



**LEVEL UP YOUR AI GAME**



## HOW TO START USING AI

ChatGPT is the easiest entry to start leveraging AI in your day to day. Its free and simple.

- Be polite. Say please and thank you.
- Use with discernment and expertise. Review and adjust with the knowledge you bring.
- The power of the prompt
  - Act like a [teacher/advisor/director of maintenance] and create/revise [email/directions for/reply to]
  - Give me the top 3 strategies to ...
  - Create [an email/strategy/timeline] given [text/idea/schedule]



# GET STARTED WITH CHATGPT

- Go to <https://chatgpt.com/auth/login>
- Create an account.
- Start prompting

## Prompt Inspo:

- Analyze [the private jet management industry]
- Convert this into [a 15-slide presentation/brochure for LinkedIn/social media post]
- Tell me how to make it better.
- Write this as a [BLANK], don't forget the key values [x,y,z]
- Give me 3 examples of...revise to be [x] words or less/more casual/formal...



# HOW TO TRAIN YOUR CHATGPT

Feed ChatGPT with information around your target use cases.

I am a [DOM/IA/Chief Inspector] and here are my companies' principles [content copied from company website About or other approved/public info]. I am focused on [important things] and my market is [customer type]. Please analyze my business.

Example:

Act like an [CEO] specializing in [operations and maintenance] for [private jet management]. You have 20 years of experience helping [operators] across [the US] [improve] and [scale] their [operations]. Your expertise lies in [leading a lean team to drive improvements in maintenance planning and crew management]. Create a [2-year plan] to address [safety and efficiency].