# The Real ChatGPT Guide Nobody Is Selling You

A practical workbook for better questions, useful drafts and your own voice

This guide is for the moment you open ChatGPT and think: what do I even ask? Pick one task you already need to finish: a customer reply, a weekly plan, a product description or an outline. The goal is one useful result you can inspect, not a magical prompt collection.

ChatGPT can help draft, organize and explain. It can also produce convincing mistakes. You remain responsible for checking facts, numbers, claims and what you send. This independent workbook is published by Mel's Savage Soul and is not an OpenAI product. ChatGPT access and any paid plan are separate. Features vary; no paid tier is required for the text exercises.

How to use it: read one lesson, adapt the prompt, test it with a low-stakes task, and save the version that worked. Never paste passwords, banking details, customer secrets or material you are not allowed to share.

**One task I need finished**

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**What a useful result would look like**

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**Information I should keep out of the chat**

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# Give the job, context and finish line

A good brief tells the assistant what to do, who it is for, what facts it may use, and how the answer should look. More words are not always better. Specific details are.

Weak request: Write a caption. Better request: Write three Instagram captions for my handmade blue ceramic mug. The audience is people buying a small birthday gift. The mug holds 12 ounces, costs $18 and is hand-wash only. Keep each caption under 70 words. Use a warm, direct tone. Do not invent reviews, discounts or shipping promises. End with a question.

The details prevent attractive but false copy. If a fact is missing, have the assistant ask or mark it for review. Do not ask it to fill a gap with a guess.

**TRY THIS PROMPT**

Task: [what to make]. Audience: [who will use it]. Confirmed facts: [your notes]. Constraints: [length, tone, exclusions]. Output: [format]. Ask about missing facts before drafting. Do not invent credentials, testimonials, prices or results.

**My audience**

**Three confirmed facts**

**My output format**