Next-Level Legal Productivity: 5 Tips for Using ChatGPT as Your Virtual Assistant

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THE COWEN GROUP

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- #1 Global Data Privacy Podcast in 2021, 2022 called “The Data Diva” Talks Privacy Podcast
- Top Ten Global Data Privacy Experts
- Top 30 Global CyberRisk Communicators by The European Risk Policy Institute, 2022

What is ChatGPT?

- ChatGPT is an AI-powered virtual assistant
- It automates various tasks, such as summarizing documents and generating responses
- ChatGPT required “prompting” in plain language to do work

Benefits

- Increased efficiency and productivity
- Reduced costs
- Transfer time to higher-value work

Brainstorm Ideas

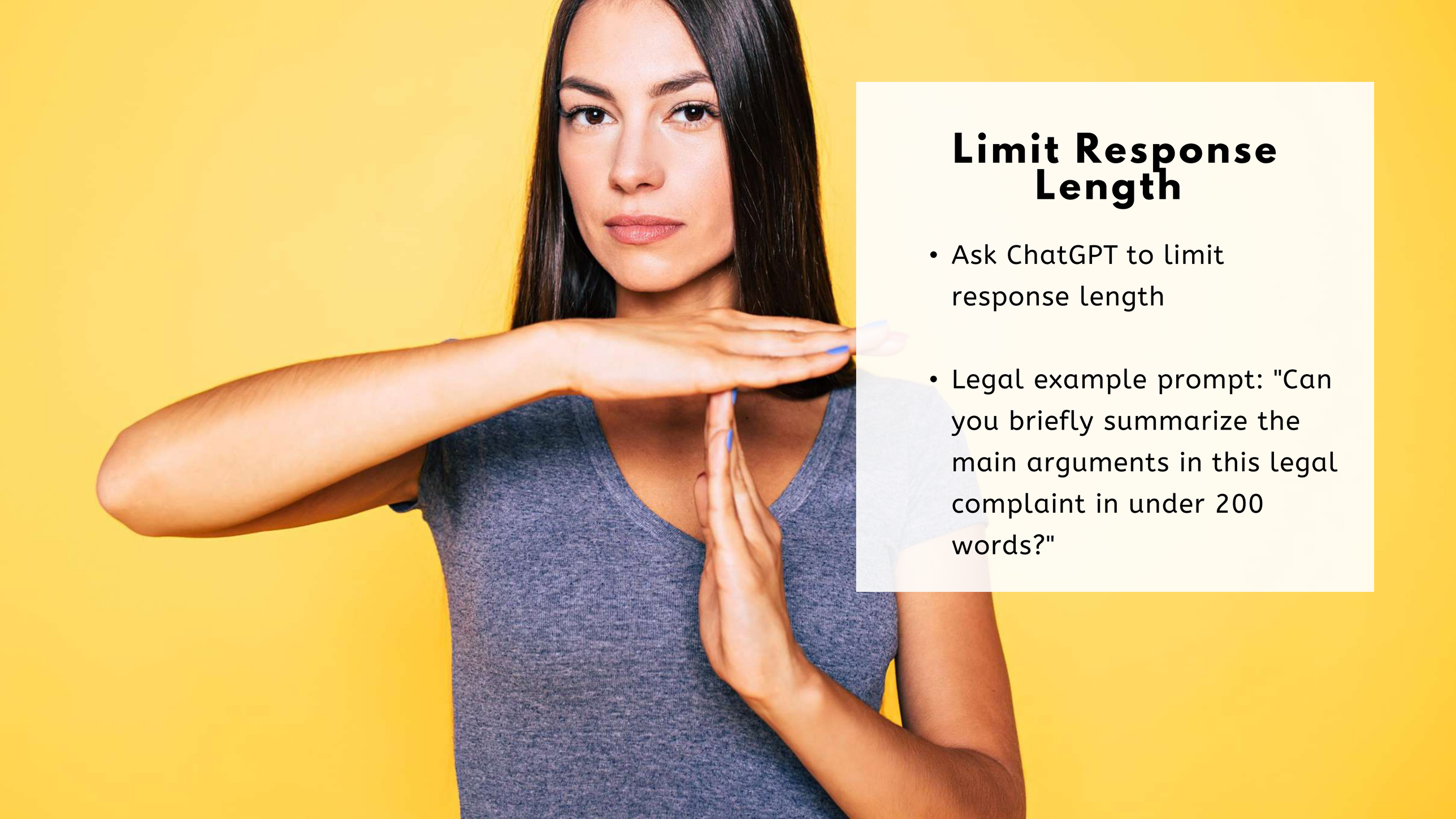
- Ask ChatGPT to brainstorm ideas
- Legal example prompt: "What are the possible ways to solve the issue of intellectual property theft in AI?"

Summarize Documents

- Ask ChatGPT to summarize documents
- Legal example prompt: "Can you summarize the key points of this new law text provided below?"

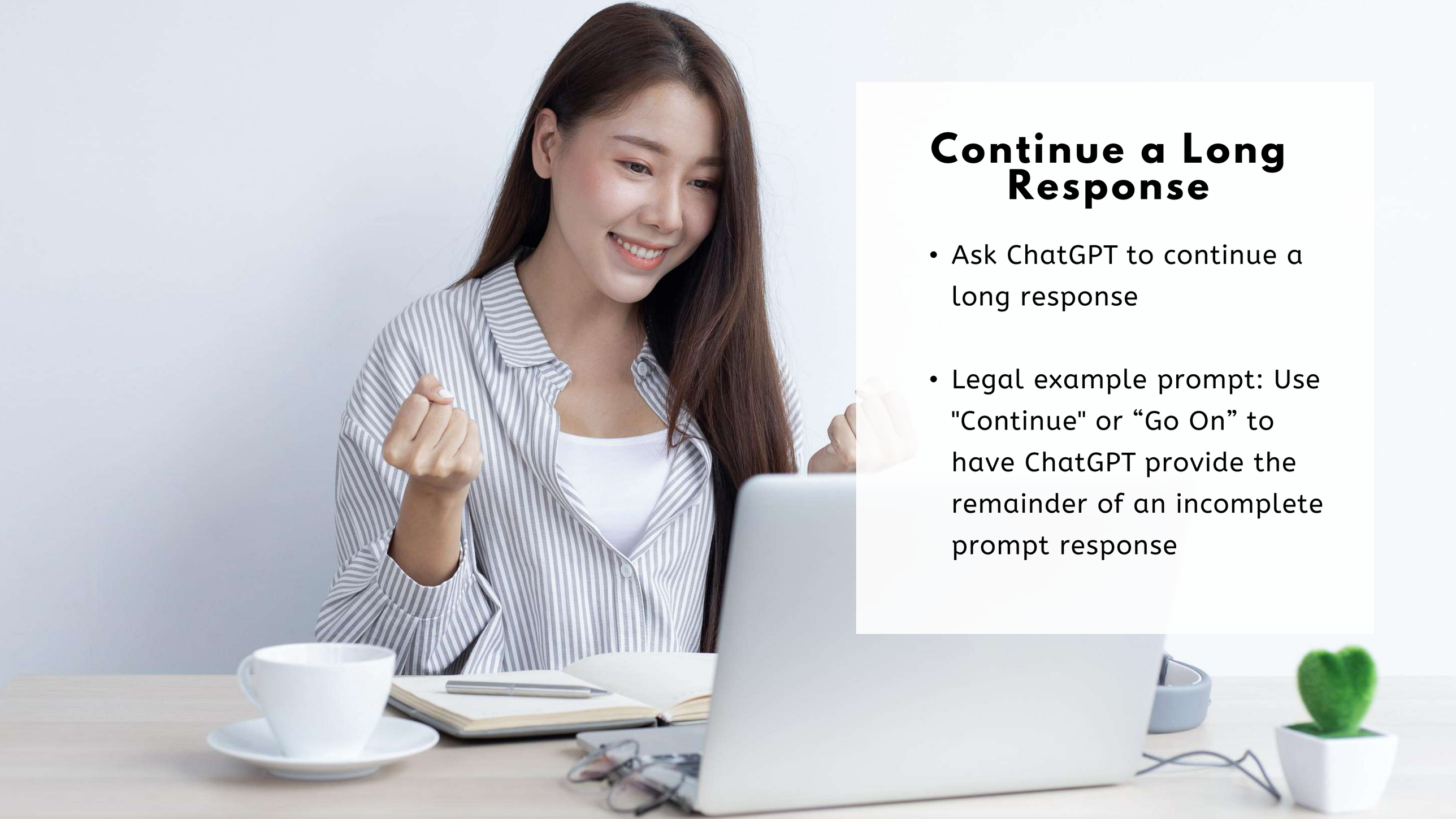
Format Notes

- Ask ChatGPT to format notes
- Legal example prompt: "Can you format the following notes into bullet point outline format?"



Limit Response Length

- Ask ChatGPT to limit response length
- Legal example prompt: "Can you briefly summarize the main arguments in this legal complaint in under 200 words?"



Continue a Long Response

- Ask ChatGPT to continue a long response
- Legal example prompt: Use "Continue" or “Go On” to have ChatGPT provide the remainder of an incomplete prompt response

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