TABLE OF CONTENTS

Introduction What Will You Use All This Free Time For?	1
Introduction: Test Your Knowledge	3
Introduction: Solutions and Suggested Responses	5
PART I: GET CURIOUS	7
Chapter 1: What Is ChatGPT?	9
A Brief History	11
Is This Just Another Fad?	13
It's a Tool for Good	15
Reclaim Your Work-Life Balance	15
It Pays to Keep Up with Changes	16
Chapter 1: Test Your Knowledge	21
Chapter 1: Solutions and Suggested Responses	23
Chapter 2: The Pros and Cons	25
Can ChatGPT Be Used for Evil?	26
Chapter 2: Test Your Knowledge	33
Chapter 2: Solutions and Suggested Responses	35
Chapter 3: It's All About the Prompts	37
What Exactly Is a Prompt?	37
What Makes a Good Prompt?	38
Different Types of Prompts Can Lead to Different Types of Responses	40
Voice to Text	43
There's No Longer Such Thing As Writer's Block	43
Get Your ChatGPT Radar Tuned In	45
What About Being Polite to ChatGPT?	46
Chapter 3: Test Your Knowledge	51
Chapter 3: Solutions and Suggested Responses	53
PART II: GET PRODUCTIVE	55
Chapter 4: At Work	57
The Virtual Human Resources Administrator	59
The Virtual Personal Assistant	60
The Virtual Brainstormer	61
The Virtual Summarizer	61
The Virtual Ghost Writer	62
The Virtual Thought Partner	63
The Virtual Researcher	63
The Virtual Tactician	64

The Virtual Business Consultant or Strategist	64
The Sky Is Quite Literally the Limit	66
Chapter 4: Test Your Knowledge	71
Chapter 4: Solutions and Suggested Responses	73
Chapter 5: At Home	75
The Virtual Assistant	76
The Virtual Menu Planner (or Dietary Strategist)	77
The Virtual Travel Agent	80
The Virtual Personal Trainer	82
The Virtual Financial Controller	82
The Virtual Entertainment Curator	83
The Virtual Personal Shopper	83
The Virtual Home Organizer	83
The Virtual Homework Tutor	84
To Recap	86
Chapter 5: Test Your Knowledge	91
Chapter 5: Solutions and Suggested Responses	93
Chapter 6: Beyond the Basics	95
The Virtual Multiplier	96
The Virtual Empath	96
The Virtual Disruptor	97
The Virtual Weirdo	97
The Virtual Ideator	97
The Virtual Journalist	98
The Virtual Content Creator	98
The Virtual Social Media Manager	99
Where to From Here?	102
What Else Is There?	103
Chapter 6: Test Your Knowledge	107
Chapter 6: Solutions and Suggested Responses	109
The Elephant in the Room	111
References	113
Glossary	117
Index	118
Final Exam Copy	120