

Get more from the ChatGPT you already have

You may already have tools for more than answers. Put them to work on your inbox, calendar, appointments, files and marketing.

Connect five useful apps

Open Plugins in ChatGPT. Five go-to connections are Gmail, Google Calendar, Slack, Google Drive and Notion. Open each plugin and connect the account you want it to use. Outlook Email and Outlook Calendar are alternatives. Then open Work, choose the relevant apps and a working folder, and describe the finished result. Browser work requires browser access.

You already use ChatGPT. Give it more useful work.

ChatGPT can help finish specific jobs across your day. Give it the right apps, files and a clear result to produce.

Five useful starting points

1. Review your inbox, draft replies and send emails with your authorization.
2. Put a realistic plan in your calendar.
3. Compare appointment options and help book one.
4. Organize one selected folder on your computer.
5. Turn a marketing brief into a style guide, launch email and social post.

What the kit gives you

Five exact prompts, a setup checklist, a fictional marketing brief with sample outputs and an editable skill template. Start with one job and the features available in your account. This guide is about getting more value from what you have; it does not require buying a higher plan.

The app matters

This guide includes current ChatGPT Work features. Local folder work needs desktop access to your selected workspace; browser tasks and connected actions depend on your app, plan and rollout. The setup page tells you what each job needs.

Set it up once.

Choose one job and connect only what it needs. The important part is that ChatGPT can reach the right source.

01 / Connect an app

In the current desktop app, open Plugins, choose the plugin, click + to install and authenticate. Start a new chat. Some ChatGPT surfaces call connected tools Apps. Check the exact account and whether access is

read-only or supports actions.

02 / Give it the right files

For desktop folder work, select one folder or workspace and grant the needed access. On the web, attach files or connect storage. Signing in does not give ChatGPT access to the whole computer.

03 / Use Work for website steps

For appointment research, give it the website or local area and constraints. Sign in if needed. Ask for the final booking details before committing.

04 / Save what works as a skill

A skill stores your repeatable instructions and templates. It does not grant app access. First finish a job you like; then save that process. A starter SKILL.md is included.

Quick check

Ask: Which account and folder can you access? What can you change? What needs me? Then inspect one result in the actual app or folder.

01 / The emails you owe.

Result: up to five real threads with source links and ready-to-review replies.

What to connect

A supported Gmail or Outlook connection with access to the right mailbox. If the connection is read-only, you can still review the drafts in chat.

Copy this prompt

Using my connected [Gmail/Outlook], review the last seven days and find up to five threads that still need a reply from me. Exclude newsletters, receipts and threads someone already answered.

For each: show the sender, actual question, source link and why it needs me. Draft a concise reply in my voice. Ask about missing facts instead of making a promise for me. Put urgent stated deadlines first. Show me the drafts before sending anything.

Check before using

Open one source thread. Confirm it still needs your reply and the draft does not promise something you never agreed to.

02 / Put the school date in your calendar.

Result: an accurate event from the school email or flyer, with the source and prep notes attached.

What to connect

Your supported calendar app. Calendar reads and calendar writes are separate capabilities; check the available permissions.

Copy this prompt

Use the school email or flyer I attach to make one accurate Google Calendar event. My time zone is [America/Los_Angeles] and the calendar is [Family]. The event is for [child name / class].

Extract the event title, full date, start/end time, location, required items and preparation deadline. Show the source link or attachment name and the date it was sent. Keep missing details marked unknown; ask me before filling any gap. Do not assume a school activity requires a parent to attend.

Check my calendar for conflicts and an existing matching event. Show me the proposed event and reminder first. After I approve, create it or update the matching event once if the connection supports writes. Put the source and preparation notes in the description. Return the calendar link. If you cannot write, give me an importable calendar file instead. Do not invite anyone unless I ask.

Check before using

Read the actual school message. Confirm the full date, time zone and child. Keep a missing end time unknown until you answer. Check the Calendar link and make sure the event appears once, on the right calendar.

Also want time blocks?

The bonus prompt in prompts.txt fits focus time, workouts and admin around your real calendar. Use it after the event is correct.

03 / The appointment you keep avoiding.

Result: two real options, then help completing the selected booking.

What to use

ChatGPT Work with browser access. Have your location, available times, budget and any provider requirement ready.

Copy this prompt

Help me book [a haircut / dentist cleaning / car service] near [ZIP code]. I can do [Tuesday or Thursday, 10am-2pm], and my budget is [amount]. Check the provider websites for current availability, total price and cancellation policy. If a detail requires a call, mark it unknown.

Give me the best two options with direct links and why they fit. Use the browser to help with the selected booking. Ask me before confirming the appointment or paying. Do not invent an available slot or say it is booked until the site confirms it.

Check before using

Availability can change during the task. Read the selected provider, time, total price and cancellation rule before confirming. A shortlist is not a completed booking.

04 / The folder you cannot find anything in.

Result: one organized folder with a move log, so you can see what changed.

What to use

Desktop Work/Codex with access to one selected folder. Test with the sample-folder included in this kit. Web ChatGPT needs uploaded or connected files instead.

Copy this prompt

Organize only the folder I selected: [folder name]. First inventory the files and propose a simple structure: Documents, Photos, Receipts and To review. Show a preview of each planned move or rename. Keep file extensions and original dates where available.

After I approve, make the changes in that folder only. Do not delete files or overwrite collisions. Put suspected duplicates in the review list. Save a move log with the original and new paths so changes can be reversed. Open a sample of the moved files and confirm they still work.

Check before using

Review the proposed moves, then approve. Open a few moved files. Keep the log. A renamed file that no longer opens is not a successful cleanup.

05 / Turn a marketing brief into finished pieces.

Result: one marketing brief, a mini style guide, a launch email and a designed social post that follow the same direction.

What to use

ChatGPT Work with file creation. Attach your brand notes, audience, offer and one or two references. A text-based graphic can be built with editable typography; image generation is optional if your concept needs original imagery.

Copy this prompt

Use the brand notes, offer details and references I attach to create a one-page marketing brief for [campaign]. Include audience, goal, key message, offer, call to action and deliverables. Flag missing facts and distinguish suggestions from confirmed brand rules.

Then put the brief into action: create a mini style guide with color codes, font recommendations, tone and layout rules; write a launch email with a subject line and preview text; and design one 1080 x 1350 social post with a matching caption. Use the same message and visual rules across every piece. Use editable text for exact wording. Ask before inventing prices, dates or product claims.

Return the brief as an editable document, the style guide as an HTML or PDF file, the email as text, and the social post as an editable SVG plus a PNG if available. Open and check the outputs for consistent colors, wording, CTA and text fit. Keep everything as drafts; do not send or publish.

See the brief put into action

The included fictional Studio Sunday example promotes a free marketing checklist for independent service businesses. The brief sets one message: "A clearer plan for your next launch." The style guide sets cream, ink and rust colors with a calm, direct voice. The launch email and social graphic reuse that message and the same "Get the free checklist" CTA.

Open `sample-marketing-brief.md`, `sample-style-guide.html`, `sample-launch-email.txt` and `sample-social-post.svg`. These are authored teaching examples, not an unedited benchmark or a real campaign. Replace the fictional offer and destination before using them.

Check before using

Check the audience, offer and call to action against your source notes. Open every file. Make sure the email and graphic use the same message, brand rules and destination. Review claims and links before you send or publish.

Make the next run easier.

Once one workflow works, save the instructions you would otherwise repeat.

Copy this skill prompt

Turn the workflow we just completed into a reusable skill called "My Life Admin Helper." Include: when to use it, what inputs to ask for, which app or folder is required, the steps, the output format and where I review an action before it happens.

Use only the preferences I confirmed. Keep account access separate from the skill. Save it in the skills location supported by this app, or return the complete `SKILL.md` for me to install. Test it on a new sample and show what you changed.

Inside the starter SKILL.md

When to use it. Required inputs. Source and account checks. The steps. The review point. The finished result. Fill in your tone, working hours and file preferences.

One small test

Use the saved workflow on another email or another sample marketing brief. Confirm it asks for missing facts, uses the right app and returns the file or link you expected.

References

Official ChatGPT plugin, skill, browser, file and permission documentation are linked in the web guide. Updated September 14, 2026. Features depend on app, plan, region and rollout.

Sources

- ChatGPT plugins
- Skills and plugins
- ChatGPT browser
- Files and artifacts
- Permission modes
- Image generation

Direct the marketing work

Use the Studio Sunday sample brief. Ask ChatGPT to apply one brand direction across the style guide, launch email and social graphic. The included example uses forest ink (#35453F), apricot (#E6A181) and warm paper (#F5EDDB), with textured paper and a simple editorial layout. Review the offer, factual claims, links and legibility before use. This is a fictional teaching brand.