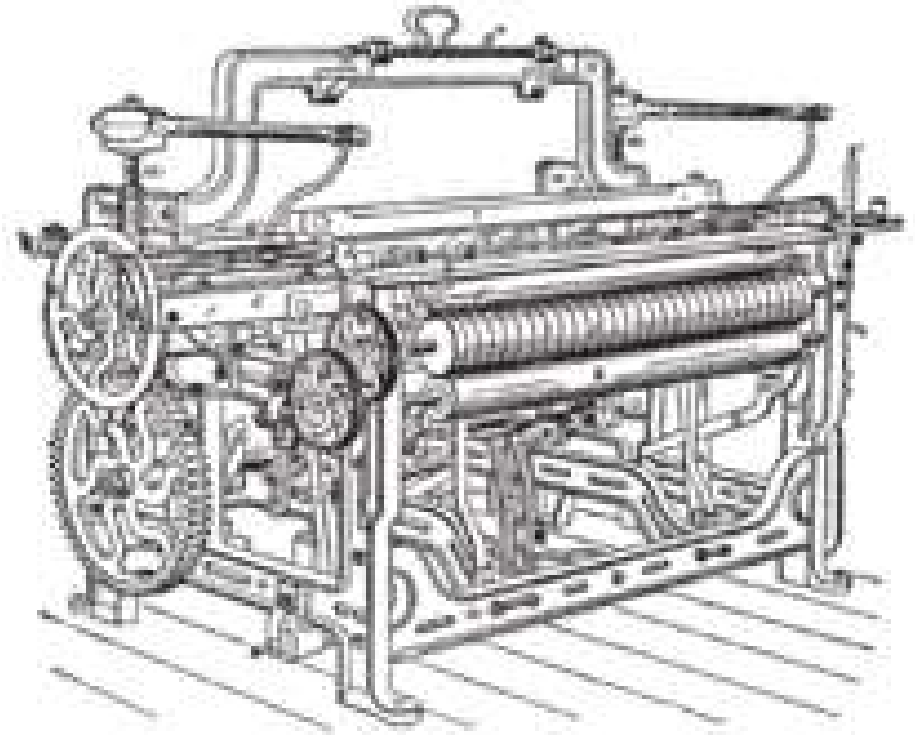



Continue with Microsoft Account



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Power Loom - 1790





Think of GenAI as
your really smart
imaginary friend !





What is a
“Prompt”

Elements of a Great Prompt

Instruction	Tell me about this or do that
Role	an identity that the AI is expected to emulate, act like, or duplicate in it's reply – “act like a...”
Context	show the AI more info about where/what it is – could be data, examples, previous articles, etc. “What are video codecs?” vs. “Can you create an outline for a 20 minute tutorial to teach support engineers about video codecs?”
Tone/Style Information	tone of writing – serious, academic, empathetic, inspiring, can be “write like this examples”
Formatting Information	table, markup language, code, etc.
An Example or Examples	give it data to show what you want – the more the better – above 20 not helpful

Use Cases



Text Generation –
most common

Summarization
and
Analysis

Translation
(language or age
group, role,
discipline)

Coaching /
Advice

Brainstorming
Partner

Image Generation

What can you Control through Prompting?



Length Control
(write 100 words)

Tone Control
(empathetic, polite,
direct)

Style Control (table,
CSV, bullet point
list)

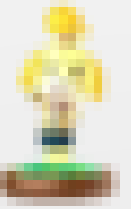
Audience Control
(explain to a 3rd
Grader)

Role/Context
Control
(You are a expert
scientist)

Chain of Thought
(let's think step by
step)

Hallucination
Control (Don't
make anything up
or add citations)

Imagine



You are talking to a smart imaginary friend who can help you!

They will be more helpful if you can give them specific guidance!

GREAT: “CAN YOU CREATE A LEARNING PLAN FOR ME TO BE MORE PRODUCTIVE OVER THE NEXT TWO WEEKS? I WANT TO COMMIT ONE HOUR A DAY TO THIS. PLEASE INCLUDE A LIST OF PRODUCTIVITY HACKS”

OK: “HOW CAN I BE MORE PRODUCTIVE?”

MEH: “PRODUCTIVITY”

“You are a productivity expert”

Copilot is more than a Search Engine

Some basic ideas for Prompting

Interview questions –
for me or for those I’m
hiring

Teach me about a
topic with a quiz

Build me a
development plan for
the next two weeks

Write an email

Create slides (using
PPT Copilot or write a
VBA macro)

Write a team
newsletter

Help me learn a
language

Create a meeting
agenda – with timings

Write an outline for a
whitepaper

Write a proposal for
my boss for a new
project

Give me ideas on
where I can research
a new product idea

Give me ideas for
team building
activities

Advise me how to
deal with a hostile
coworker

How should I respond
to this political
situation at work

Write a script for a
demo video on my
new feature, with
timings and narrative

Write a story I can tell
my kids to teach them
about how to be
responsible in X

Write an email to my
parents about the
need for elderly care

List 5 ways I can ask
my boss for a raise

Brainstorming Product Features

Industry Trends
Analysis

Competitor
Analysis

Customer Pain
Points

Technology
Integration

Cross-Industry
Inspiration

Sustainability
Focus

Personalization
and
Customization

Scalability and
Market Fit

Brainstorming
Sessions

Bonus Tip: Iterative Feedback After generating initial ideas, you can further refine them by discussing with ChatGPT potential challenges, market acceptance, and improvement suggestions. This iterative feedback process can help polish raw ideas into viable product concepts.

One shot vs. Few/Many Shot prompting

One shot – write a short email to my boss about the new project

Few or Many shot –
{background: the new project is going well. The team is motivated and on track. We are worried about our dependency on the marketing team.} Write a short email to my boss, considering {background}

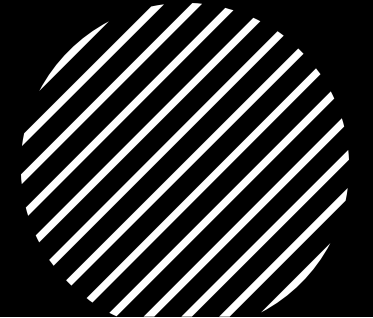
<Copilot answer>

User: Make it more optimistic about meeting our deadlines.

Few shot prompting gives the model examples to learn from....



Least to Many Prompting Copilot retains context



Write an introduction I can use with my team to talk about the new project.

You are an expert in cloud services. Write an introduction I can use to introduce a new offering to our team of experienced developers.

You are a cloud services expert who specializes in consumer mobile applications. Write an introduction I can use to introduce a project proposal for a mobile retail sales app to a team of experienced developers.

You are a cloud services expert who specializes in consumer mobile applications. Write an 5 minute introduction I can use to introduce an the idea of a mobile retail app to experienced developers in a fun and engaging way.

Chain of Thought Prompting (CoT)

Without Chain of Thought Prompting:

Prompt: "How should I handle the deployment of this new training program?"

With Chain of Thought Prompting:


Prompt: You are an expert planner here to help me. I have to deploy new a new training program. I have dependencies on the marketing team, our leadership team, and the content creation team. People are worried about the training. How should I handle the deployment? Can you write a plan for me. Please think this through step-by-step.

A-B test and Iterate



How should I handle the deployment of this new training program?

To handle the deployment of a new training program, you can follow these steps:

1. **Understand the Objectives:** Before deploying the program, ensure you have a clear understanding of the objectives and how the training aligns with the broader goals of the organization.
2. **Pilot Testing:** It's often beneficial to run a pilot session with a small, diverse group of participants. This allows you to gather feedback and make necessary adjustments before a full-scale rollout.
3. **Preparation:** Ensure all materials, resources, and trainers are fully prepared. This includes having all content reviewed, printed, or uploaded to your Learning Management System (LMS).
4. **Communication:** Communicate the training schedule, objectives, and expectations to all participants well in advance. Make sure to inform them about the logistics and any preparation required on their part.
5. **Technology Check:** If the training program involves any technological components (e.g., online modules, webinars), verify that all systems  functioning correctly and that participants know how to access and use them.

You are an expert planner here to help me. I have to deploy new a new training program. I have dependencies on the marketing team, our leadership team, and the content creation team. People are worried about the training. How should I handle the deployment? Can you write a plan for me. Please think this through step-by-step.

ChatGPT

Creating a learning plan to boost productivity involves identifying key areas you want to improve and selecting resources or activities that align with your goals. Since productivity can be enhanced in several ways, including time management, focus improvement, and mastering specific skills, I'll outline a broad plan that covers various aspects. You can adjust the focus based on your specific needs.

Week 1: Foundations of Productivity

Day 1: Setting Clear Goals

- Activity: Reflect on your short-term and long-term goals. Write them down in a journal.
- Resources: Read about SMART goals to understand how to set specific, measurable, achievable, relevant, and time-bound goals.

Day 2: Time Management Basics

- Activity: Learn about the Pomodoro Technique and try it for your day's tasks.
- Resources: Look for articles or videos explaining the Pomodoro Technique and its benefits.

Day 3: Prioritization Techniques

- Activity: Apply the Eisenhower Box (urgent-important matrix) to your tasks.
- Resources: Read about the Eisenhower Box and how to categorize tasks effectively.

Day 4: Introduction to Mindfulness and Focus

- Activity: Practice a 10-minute mindfulness meditation focusing on your breath.
- Resources: Use a meditation app or a guided meditation video for beginners.

Day 5: Decluttering Your Workspace

- Activity: Organize and declutter your physical and digital workspace.
- Resources: Find tips on creating a productive workspace environment online.

Day 6: Learning to Say No

- Activity: Reflect on past instances where saying "yes" decreased your productivity. Journal about how to say "no" in future situations.
- Resources: Read articles or watch videos on the power of saying no and setting boundaries.

Day 7: Weekly Review and Planning

- Activity: Review what you've learned and accomplished in the past week. Plan the next week by setting specific goals for each day.
- Resources: Use a planner or digital tool to organize your review and plan.

Week 2: Advanced Productivity Techniques

Day 8: Advanced Time Management Strategies

- Activity: Learn about and implement the "2-minute rule" for small tasks.
- Resources: Search for resources that explain the "2-minute rule" and its application.

Building your own GPT Model demo



RosssGPT

By Ross F Smith 

My Digital Twin - a Modern Work AI and customer service expert with a zest for seizing life's moments with cartooning, painting, and making some snow turns all year!

Q&A and Resources

New book coming Summer 2024:

AI Revolution in Customer Service AIRevolutionBook.com



[Copilot Lab \(cloud.microsoft\)](https://cloud.microsoft.com)

<https://www.thepromptindex.com/>

FutureWorldAlliance.org - will post the slides here under Resources

[Six D's Framework for building your own model](#)

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