

ChatGPT Safe Use Reference Card

Keep this handy for quick reference while using ChatGPT

⚠️ IMPORTANT: When to Consult Professionals

❌ DO NOT use ChatGPT for:

- Medical symptoms or health advice
- Financial investment decisions
- Legal advice or document preparation
- Emergency situations
- Medication or treatment questions

✅ Instead, consult:

- Doctors for health concerns
- Financial advisors for money matters
- Lawyers for legal issues
- Emergency services for urgent help
- Licensed professionals in specialized fields

✅ Safe ChatGPT Uses

Writing & Communication:

- Email drafting and editing
- Letter writing assistance
- Creative writing prompts
- Grammar checking

Learning & Research:

- Explaining concepts simply
- Language translation help
- Book recommendations
- Historical information

Daily Organization:

- To-do list creation
- Event planning ideas
- Gift suggestions
- Travel planning basics

Technology Help:

- Software tutorials
- Computer troubleshooting
- App recommendations
- Tech terms explained

💬 Essential Prompts

Getting Started:

"Explain [topic] in simple terms for a beginner"

Writing Help:

"Help me write a friendly email about [topic]"

Learning:

"Teach me about [subject] step by step"

Problem Solving:

"I need ideas for [situation]. What are my options?"

Planning:

"Help me create a checklist for [activity]"

Tech Support:

"Walk me through how to [computer task]"

Creativity:

"Give me creative ideas for [project or hobby]"

⚡ Quick Troubleshooting

ChatGPT Not Responding:

- Refresh your browser
- Check internet connection
- Try a simpler question
- Wait a few minutes and retry

Getting Wrong Answers:

- Be more specific in your question
- Ask for sources or verification
- Rephrase your question
- Cross-check important information

Better Results Tips:

- Use clear, simple language
- Provide context and details
- Ask follow-up questions
- Request step-by-step explanations

Privacy & Safety:

- Don't share personal info
- Avoid passwords or account details
- Use general examples
- Log out when finished

\$ Free vs Paid Version

Free (ChatGPT 3.5):

- Basic conversations
- Limited daily usage
- Sometimes slower
- Perfect for beginners

Paid (\$20/month):

- Faster responses
- More advanced features
- Priority access
- Image generation

📞 When You Need Real Help

Medical Emergency: Call 911 or local emergency

Tech Support: Contact your internet provider or device manufacturer

Account Issues: Contact ChatGPT support directly

Scams/Security: Contact your bank or local authorities

General Help: Ask a tech-savvy friend or family member

Remember: ChatGPT is a helpful tool, but always verify important information and consult professionals for specialized advice.

Most Important: When in doubt, ask a human expert!