

WHAT HAPPENED WHEN I ASKED CHATGPT TO REWRITE MY EMAIL MORE CONCISELY – COMPARE TO THE REWRITE THAT CHRIS FENNING RECOMMENDED

ORIGINAL EMAIL

Default (GPT-3.5)



Read the following email and write a more concise version:

Hi Chris

Excited for our podcast interview on Thursday, May 4 — discussing Effective Emails!

This reminder bullets key logistics reminders, and tomorrow I will send my Prep Sheet + Line of Questions.

Any questions, reach out any time — Michael

Logistic reminders:

1) If you have an updated/preferred headshot or bio or important new link promoting your book, please send to me. (If we don't receive, we'll modify the one from your previous episode, adding in the link to the new book.

2) The connection link: Chip Davis, my producer, should have sent you the calendar appt. If you did not, receive let me know.

Best to connect with a computer, via Chrome (or non-Safari browser) - and of course a solid internet connection. Remember that we also record video (although will launch with audio), so think about background/lighting/attire.

** We may also want to look at a few email examples (share screen), so be ready if that makes sense) **

3) Questions I'll ask — Tomorrow, the 3rd, I will email you my full "Prep Sheet + Line of Questions" which will help us prepare for a great discussion. (Not that you need it, but I don't wing these interviews and guests have said they really appreciate it).

We'll clearly focus on how crisp, effective email communication helps with career advancement — and power and influence.

** Here are a few initial areas I'd particularly interested in focusing on. Feel free to also propose/steer to areas you have the most heat and passion around. **

- Why the book - You wrote the 1st minute... why now write about emails... and: isn't email dead?

- Process by which you wrote this book - I find that very interesting, useful... another blockbuster from Chris Fenning...
- Emails: When should you NOT use email - and what is better communication format instead?
- TOP mistake most people make when it comes to emails Managing the endless emails + the "faster and more efficiently I respond, the faster they multiply" — how to get out of this trap?!
- Being clear off the bat - Subject Lines and Opening ... Why important + How (perhaps example here to illustrate)
- Writing so people can digest - you offer lots of tips (white space, bullets). What makes biggest impact
- Other nuance tips

See you in 2 days!

Best, Michael

CHATGPT REWRITE

ChatGPT

Hi Chris,

Looking forward to our podcast interview on Thursday, May 4, about Effective Emails! Tomorrow I'll send you my Prep Sheet + Line of Questions. Let me know if you have any questions.

Here are some logistics to keep in mind:

1. Send an updated headshot/bio/link if you have one. Otherwise, we'll modify the one from your previous episode.
2. Check your email for the calendar appointment from Chip Davis. Use a computer with Chrome (or non-Safari browser) and make sure you have a solid internet connection. We will record video.
3. I'll email you my full "Prep Sheet + Line of Questions" tomorrow to help us prepare. We'll focus on how effective email communication helps with career advancement, power, and influence.

Let's discuss areas like why you wrote the book, when not to use email, the biggest mistakes people make with emails, and how to manage endless emails. See you in 2 days!

Best, Michael