

BUSINESS IN A BOX

CHATGPT FOR COMPLETE BEGINNERS

Use AI as your business assistant—
even if you have never used it before.

PLAIN LANGUAGE • COPY-AND-PASTE PRACTICE • EXACT STEPS

Read on any device. A computer is preferred for building products and files.

Created by Mr. Mike

You Do Not Need to Be “Good With Technology”

This guide begins at the beginning. If you can type a message, copy text, and follow one step at a time, you can use ChatGPT.

ChatGPT may look complicated when people describe models, prompts, tools, memory, files, and artificial intelligence all at once. We are going to remove that noise. You will first learn what ChatGPT is, then send a simple message, then improve the answer, then organize the conversations you will use to build your business.

You are not expected to understand every feature. You only need the skills that help you complete this system safely and confidently.

YOUR GOAL: By the end of this guide, you will be able to open the correct conversation, paste a provided prompt, add your information, answer follow-up questions, review the result, request changes, and save the approved work.

What you will learn

- What ChatGPT is, what it can do, and where it can make mistakes.
- How to create or access an account on a phone or computer.
- How to start, rename, find, continue, archive, and delete conversations.
- What a prompt is and how to customize one without breaking it.
- How to upload a document, image, or screenshot when visual context matters.
- How to ask for corrections when an answer is generic, inaccurate, or confusing.
- When to continue the current conversation and when to open a fresh one.
- How to carry your important business context into separate project chats.
- How to protect private information and verify important claims.

Complete the practice exercise near the end. Reading alone can make a tool feel familiar, but sending messages and improving the result is how you build confidence.

What ChatGPT Is—and What It Is Not

ChatGPT is an artificial-intelligence assistant that communicates through ordinary language. You can ask a question, explain a problem, paste rough notes, attach a file, or describe something you want created. It responds based on your instructions and the context available in that conversation.

For this business system, ChatGPT will help you brainstorm, organize, draft, compare, revise, simplify, check, and troubleshoot. It is useful because you do not have to begin every task with a blank page.

ChatGPT is useful for:

- Turning scattered thoughts into an organized outline.
- Asking questions that help you clarify an audience or product idea.
- Creating a first draft that you review and improve.
- Explaining an unfamiliar concept in simpler language.
- Comparing options using criteria you provide.
- Reviewing material for missing steps, confusing wording, or inconsistent details.
- Creating reusable files such as documents, worksheets, checklists, and PDFs when that capability is available.

ChatGPT is not:

- A person who understands your life without being given context.
- Automatically correct, current, unbiased, or qualified in every subject.
- A replacement for your experience, judgment, customer knowledge, or responsibility.
- A licensed attorney, accountant, doctor, financial adviser, or other professional.
- A guarantee that a product, page, email, or marketing idea will work.

BEST MINDSET: Treat ChatGPT like a fast assistant whose work must be directed and reviewed—not like an all-knowing machine whose first answer must be accepted.

CHOOSE A PLAN

Free or Plus: Which One Do You Need?

You can begin this system with the free plan. Upgrade only when the additional capacity or tools would genuinely help your workflow.

Costs \$0 per month. Good for learning the basics, brainstorming, short drafts, and testing the system.	Currently listed at \$20 per month in the United States. Provides broader access and higher usage for eligible models and tools.
May have tighter limits for files, images, advanced tools, or heavier use. Limits can change.	Usually better for frequent creation, larger files, longer work sessions, and more demanding projects. Limits still apply.
Best if you are starting carefully, have a small budget, or want to prove you will use the tool consistently.	Best if free-plan limits repeatedly interrupt real work or paid features save enough time to justify the cost.

Our recommendation

Start free if you are uncertain. Complete the beginner practice and begin the product-discovery work. If you reach limits often, need more file or image work, or want ChatGPT to handle larger deliverables, then consider Plus.

Do not upgrade because you believe a paid plan automatically produces better business ideas. Better results still require useful context, honest answers, careful review, and a strong product. A subscription increases capability and convenience; it does not replace the work.

PLAN DETAILS CHANGE. Before paying, review the current plan description inside ChatGPT. This guide was verified on October 14, 2026. The workflow remains useful even if prices, limits, models, or button locations change.

You do not need an API key for this package. An API key is used for separate developer and automation products and may create usage-based charges. Do not enter billing information for an API unless a later tool specifically requires it and you understand the cost.

Open ChatGPT and Sign In

Either device. You may use a web browser or the official ChatGPT mobile application. A regular account allows your conversations to remain available when you switch devices and sign in with the same account.

On a computer

1. Open a trusted browser such as Chrome, Edge, Safari, or Firefox.
2. Type chatgpt.com directly into the address bar and press Enter.
3. Select Sign up if you need an account, or Log in if you already have one.
4. Follow the account instructions shown. You may be offered email or supported sign-in options.
5. After signing in, confirm that you can see a message box where you can type to ChatGPT.

On a phone or tablet

1. Use your browser and visit chatgpt.com, or open your device's official app store.
2. If installing the app, confirm that the publisher is OpenAI. Avoid look-alike applications.
3. Open the app and sign in with the same account you plan to use for this business.
4. Allow notifications, microphone, photos, or file access only when you understand why the permission is requested. Most can be changed later in device settings.

STOP AND CHECK: You should be signed in and able to see a place to type a message. If the screen differs from this guide, look for words such as "Chat," "New chat," or "Message." Interfaces change, but the goal remains the same.

Write down which email or sign-in method you used, but never place the password inside your business documents or ChatGPT conversations. Use a trusted password manager if you need help storing passwords securely.

Learn the Five Areas You Will Use Most

The exact layout may change by device, account, or update. Do not panic if your screen is not identical to an example. Find the function by its name or icon and focus on the outcome.

1. The message box. This is where you type or paste instructions. It is usually near the bottom of an open conversation.
2. The send control. After your message is ready, select the arrow or send button. On some computers, pressing Enter may also send.
3. New chat. This begins a separate conversation. Use it when starting a different job or when instructed by this package.
4. Conversation history. This shows saved chats. On a phone, you may need to open a side menu. On a computer, the list may already appear on the left.
5. Account and settings. Your picture, initials, name, or menu icon usually opens settings for plan, privacy, personalization, and other account controls.

Controls you may also see

- Attachment or plus button: Add a file, photo, screenshot, or supported tool.
- Microphone: Dictate a message. Review the transcription before sending.
- Model or mode selector: Choose an available type of ChatGPT experience. Availability depends on the account and plan.
- Stop button: Stop a response that is going in the wrong direction or taking longer than necessary.
- Copy, thumbs, share, or more menu: Copy an answer, give feedback, share carefully, or open additional actions.

YOU CANNOT BREAK CHATGPT by asking a normal question. If you open the wrong menu, close it. If a conversation becomes confusing, start a new chat. Your business files remain safe when you store copies outside ChatGPT.

Before continuing, locate the message box, New chat control, conversation history, and account/settings menu on your device.

Send Your First Message

Start with something simple. This exercise proves that ChatGPT works like a conversation: you give an instruction, review the response, and then guide it toward something more useful.

Step 1: Start a fresh conversation

Select New chat. Click or tap inside the message box. Type the prompt below exactly as written, or copy and paste it.

PRACTICE PROMPT

Explain what a digital product is to someone who has never sold anything online. Use plain language, give five examples, and keep the answer under 250 words.

Step 2: Send and read

Select Send. Read the complete answer. Do not worry about whether it is perfect. Notice that ChatGPT followed several instructions: the topic, audience level, number of examples, and maximum length.

Step 3: Request one improvement

Now rewrite the explanation for a 70-year-old beginner. Remove technical language and use one everyday comparison.

Step 4: Compare the answers

The second answer should respond to your new direction while using the earlier conversation as context. This is called a follow-up. You did not need to repeat the original request because both messages were inside the same conversation.

STOP AND CHECK: You sent a message, received an answer, and improved it with a follow-up. That basic pattern—ask, review, correct, refine—is the foundation of everything we will do.

If nothing happens, check your internet connection and make sure you selected Send. If an error appears, wait briefly and try again. Do not paste the same request many times in rapid succession.

The Four Parts of a Useful Prompt

A prompt is the instruction or information you send to ChatGPT. You do not need special code. Write as if you were explaining a job to a capable assistant who cannot read your mind.

1. Goal: What do you want completed? Example: "Create a checklist for preparing a home before a winter storm."
2. Context: What facts change the answer? Example: "The reader lives in an apartment, has two cats, and has never prepared before."
3. Output: What should the result look like? Example: "Use three sections and no more than 20 checklist items."
4. Boundaries: What must it include, avoid, preserve, or verify? Example: "Use plain language, do not recommend unsafe heating methods, and flag advice that should be confirmed locally."

Weak prompt

Make me a winter guide.

Stronger prompt

Create a beginner-friendly winter-storm preparation checklist for an apartment renter with two cats. Organize it into supplies, home preparation, and what to do during an outage. Use no more than 20 items, explain unfamiliar terms, avoid unsafe heating advice, and tell the reader to confirm local emergency guidance.

The stronger version reduces guessing. ChatGPT understands the task, reader, situation, structure, size, and safety boundary.

YOU DO NOT NEED A PERFECT FIRST PROMPT. A clear goal and relevant context are enough to begin. Review the answer, then add what is missing through follow-up messages.

The prompts in this package are longer because they control complex business tasks. You will usually paste them instead of typing them manually.

How to Use the Prompts in This Package

Prompts will appear inside clearly labeled boxes. Copy the entire prompt, replace the bracketed placeholders with your information, and paste it into the conversation named in the lesson.

On a computer

1. Place the pointer at the beginning of the prompt, hold the mouse button, and drag to highlight the complete text. If a Copy button is provided, use it.
2. Copy with Ctrl+C on Windows or Command+C on Mac.
3. Click inside ChatGPT's message box.
4. Paste with Ctrl+V on Windows or Command+V on Mac.

On a phone or tablet

1. Press and hold on the prompt text until selection controls appear.
2. Move the selection handles if necessary, then tap Copy. A provided Copy button may be easier.
3. Switch to ChatGPT and press inside the message box.
4. Tap Paste. Read the prompt before sending.

Replace bracketed text

My niche is [YOUR NICHE]. My audience is [WHO YOU HELP]. Ask me one question at a time to identify five problems they may pay to solve.

The brackets are instructions for you. Replace them like this: "My niche is beginner gardening. My audience is apartment renters who want to grow herbs." Remove the brackets before sending.

DO NOT REMOVE the rest of the prompt merely because it looks long. The details control the quality, order, safety, and format of the answer. Change only the sections the guide tells you to customize.

Use Follow-Ups Instead of Starting Over

Your first answer is a draft, not a verdict. Stay in the same conversation when you are improving the same task because ChatGPT can use the earlier messages as context.

Useful follow-up instructions

- “Explain that in simpler language and define every technical term.”
- “Ask me three questions before revising this.”
- “Keep the structure, but make the tone warmer and less formal.”
- “Give me three alternatives with different approaches.”
- “This section is inaccurate because _____. Correct it and preserve everything else.”
- “What information are you assuming that I have not confirmed?”
- “Show me what is missing before you create the final version.”
- “Do not continue until I approve the outline.”
- “Shorten this by 25 percent without removing the instructions.”
- “Review the result against the requirements in my original prompt and list any requirement you missed.”

Correct the direction early

If ChatGPT begins building the wrong thing, stop it and explain the problem immediately. Do not wait for ten more pages of incorrect work. A direct correction saves time:

Stop. You are writing this for experienced marketers, but my reader is a complete beginner. Rewrite only the first section at a sixth-grade reading level. Define “conversion” the first time you use it. Wait for my approval before continuing.

BE SPECIFIC ABOUT THE PROBLEM. “I don’t like it” gives ChatGPT little direction. “The tone is too formal, the paragraphs are too long, and the example does not fit my audience” gives it something useful to correct.

Ask for One Question or One Step at a Time

Long lists can overwhelm a beginner. ChatGPT also tends to make assumptions when it tries to complete a complex task before collecting enough information. Slow the conversation down.

Use an interview prompt

Help me define my digital-product audience. Ask me one question at a time. Wait for my answer after each question. If my answer is vague, ask a clarifying question before moving forward. Do not recommend a product until I tell you the interview is complete.

Why one question at a time works

- You can focus on one decision instead of answering a giant questionnaire.
- ChatGPT can use each answer to choose a better next question.
- You notice misunderstandings before they spread through the project.
- The final recommendation is based on your actual information rather than guesses.

Use a step-by-step instruction prompt

Walk me through this setup one step at a time. Assume I am a complete beginner. Tell me what to click, what I should see, and when to stop. Do not give me the next step until I confirm the current one is complete.

If you become lost

Pause. Summarize what we have completed, what decision we are currently making, and the single next action I should take. Use plain language.

YOU SET THE SPEED. ChatGPT may respond quickly, but you do not have to work quickly. Read, complete the action, save the result, and then ask for the next step.

This package often uses “one question at a time” because it works across different niches and experience levels. Your answers guide the system toward your business.

Start, Rename, Find, Archive, or Delete a Chat

A conversation is one continuous thread of messages. Keeping chats organized prevents you from pasting a product outline into a conversation about an unrelated topic.

Start a new chat

Select New chat from the main screen or side menu. Use a fresh chat when the guide provides a new conversation name.

Rename a chat

Open the conversation's menu, often shown as three dots or a similar control near its title. Choose Rename when available, type the exact project name, and save. ChatGPT may create an automatic title first; you can replace it.

Find a previous chat

Open conversation history. Scroll, browse a project, or use search if it is available. Search for a distinctive word from the title. On mobile, the history may be inside the side menu.

Archive a chat

Archiving removes clutter without intentionally deleting the conversation. Open the chat menu and choose Archive. Archived chats can usually be managed from Settings. Use archive for material you want to keep but do not need in your daily list.

Delete a chat

Open the chat menu and choose Delete, then confirm. Deletion is different from archiving and may not be reversible. Save any important answer or file outside ChatGPT before deleting.

CAUTION: Deleting a conversation does not necessarily remove a separately saved memory, Library file, connected source, or copy you downloaded. Privacy cleanup may require checking more than one location.

If the interface changes, open the conversation's options menu and look for the action that produces the same result.

Continue This Chat or Start a Fresh One?

ChatGPT uses the messages and materials available in the current conversation. That context is helpful when the work belongs together, but unrelated history can cause confusion.

Continue the current chat when:

- You are revising the same outline, product, page, email, or decision.
- The new request depends on information already discussed in that conversation.
- You are giving feedback on the answer ChatGPT just produced.
- You want ChatGPT to preserve an approved structure, tone, or requirement.

Start a fresh chat when:

- You are beginning a different major job, such as moving from product writing to funnel construction.
- The conversation has become cluttered, contradictory, or repeatedly confused.
- You need a clean review from an editor that should not be influenced by the drafting discussion.
- This package gives you a different named master prompt.
- You are troubleshooting a technical problem and want only the facts relevant to that problem.

Before leaving a long chat

Create a Project Context Capsule for a fresh conversation. Include the audience, product, approved decisions, tone, required constraints, current progress, unresolved questions, and the exact next task. Do not invent missing information. Mark anything uncertain as NEEDS CONFIRMATION.

FRESH CHAT DOES NOT MEAN STARTING FROM ZERO. Carry the approved facts forward using a Context Capsule, then paste the prompt for the next job.

When a chat goes off course, first try a direct correction and summary. Start fresh only when the conversation remains unreliable or the work has moved into a separate role.

The Conversations You Will Create

During this package, you will create separate conversations for major roles. Think of them as labeled work folders. Do not create all of them today. Create each one when its guide tells you to begin.

1. 01 - My Business Command Center — Your core audience, experience, resources, goals, and business decisions.
2. 02 - Audience Problem Finder — Questions, frustrations, desired outcomes, and product opportunities.
3. 03 - Product Research and Validation — Evidence, alternatives, competitor observations, and risk checks.
4. 04 - Product Architect — Product promise, scope, structure, lessons, tools, and customer journey.
5. 05 - Product Builder — Drafting, examples, exercises, worksheets, and revisions.
6. 06 - Product Editor and Quality Check — Accuracy, clarity, usefulness, consistency, and missing steps.
7. 07 - Brand and Visual Studio — Covers, graphics, mockups, image directions, colors, and visual consistency.
8. 08 - Offer and Sales Page — Positioning, price reasoning, inclusions, objections, policies, and page copy.
9. 09 - Systeme.io Setup Assistant — Pages, email, checkout, delivery, automation, and testing.
10. 10 - Email Campaign Builder — Welcome, delivery, education, offer, and customer-support messages.
11. 11 - Launch Content Engine — Content angles, hooks, calls to action, launch plan, and traffic experiments.
12. 12 - Troubleshooting and Improvement — Broken steps, unclear messaging, customer questions, results, and updates.

WHY SEPARATE CHATS? Each conversation receives a focused job. This reduces conflicting instructions and makes important work easier to find later.

Use the exact numbered titles so the chats remain in a logical order when your history or project supports sorting. If ChatGPT changes the title automatically, rename it again.

Your Business Context Capsule

ChatGPT does not need your entire life story in every conversation. It needs the facts that change the quality of the current task. A Context Capsule is a short, approved summary that carries those facts into a fresh chat.

Your capsule will eventually include:

- Your niche and the specific audience you help.
- Your relevant knowledge, experience, strengths, and limitations.
- The problem the product addresses and the realistic outcome it supports.
- The product format, scope, price direction, tone, and brand choices.
- Claims or topics that must be avoided or verified.
- Tools, budget, schedule, device, and production constraints.
- Approved decisions, current progress, and unresolved questions.

Temporary practice capsule

PROJECT CONTEXT CAPSULE

Niche: Beginner home gardening

Audience: Apartment renters with limited outdoor space

Current goal: Identify one small digital product idea

Experience: I have grown herbs indoors for five years

Tone: Friendly, practical, non-technical

Constraints: No medical claims; budget under \$50; product must be a PDF

Current status: Audience selected; product not selected

Next task: Ask me one question at a time to identify repeated audience problems

Paste the capsule near the beginning of the appropriate fresh conversation, followed by the master prompt for that job. Review it before reuse. Update decisions that changed and remove outdated statements.

MEMORY IS NOT YOUR ONLY RECORD. Even when personalization or memory is available, keep your approved Context Capsule in your own business folder. You control that copy and can verify exactly what it says.

Upload a File, Photo, or Screenshot

Attach source material when ChatGPT needs to see the actual item. A screenshot is more useful than saying “the button is missing.” A draft is more useful than asking for vague editing advice.

Basic upload steps

1. Open the correct conversation.
2. Select the attachment, plus, paperclip, or file control near the message box.
3. Choose the file, photo, or screenshot from your device.
4. Wait until the attachment appears in the message area.
5. Add a written instruction explaining what the file is and what you want ChatGPT to do.
6. Send the message. Review whether ChatGPT used the correct file before relying on the answer.

Give a precise instruction

This screenshot shows the Systeme.io page I am currently viewing. I am trying to connect the button to my thank-you page. Identify the button or menu that appears relevant, but do not guess if the label is unreadable. Tell me what you can confirm from the screenshot and ask for another image if needed.

Good reasons to attach material

- Review a product draft against a checklist.
- Extract or reorganize your own notes.
- Identify a visible setting or error message.
- Compare two versions of a page or graphic.
- Use an approved brand image as visual context.
- Create a new document using files you own or have permission to use.

PRIVACY CHECK: Before uploading, look for names, email addresses, account numbers, customer information, payment details, passwords, private messages, and browser tabs. Crop, cover, or remove anything ChatGPT does not need.

Upload availability and limits depend on your plan, platform, region, and account settings. If you reach a limit, save your work and continue later rather than repeatedly retrying.

Create, Review, Download, and Find a File

Some ChatGPT experiences can create downloadable documents, PDFs, spreadsheets, presentations, images, or other files. When you request a file, specify the content, format, audience, design requirements, and quality checks.

A useful file request

Create a mobile-friendly PDF checklist for first-time apartment herb gardeners. Use US Letter portrait pages, one column, readable body text, clear headings, and no stretched images. Include the approved content from this conversation. Before delivering it, check every page for clipped text, empty half-pages, broken characters, and inconsistent spacing.

Review before downloading

1. Open the preview or file link if one appears.
2. Read the title, headings, instructions, examples, and final page.
3. Check spelling, facts, page fullness, image proportions, and mobile readability.
4. Ask for focused corrections. Identify the page or section and state what must remain unchanged.
5. Open the revised file again. Never assume a correction worked merely because ChatGPT said it did.
6. Download the approved version to the correct business folder.

Find the download

On a computer, your browser usually places downloads in a Downloads folder unless you chose another location. On a phone, check the Files app, Downloads folder, browser download list, or the location you selected when saving.

RENAME THE FILE IMMEDIATELY. Use a clear name with status or date, such as “Herb_Garden_Checklist_FINAL_2026-10-14.pdf.” Keep the editable source and customer-ready version when both exist.

A file link inside a conversation is not your backup. Download the final file, store it in your organized workspace, and keep a second copy when the product matters to your business.

Memory, Temporary Chat, and Data Controls

ChatGPT may personalize responses using saved memories, past chats, files, or other sources. Availability varies. Personalization can help, but understand what is enabled and keep your own records.

Memory

Memory can reuse relevant preferences or details across conversations. It does not guarantee every fact will be remembered, and deleting a chat may not delete a separately saved memory. Review available controls in Settings.

Temporary Chat

Temporary Chat stays out of regular history unless saved. It does not create or use memory while temporary and is not used to improve models. OpenAI may retain a copy for a limited safety period; saving it changes how it is handled.

Data controls

Open Settings and look for Data controls. Options may include model improvement, data export, shared links, and other privacy settings. Read the current descriptions before making changes.

Business safety rules

- Do not paste passwords, security codes, card numbers, tax identifiers, or banking credentials.
- Remove customer names and identifying details unless you have a lawful, necessary reason and appropriate permission.
- Do not rely on memory as the official record of a business decision.
- Review shared links before sending them. A shared conversation can expose context you forgot was included.
- Delete or archive only after saving any material you need elsewhere.

SIMPLE RULE: If information would create harm if exposed, do not place it in an ordinary ChatGPT conversation. Use the minimum context required for the task.

How to Catch Wrong or Invented Answers

ChatGPT can produce a confident answer that is incomplete, outdated, misunderstood, or false. This is sometimes called a hallucination. Your job is not to become suspicious of everything; your job is to verify what matters.

Higher-risk information

- Legal requirements, contracts, taxes, accounting, refunds, privacy, and business registration.
- Medical, mental-health, safety, nutrition, or emergency guidance.
- Prices, software limits, platform rules, eligibility, policies, and feature availability.
- Statistics, research claims, quotations, dates, historical facts, and named experts.
- Anything that affects another person's money, health, rights, safety, or major decision.

Use this verification request

Review the factual claims in this answer. Separate confirmed facts, reasonable inferences, opinions, and items that still need verification. For any current claim, use reliable current sources and provide links. If you cannot verify something, say so clearly instead of guessing.

Then perform your own check

1. Open the cited source instead of trusting the citation label.
2. Confirm that the source actually supports the nearby claim.
3. Prefer official documentation, government sources, original research, or qualified primary sources when appropriate.
4. Check the publication or update date for information that changes.
5. Remove or rewrite any claim you cannot responsibly support.

CHATGPT CAN HELP YOU RESEARCH. IT CANNOT ACCEPT RESPONSIBILITY FOR WHAT YOU PUBLISH. Your name, business, and customer relationship remain attached to the final product.

For legal, tax, medical, financial, or other regulated advice, use qualified professional guidance rather than presenting AI-generated material as personalized expertise.

Remove Generic, Robotic, and Overconfident Writing

AI drafts often sound polished but empty. Common warning signs include repeated motivational phrases, exaggerated promises, vague examples, identical sentence patterns, and advice that could apply to any audience.

Add your Human Experience Layer

- Specific experience: What have you personally done, observed, tested, or learned?
- Real language: What words does your audience actually use when describing the problem?
- Concrete example: Show a believable situation, choice, mistake, or before-and-after process.
- Honest limitation: Explain when the method may not fit or what it cannot guarantee.
- Clear action: Give the reader something useful to do, not merely inspiration.

Use this editing prompt

Act as a direct but helpful editor. Identify any sentence that sounds generic, robotic, exaggerated, repetitive, or unsupported. Do not rewrite yet. First list each problem and explain why a real customer may distrust or ignore it. Then ask me for the personal experience, example, or audience language needed to improve it.

After answering the questions, continue with:

Now revise the draft using my answers. Preserve the useful instructions. Do not invent experiences, testimonials, statistics, or results. Keep the tone practical, conversational, and honest.

NEVER ASK CHATGPT TO PRETEND YOU ACHIEVED SOMETHING YOU DID NOT ACHIEVE. Your credibility grows when the product is accurate about your experience and genuinely useful within its scope.

Read important writing aloud. Your ears will often catch stiff phrases, unnatural transitions, and sentences you would never say in real life.

What to Do When ChatGPT Is Not Helping

The answer is too complicated.	"Explain this for a complete beginner. Define every unfamiliar term and use one example."
It is too generic.	Add the audience, situation, examples, constraints, and desired outcome. Ask what information is missing.
It ignored instructions.	List the missed requirements and ask it to revise only those parts. Restate the non-negotiables.
It keeps asking too much.	"Ask me one question at a time and wait for my answer."
It changed approved work.	Paste the approved section and say exactly what must remain unchanged. Request a focused edit.
It seems confused.	Ask for a summary of known facts and contradictions. Correct the summary or start fresh with a Context Capsule.
The conversation is too long.	Create a Context Capsule, save approved files, then move the next major task into its named chat.
An upload fails.	Check file type and size, reduce unnecessary content, confirm your connection, or try again after limits reset.
A file looks bad.	Identify the page and defect: clipped text, empty space, stretched image, tiny font, or broken layout. Request a correction and reopen it.

WHEN IN DOUBT, PAUSE. Save the last approved result. Ask ChatGPT to explain the current task and assumptions. If the explanation is wrong, correct it before asking for more work.

Do not fight with a broken conversation for an hour. A clean chat with a verified Context Capsule may solve the problem faster.

Practice the Exact Workflow You Will Use

Complete this exercise in a fresh chat. It teaches prompting, one-question-at-a-time interviewing, correction, summarizing, and saving a result.

Step 1: Create and rename the chat

Start a new conversation and rename it ChatGPT Beginner Practice.

Step 2: Paste the interview prompt

Help me choose a simple dinner to make this week. Ask me one question at a time about the people eating, dietary restrictions, available cooking tools, budget, ingredients I already have, cooking experience, and time available. Wait after every question. Do not recommend a meal until I say the interview is complete.

Step 3: Answer honestly

Respond to each question. If ChatGPT asks several questions at once, correct it: "Please return to one question at a time."

Step 4: Request three options

The interview is complete. Recommend three meals. For each, explain why it fits my answers, estimated preparation time, and the main tradeoff. Do not invent ingredients I said I cannot use.

Step 5: Improve the result

Choose one thing to change: simpler language, lower cost, shorter time, different format, or a missing requirement. Give a specific follow-up instruction.

Step 6: Create a final summary

Summarize the approved choice, the reasons it fits, the ingredient list, and the cooking steps. Flag anything I still need to confirm. Keep it easy to read on a phone.

SUCCESS CHECK: You created a named chat, used a structured prompt, controlled the pace, supplied context, corrected the direction, refined the result, and requested a final usable format.

You Are Ready to Use the Business Prompts

Do not move into product discovery until you can complete the following actions without feeling lost. You do not need speed. You need confidence that you can return to the correct place and continue.

I can:

- Sign in to the correct ChatGPT account on my phone or computer.
- Locate the message box, Send control, New chat, conversation history, and settings.
- Explain that a prompt is an instruction and identify its goal, context, output, and boundaries.
- Copy a full prompt, replace bracketed placeholders, paste it, and review it before sending.
- Ask ChatGPT to interview me one question at a time.
- Use specific follow-ups to simplify, correct, shorten, expand, or redirect an answer.
- Rename and find a conversation using the project names in this system.
- Decide whether to continue a related task or begin a fresh conversation.
- Use a Context Capsule to move approved information into a fresh chat.
- Attach a file or screenshot with an explanation of what I need.
- Download a completed file, rename it clearly, and store it outside ChatGPT.
- Protect sensitive information and review privacy settings available to my account.
- Verify important facts and refuse to publish claims I cannot support.
- Recognize generic AI writing and add real experience, examples, limits, and audience language.

IF ANY ITEM STILL FEELS UNCLEAR, return to that section and repeat the small practice. Learning the tool now will save frustration when you begin building the real product.

Your next guide

Guide 03: Find and Validate Your Product will create your Business Command Center, define the audience you can responsibly help, uncover problems worth exploring, and compare realistic product ideas.

Beginner Glossary and Official Resources

Artificial intelligence (AI): Computer systems designed to perform tasks that normally involve human language, reasoning, pattern recognition, or creation.

Chat: One conversation thread containing your messages and ChatGPT's responses.

Context: Information ChatGPT can use to understand the current request.

Context Capsule: Your saved summary of approved project facts for use in a fresh conversation.

Follow-up: A new message that corrects, expands, or refines the current work.

Hallucination: A response that presents invented, unsupported, or incorrect information as if it were true.

Model: The underlying AI system generating the response. Available models may vary.

Output: The answer, content, recommendation, or file ChatGPT produces.

Prompt: The instruction and information you send to ChatGPT.

Temporary Chat: A privacy-focused conversation mode that stays out of normal history unless saved.

Upload: A file, image, screenshot, or other material attached for ChatGPT to use.

Official learning resources

- Use ChatGPT: learn.chatgpt.com/docs/use-chatgpt
- Prompting: learn.chatgpt.com/docs/prompting
- ChatGPT on the web: learn.chatgpt.com/docs/web
- Work with files: learn.chatgpt.com/docs/artifacts-viewer
- Current plan and feature information: learn.chatgpt.com/docs/pricing

ChatGPT changes frequently. When an interface, plan, model, limit, or privacy option differs from this guide, read the current description shown in your account and use the official learning resources above. The underlying workflow—give a clear goal, add relevant context, review the result, request changes, verify important facts, and save approved work—remains the same.

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Next: Open Guide 03 - Find and Validate Your Product.

You are ready. One clear instruction at a time.