

FREE ChatGPT Prompts

**SOP
Edition**

(Standard Operating Procedures)



A SOP is a set of detailed instructions for all aspects of a job, role, task, department or company.

It ensures that tasks are completed consistently, correctly, and safely, minimizing variation and error.

Free Prompts for:

1. Outlining an SOP
2. Validation Checklist
3. Gathering feedback
4. Update Cadence
5. Stakeholder comms



Remember to Feed your AI

Your AI is hungry. The more data and info you feed it as part of your prompting, the stronger it gets and the more it helps you.

Tell it about your job and project every time you prompt!



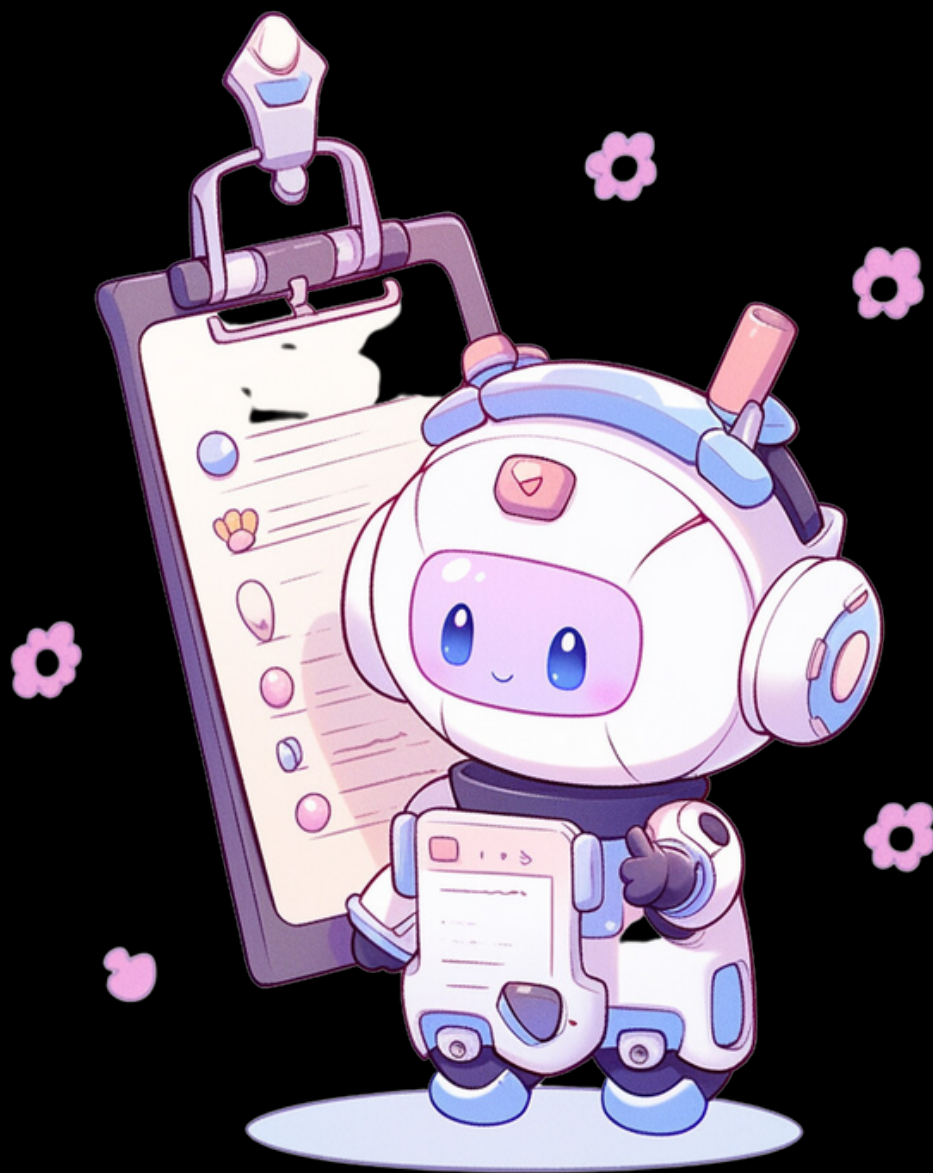
1. Beginning with a clear framework ensures that you don't overlook critical elements of a SOP. This foundational structure speeds up the initial drafting phase and ensures the SOP is comprehensive from the start.

Prompt: "Outline the key elements to include in an effective SOP about [topic]."



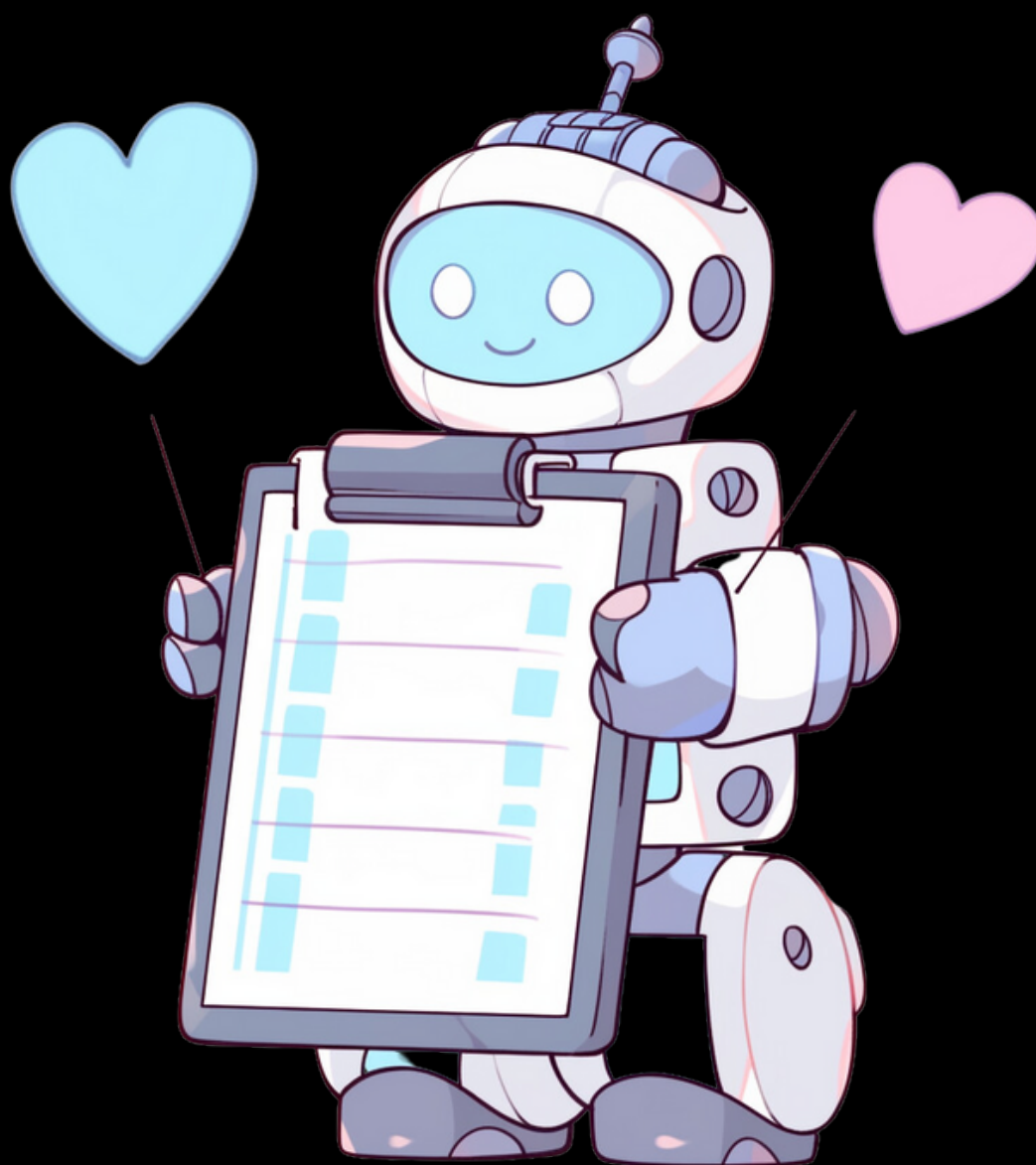
2. A validation checklist streamlines the review process, ensuring all critical areas are checked. Managers can swiftly assess the SOP's readiness, catching any omissions or inaccuracies before publication.

Prompt: "Provide a checklist for validating the completeness and accuracy of an SOP on [subject]."



3. Feedback is essential for refining the SOP. A structured approach to gathering and integrating feedback ensures that valuable insights are efficiently incorporated, reducing iterative revisions.

Prompt: "How should I gather and incorporate feedback during the SOP validation phase?"



4. Regular updates keep SOPs relevant. By understanding optimal review intervals and triggers, managers can maintain SOP accuracy without unnecessary or overly frequent revisions.

Prompt: "How often should an SOP about [topic] be reviewed and updated, and what triggers should initiate this?"



5. Efficient distribution ensures adherence.

This prompt provides strategies for seamless SOP dissemination, ensuring that stakeholders are promptly informed of updates, reducing the risk of outdated practices being used.

Prompt: "How can I effectively communicate and distribute updated SOPs to relevant stakeholders?"



Without your
reposts and
comments, I
can't buy
afternoon lattes
and am sad.

