



How to walk & work

WITH CHATGPT



[@lexandra samuel](#)

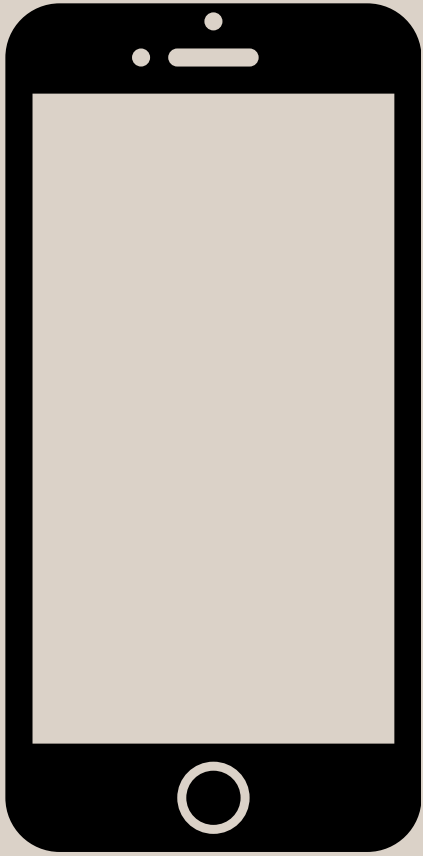


Pick a task

Choose a work task to tackle while you walk. Some good options:

- Capture and organize your thoughts for a memo
- “Read” a set of articles and extract relevant insights
- Generate creative options for getting unstuck on a project

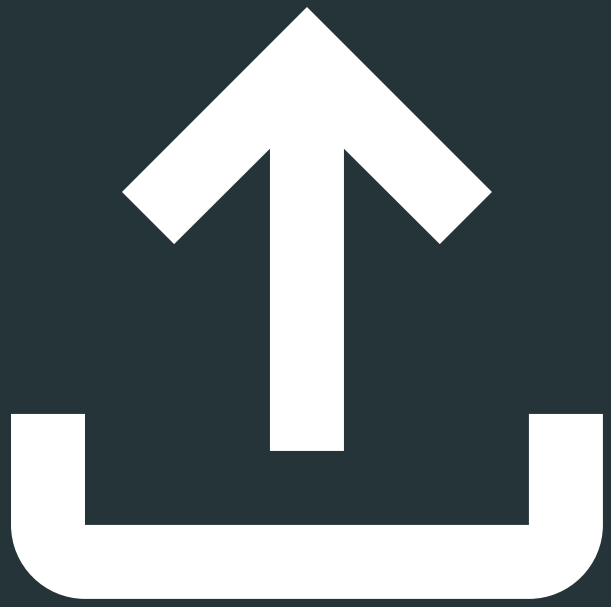




Install the ChatGPT app on your phone

It's available for iOS and Android.





Get ready to chat

If you need to reference a specific document, start a new chat and upload the document(s) you will be discussing before you leave the house. You can also pick a custom GPT you want to work with, and upload your docs there.





Start your walk.

Grab your headphones and some comfortable walking shoes, and head out the door. On your phone, open the ChatGPT app. If you preloaded some docs, open that existing chat from the hamburger menu in the upper left of the app.





Click the headphone icon

Activate voice mode by clicking the headphone icon. Say hello to GPT and ask it to confirm you're now in conversation mode, and that it's listening.





Enable idea capture

If you're using this walk to capture ideas for a memo or first draft, tell GPT you want it to confirm it's heard you every time you pause, and to summarize what you said in 3 to 5 words (so you know it got everything.)





Read on foot

If you're using your walk to "read" a document or do some research with GPT's help, tell it whether you want detailed answers or short answers that let you ask for clarification.

Then ask it to start by summarizing your uploaded doc(s), focusing on the key questions or topics you want to know about.





Pause frequently.

Speak a few sentences at a time, even if you have a lot to say. Pause so that GPT can confirm it heard you, then continue. Keep your phone in your hand so you can see that GPT is still connected and listening.





Ask for help

Hit a wall in your thinking? Not sure what else you need to take away from the document you're asking GPT to summarize? Ask GPT to suggest what you've missed, or what you should ask but haven't asked yet.





Wrap your chat.

When you're reaching the end of your walk or your work session, ask GPT to summarize your conversation. Tell it how you want the summary: as bullet points, an outline, a first draft, or a set of questions for you to consider.





Collect your results.

When you get back to your desk, use your web browser to access the complete transcript of your walking session from your ChatGPT history. Copy the summary into whatever app you'll use for your next step on this work—for example, turning it into a first draft of a Word doc, or saving your reading notes in Zotero.



Thrive at work.

For more insight and tips on how to thrive in the digital workplace, sign up for the *Thrive at Work* newsletter.

alexandrasamuel.com/newsletter

