ChatGPT Connector Prompts

OpenAI release a feature called Connectors which give ChatGPT access to your data so you can securely pull in your files, emails, or designs and do things like search, summarize, and create without leaving the chat. **Below are 20 prompts to get you started:**

ChatGPT & Google Drive

1. Find files instantly: 'Find my proposal draft in Google Drive.'
2. Summarize long docs: 'Summarize the 20-page report in my Google Drive.'
3. Pull out to-dos: 'Extract action items from my meeting notes doc.'
4. Compare versions: 'Compare these two documents in my Google Drive and summarize the differences.'
5. Analyze spreadsheets: 'Review my sales spreadsheet and highlight the main trends.'
6. Rewrite sections: 'Rewrite the second paragraph in my report to be clearer and more concise.'
7. Build outlines: 'Turn my brainstorming notes doc into a structured outline.'

ChatGPT & Gmail

8. Summarize inbox: 'Summarize my most recent emails in Gmail.'
9. Spot deadlines: 'List any upcoming deadlines mentioned in my emails.'
10. Draft replies: 'Write a polite response to this client email.'
11. Prioritize messages: 'Organize my unread emails by importance.'
12. Retrieve old threads: 'Find the email about last month's invoice.'
13. Make follow-up lists: 'List all emails I still need to reply to.'
14. Find patterns: 'Analyze recent customer emails and tell me the common questions they ask.'

ChatGPT & Canva

15. Write copy for designs: 'Write a catchy headline for my Canva Instagram post.'
16. Pull up past designs: 'Find my Canva design for last month's flyer.'
17. Suggest design tweaks: 'Review my Canva design and suggest layout improvements.'
18. Brainstorm fresh content: 'Give me new content ideas for Canva social posts.'
19. Repurpose content: 'Turn my latest blog post into 5 social media graphic captions for Canva.'
20. Build branded templates: 'Help me create a Canva template using my brand colors and fonts.'