

EPISODE 248

Systematizing Your Writing with ChatGPT Prompts and Templates



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I use Repertoire's ChatGPT integration to systematize the main types of writing I do as a leader?



A Leader's Goals with Repertoire



- Save time writing evaluation summaries
- Systematize correspondence to teachers
- Refine ChatGPT output to be more usable as-is
- Create efficient workflows for common tasks

The Time Paradox



EPISODE 244

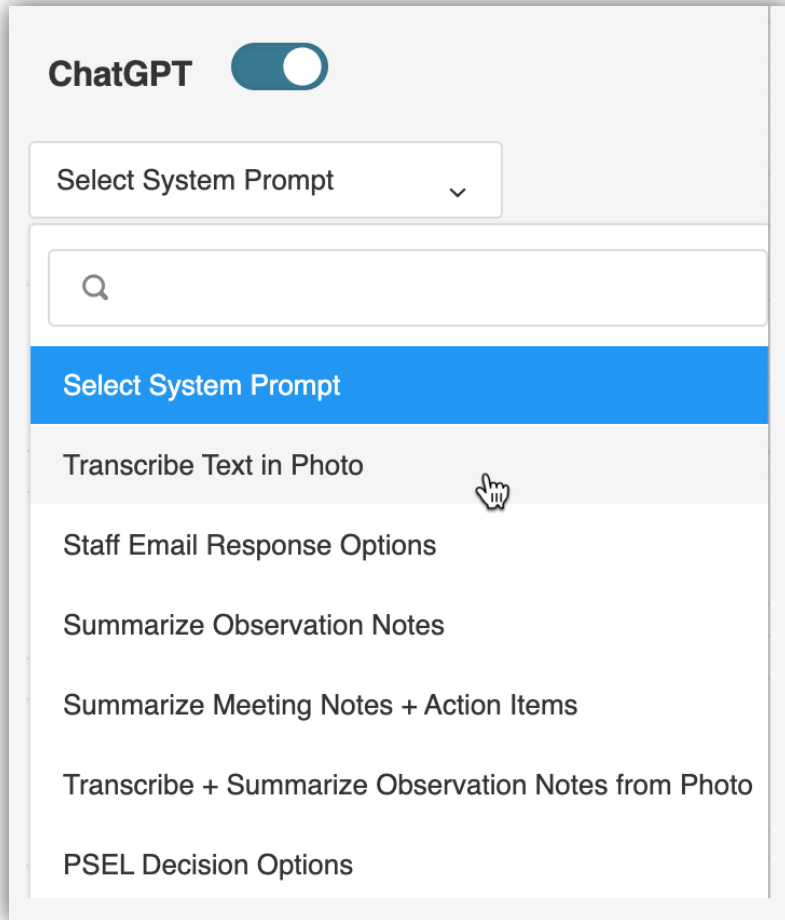
Writing with Repertoire's ChatGPT Integration



INSTRUCTIONAL
LEADERSHIP SHOW



The Time Paradox



- Making ChatGPT produce good output requires detailed prompts
- Writing & tweaking these prompts consume as much time as ChatGPT saves you

What ChatGPT Doesn't Know (Unless You Tell It)



- Who you are or what your job & context are
- The context for a piece of input
- The intended audience for the output
- The appropriate writing style
- How much to explain/include disclaimers

How Repertoire Stores Information for ChatGPT



- System Fields—your account-level settings
- System Prompts—specific instructions we've created to tweak ChatGPT output

This information is combined with the text + images you include in the prompt

Two Scenarios for Using Repertoire with ChatGPT



1. Summarizing teacher observation notes
2. Writing a concise meeting follow-up email

Scenario #1



Summarizing Teacher Observation Notes

First Attempt: Summarize Observation Notes 100-200 Words



You are [User Full Name], the [User Job Title] at [User School Name]. Summarize the following observation notes in 100-200 words using a [Writing Style For Staff] style.

Providing User Data to ChatGPT



Add System Fields

Please add the following system field values to continue with this prompt

User Full Name *	<input type="text"/>
User Job Title *	<input type="text" value="Assistant Principal"/>
User School Name *	<input type="text"/>
Writing Style For Staff *	<input type="text" value="concise, professional, clear"/>

Default ChatGPT Output: Observation Summary



Throughout the observation notes, students engaged in a discussion about the Great Depression and its connections to historical events. Students were encouraged to discuss and analyze the impact of the Great Depression, specifically focusing on the stock market crash and the overall mood during that period. Furthermore, students explored the concept of individualism and the government's response to the economic crisis. They discussed the significance of government projects, job opportunities, and the transition to brighter, more vibrant colors in artistic representations. The observation notes also highlighted discussions about President Hoover, veterans' riots, and perceptions of individuals with disabilities during the 1930s. Overall, students demonstrated a deep understanding of the historical context and social implications of the Great Depression and its aftermath.



- Passive voice
- Evaluative

Default ChatGPT Output: Observation Summary



Throughout the observation notes, students engaged in a discussion about the Great Depression and its connections to historical events. Students were encouraged to discuss and analyze the impact of the Great Depression, specifically focusing on the stock market crash and the overall mood during that period. Furthermore, students explored the concept of individualism and the government's response to the economic crisis. They discussed the significance of government projects, job opportunities, and the transition to brighter, more vibrant colors in artistic representations. The observation notes also highlighted discussions about President Hoover, veterans' riots, and perceptions of individuals with disabilities during the 1930s. Overall, students demonstrated a deep understanding of the historical context and social implications of the Great Depression and its aftermath.



- Passive voice → Address Teacher (2nd-Person)
- Evaluative → Summary Only

Revised Prompt: Summarize Observation Notes 100-200 Words



{You are [User Full Name], the [User Job Title] at [User School Name]. }Summarize the following observation notes in 100-200 words{ using a [Writing Style For Staff] style. Address the teacher directly, in second-person language. Summarize only, and do not provide any evaluative or judgmental comments}

Revised Prompt: Summarize Observation Notes 100-200 Words



{You are [User Full Name], the [User Job Title] at [User School Name]. } Summarize the following observation notes in 100-200 words{ using a [Writing Style For Staff] style. Address the teacher directly, in second-person language. Summarize only, and do not provide any evaluative or judgmental comments}

NEW: Retrieve Note Body Text



ChatGPT ☒

Summarize Observation Notes

Magic **Text**

Write a -word summary of the following teacher observation notes.

Keep the summary strictly factual; do not include any evaluative or judgmental comments.

Magic **Text**

Retrieve Note Body Text

(written on the board) Learning Target - We are learning to connect the causes and effects of the Great Depression with government relief efforts in FDR's New Deal

Scenario #2



Writing A Concise Meeting Follow-Up Email

Meeting Follow-Up Email



- Wide variety of meetings
- Tendency to write too much:
 - Hard for staff to comprehend
 - Time-consuming to write

Refined Templates Are Better Than ChatGPT!



*Once you know what you want to say,
templates are actually better for some types
of writing than ChatGPT*

Start with A Past Example OR ChatGPT Default Output



Dear Team,

I hope this message finds you well. Thank you all for your active participation and valuable contributions during our recent meeting. To ensure everyone is on the same page and to facilitate the actions we agreed upon, I am sharing the meeting notes along with the key takeaways and next steps.

Please find the detailed meeting notes attached to this email. I encourage everyone to review them and reach out if there are any questions or if further clarification is needed. Your feedback is also welcome as it will help us improve our future meetings.

Let's keep the momentum going and ensure that we meet our targets. Looking forward to seeing all the great work we can accomplish together!

Revise for Clarity & Conciseness ChatGPT System Prompt



ChatGPT ☒

Revise for Clarity & Conciseness

Magic Text ✕

Revise the following to make it more clear and concise:

Magic Text ✕

Retrieve Note Body Text

Dear Team,

I hope this message finds you well. Thank you all for your active participation and valuable contributions during our recent meeting. To ensure everyone is on the same page and to facilitate the actions we agreed upon, I am sharing the

{You are [User Full Name], the [User Job Title] at [User School Name]. } Revise the following to make it more clear and concise. { Use active voice and address the recipient directly}:

Output from ChatGPT



Dear Team,


I hope you are all well. Thank you for actively participating and contributing during our recent meeting. To ensure everyone is on the same page and to facilitate our agreed-upon actions, I am sharing the meeting notes, key takeaways, and next steps.


Please review the attached meeting notes and reach out with any questions or for further clarification. Your feedback is also welcome to help improve our future meetings.


Let's maintain our momentum and ensure we meet our targets. I look forward to the great work we can accomplish together!

Convert To Template



 Save & Continue Editing

 Convert

 Share

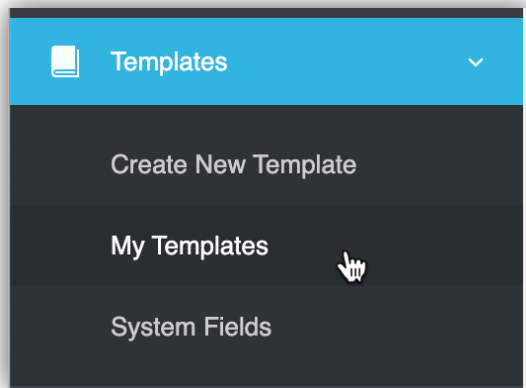
Translate

Text to Speech

To Template

Note: Note title & body text required. Use this option to break text into phrases for use as an editable template with drag-and-drop, multiple-choice, fill-in-the-blank fields.

Customize Template



Type New Phrase & Hit Enter Add Phrase + Add ¶

Dear Team,

— Paragraph Break —

I hope you are well.

Thank you for participating actively and making valuable contributions during our recent SPED Team meeting on Friday, April 19.

To ensure everyone is aligned and to facilitate the agreed-upon actions,

I am sharing the meeting notes,

key takeaways,

and next steps.

— Paragraph Break —

Please find the detailed meeting notes attached.

I encourage you to review them and reach out with any questions.

Your feedback is also welcome to help us improve.

— Paragraph Break —

Let's maintain momentum and meet our target goals.

I look forward to seeing the great work we can achieve together!

Edit Fields

Template Fields

System Fields

Add Template Field

[+]

Meeting Name

SPED Team

[+]

Meeting Date

Friday, May 2

Save and Close

Use Template With Notes






Title *




SPED Meeting Notes 2024-05-02

Snippet **Template** Observation

Title *

Meeting Follow-Up Email [Switch Template](#)

Save Original  Save As New  Revert 

Edit Fields  Copy to Note  Copy to Clipboard 

8:01 Meeting begins

Login To Repertoire



Instructional Leadership Association Member Benefits

Username:

Password:

[Logout](#)

[Login to Repertoire](#)

REPertoire
CONTENT CREATOR

A circular logo with a red border and a black center. The text "INSTRUCTIONAL LEADERSHIP CHALLENGE" is written in white in the center.

Instructional Leadership
Challenge

A circular logo with a blue border and a grey center. The text "INSTRUCTIONAL LEADERSHIP SHOW" is written in blue in the center.

Instructional Leadership Show

A circular logo with a black border and a grey center. It features a red toolbox icon at the top. The text "CLASSROOM WALKTHROUGH TOOLBOX" is written in red in the center.

Classroom Walkthrough
Toolbox

- Weekly [ILA] member email
- dashboard.PrincipalCenter.com » 1-Click Login
- Repertoire.cc with email & password

Want Help?



justin@principalcenter.com

PrincipalCenter.com/demo

REPERTOIRE^{ai}

