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5 ways to 5x your productivity
with ChatGPT (simple and easy):



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1. Managing and prioritizing tasks

Give ChatGPT a list of tasks, ask it to prioritize them, and it'll automatically sort it accordingly.

For example, I'll prompt it with this list...



I have to finish taxes, send documents to my accountant, write a twitter thread, create a linkedin carousel, finish work for clients, and record a Loom video. Can you sort these tasks my priority for me?



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...and the results were spot-on (it even provided reasons for its recommendations):



Sorting tasks by priority can be subjective, as it depends on factors such as deadlines, personal preferences, and urgency. However, I can suggest a possible order based on general priorities:

1. Finish taxes: Taxes usually have a strict deadline, and it's important to submit them on time to avoid penalties.
2. Finish work for clients: Fulfilling client commitments is crucial for maintaining good relationships and your professional reputation.
3. Send documents to your accountant: This is important for your financial management, and your accountant may also be waiting for these to help you with taxes or other financial tasks.
4. Record a Loom video: If the video is related to work or an ongoing project, it's a good idea to complete it sooner rather than later.
5. Write a Twitter thread: Social media engagement is important, but it may be considered lower priority compared to tasks with deadlines or direct impact on your business.
6. Create a LinkedIn carousel: This can be seen as a part of your social media strategy, and although it's valuable for networking and brand building, it can be considered lower priority compared to the tasks above.

Remember, you should adjust this order based on your specific deadlines and priorities.



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2. Scheduling assignments

We can take that a step further by asking ChatGPT to sort those tasks based on my specific schedule.

Let's see what happens:



I have a packed calendar and need help scheduling these task. I'm only available from 11 AM to 4 PM, then 5 PM to 7 PM; can you figure it out for me?



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Boom. It even scheduled breaks.

To help you schedule your tasks, I'll assume that each task requires a certain amount of time. I'll allocate a rough estimate of time for each task, but please adjust them according to your own pace and requirements.

Here's a suggested schedule for your tasks, based on your availability:

April 8:

11:00 AM - 1:00 PM: Finish taxes (2 hours)

1:00 PM - 1:30 PM: Break (30 minutes)

1:30 PM - 3:30 PM: Finish work for clients (2 hours)

3:30 PM - 4:00 PM: Send documents to your accountant (30 minutes)

5:00 PM - 5:30 PM: Record a Loom video (30 minutes)

5:30 PM - 6:00 PM: Write a Twitter thread (30 minutes)

6:00 PM - 7:00 PM: Create a LinkedIn carousel (1 hour)

This schedule is just a suggestion and may not accurately represent the actual time needed for each task. Feel free to adjust the time allocations and breaks as needed. Additionally, if you find that you're unable to complete a task within the given time slot, you may need to reschedule it for another day or allocate more time on the same day if possible.



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But it gets much better—that was only surface-level stuff.

Next, I'll ask it to make a Pomodoro schedule out of that.



Make a Pomodoro schedule out of that



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I can't fit the whole thing in a screenshot, but you get the point.

April 8:

11:00 AM - 11:25 AM: Pomodoro 1 - Finish taxes

11:25 AM - 11:30 AM: Break (5 minutes)

11:30 AM - 11:55 AM: Pomodoro 2 - Finish taxes

11:55 AM - 12:00 PM: Break (5 minutes)

12:00 PM - 12:25 PM: Pomodoro 3 - Finish taxes

12:25 PM - 12:30 PM: Break (5 minutes)

12:30 PM - 12:55 PM: Pomodoro 4 - Finish taxes

12:55 PM - 1:00 PM: Break (5 minutes)

1:00 PM - 1:25 PM: Pomodoro 5 - Finish work for clients

1:25 PM - 1:30 PM: Break (5 minutes)

1:30 PM - 1:55 PM: Pomodoro 6 - Finish work for clients

1:55 PM - 2:00 PM: Break (5 minutes)

2:00 PM - 2:25 PM: Pomodoro 7 - Finish work for clients

2:25 PM - 2:30 PM: Break (5 minutes)

2:30 PM - 2:55 PM: Pomodoro 8 - Finish work for clients

2:55 PM - 3:00 PM: Break (5 minutes)

3:00 PM - 3:25 PM: Pomodoro 9 - Send documents to your accountant

3:25 PM - 3:30 PM: Break (5 minutes)



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3. Summarization

Don't waste time reading through entire articles.

Pop in the text and ask ChatGPT to summarize the main points into bullet points.



Summarize this article into bullet points:

Some billionaires opt for a donut for breakfast and barbecue for dinner.

"Others, like biotech entrepreneur Bryan Johnson, methodically prepare smoothies with compounds like creatine, spermidine, collagen peptides, and consume copious amounts of vegetables.

Tech billionaires clearly don't have similar diets, or even goals for their health. Still, those like Johnson aren't abiding by fastidious nutrition plans simply to stay healthy — they're aiming to live longer.

And though there's certainly an overlap between eating for general health and eating for longevity, Dr. Anant Vinjamoori, chief medical officer of longevity-focused healthcare company Modern Age, told Insider there are also a few key differences.

Mind your protein intake



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If you're curious, here's the result:

- Billionaires' diets vary, some aim for longevity
- Dr. Anant Vinjamoori highlights differences between general health and longevity diets
- Protein intake is essential but excessive amounts can work against restorative pathways
- Blue Zones founder Dan Buettner found less protein consumption in regions with longer lifespans
- Harvard professor David Sinclair argues against animal protein for longevity
- Eating for longevity can be approached from a cellular level
- Foods linked to longevity: beans, red onions, capers, wine (in moderation), turmeric, coffee, pomegranates, nuts
- Studies show mixed results on moderate alcohol consumption and its health benefits



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4. Learn anything

ChatGPT does an excellent job at summarizing concepts, no matter how complex they are.

For example, I'll ask it to explain String Theory like I'm eight years old:



Explain String Theory like I'm eight years old.



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And here's what it returned:

Alright, imagine you have a bunch of tiny, tiny pieces of spaghetti. These tiny pieces are so small that you can't see them with your eyes, not even with a super powerful microscope! Now, these pieces of spaghetti are called "strings," and they make up everything we see around us: our toys, our food, our pets, and even us!

These strings are so special that they can wiggle and vibrate in different ways. Each different wiggle creates a different kind of tiny particle. These particles join together and form bigger things, like atoms, which then join together to make everything we see.

String Theory is a super cool idea that scientists came up with to help us understand how everything in the universe is connected through these tiny, wiggly strings. It's like a giant puzzle that scientists are trying to solve, and it helps us learn more about how our world works!



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It's great for how-tos also, like "how to crop an image in Photoshop," which I asked for.

The result:

Cropping an image in Photoshop is easy! Just follow these steps:

1. **Open Photoshop:** Double-click on the Photoshop icon to open the program.
2. **Open your image:** Go to "File" in the top left corner, then click on "Open." Find your image on your computer and click "Open" again to load it into Photoshop.
3. **Select the Crop Tool:** Look for the toolbar on the left side of the screen. Find the tool that looks like a square with a diagonal line through it (it's usually near the top). Click on it to select the Crop Tool. You can also press the "C" key on your keyboard as a shortcut.
4. **Adjust the crop area:** Click and drag the corners or edges of the crop box to choose the part of the image you want to keep. You can move the whole crop box by clicking inside it and dragging it around.
5. **Optional - Set specific dimensions:** If you need to crop the image to a specific size, look at the top of the screen for the options bar. You can enter values for Width, Height, and Resolution. Make sure to type in the units (such as "px" for pixels or "in" for inches) after the numbers.
6. **Apply the crop:** When you're happy with your selection, press the "Enter" key on your keyboard or click the checkmark icon in the options bar at the top of the screen. This will crop your image.
7. **Save your cropped image:** Go to "File" in the top left corner, click on "Save As," choose a location to save the file, give it a new name if you want, and select a file format (like JPEG or PNG). Then click "Save" to finish.



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5. Write text in your style

By default, ChatGPT's writing style is pretty obvious. This makes it near-useless for email, messaging, and the like.

But you can teach it your style. To do this, ask it to analyze your text and learn to write like you.

I need you to analyze something I wrote and learn to write like me.

Of course! I'd be happy to help. Please provide a sample of your writing, and I will analyze it to understand your style, tone, and linguistic patterns. Once I have analyzed your writing, I can attempt to mimic your style in my responses. The more text you can provide, the better I will be able to emulate your writing style.



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I fed it one of my Twitter threads...

"Time is your most valuable non-renewable resource.

Here are 8 habits that will save you 4 hours of it daily:

1. The five-minute rule

If you're struggling to do something, start doing it for five minutes no matter what. You can stop after.

This works because it overcomes the hardest part: getting started.

Once you've got momentum, you're 10x more likely to keep going.

2. Deep work

Study after study proves multitasking doesn't work. At all.



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...now I'll ask it to write a blog post about the Pomodoro technique.



Now write a blog post about the Pomodoro technique in that style.



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Needs a bit of refinement, but overall pretty great:

Title: The Pomodoro Technique: The Ultimate Productivity Hack You Need to Try

Subtitle: Start crushing your to-do list with this simple yet effective time management method.

Time is your most valuable non-renewable resource. And yet, most of us struggle with procrastination, distractions, and an ever-growing to-do list. If you're looking for a productivity hack to help you maximize your time and efficiency, look no further: the Pomodoro Technique is here to save the day.

1. What is the Pomodoro Technique?

The Pomodoro Technique, developed by Francesco Cirillo in the late 1980s, is a time management method designed to break your work into manageable chunks. By alternating focused work sessions with short breaks, you'll maintain your energy levels, prevent burnout, and enhance productivity.

2. How does it work?

The process is simple:

1. Choose a task
2. Set a timer for 25 minutes (one "Pomodoro")
3. Work on the task until the timer rings
4. Take a short 5-minute break
5. Repeat this process three more

🔄 Regenerate response

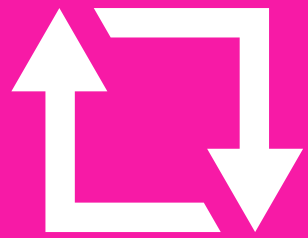
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