

THE 2026 PROMPTING FIELD GUIDE

Prompting *ChatGPT*

The plain-English playbook for getting fast, accurate, on-brand work out of OpenAI's ChatGPT. Built for notary publics, in the GPT-5.5 era.

Why this guide exists

ChatGPT is the AI tool most people have already opened at least once, which makes it a natural starting point for a lot of notaries. This guide skips the technical detail and focuses on what actually moves the needle for a solo mobile notary business: marketing, client communication, and cutting down admin time.

Where ChatGPT stands right now (mid-2026)

OpenAI's current default model is GPT-5.5 Instant — fast, and what you get automatically for everyday chats. For anything that needs more careful reasoning, ChatGPT automatically or manually switches to a deeper 'Thinking' mode, currently GPT-5.4 Thinking on paid plans. There's also a newer flagship family for the hardest professional work, but a solo notary will rarely need it. If a response feels shallow, asking ChatGPT to 'think harder about this' or turning on Thinking mode from the tools menu will usually fix it.

The ChatGPT advantage: memory and custom instructions

- Custom Instructions (in Settings) let you permanently tell ChatGPT who you are and how you want it to respond — your business name, service area, niche, and tone — so every new chat starts already knowing your context.
- Memory lets ChatGPT remember facts you've told it across separate conversations (if turned on), so it can recall things like your top referral partners or standard pricing without you repeating yourself.
- Set these up once and the quality of everything else in this guide goes up noticeably.

Set it up once, benefit every day

Open Settings → Personalization → Custom Instructions and fill in two boxes: what you do (your business, service area, niche) and how you want ChatGPT to respond (tone, length defaults, what to avoid). Five minutes now saves you from re-explaining your business in every single chat.

Ten prompts you can copy today

01 1. Weekly outreach batch

"I need 5 short, individually personalized outreach emails to send this week to elder law attorneys and hospice case managers in the Charlotte area, offering my mobile notary services. Give me 5 different openers so they don't all sound identical."

02 2. Journal note to invoice description

"Turn this rough journal note into a clean, professional line-item description for an invoice: [paste your shorthand note, e.g. 'hospice mom's house POA + healthcare directive, 2 signers, evening appt']"

03 3. Appointment confirmation text

"Write a short text message template confirming a mobile notary appointment, reminding the client to have a valid photo ID ready and to let me know if the signer's condition changes before I arrive."

04 4. Website FAQ page

"Write an FAQ section for my notary website answering: Can you notarize documents at a hospital? What if the signer is very weak but still mentally alert? Do you charge extra for hospice visits? Keep answers short and reassuring."

05 5. Facility liaison call script

"Write me a short phone script for calling a hospice facility's front desk to introduce my mobile notary services and ask who handles requests for notarizing patient documents."

01 6. Plain-language document summary

"Summarize the key points of this document into a short checklist a family could understand, and clearly state this is general information, not legal advice: [paste general description of the document type]"

02 7. Testimonial request email

"Write a short, non-pushy email asking a recent client if they'd be willing to leave a Google review, mentioning how much it helps a small local business like mine."

03 8. Ad copy variations

"Give me 4 short variations of Facebook ad copy for a mobile notary service targeting families arranging care for an aging parent. Vary the emotional angle — urgency, reassurance, convenience, trust."

04 9. Out-of-office / urgent contact message

"Write a short auto-reply for when I'm unavailable, that still tells hospice/hospital callers what to do if it's urgent."

05 10. Blog topic brainstorm

"Give me 10 blog post title ideas targeting families searching for mobile notary services for hospice, estate, and elder care situations in the Charlotte, NC area."

Mistakes that quietly waste your time

- Not setting up Custom Instructions. Without them, you're re-explaining your business in every new chat — a five-minute setup saves hours over a year.
- Accepting the first draft without a revision pass. "Make this 30% shorter," or "make this sound warmer" meaningfully improve output in one line.
- Pasting sensitive client information into prompts. Keep Social Security numbers, loan numbers, and identifying details out — describe the situation generally instead.
- Using the same tone for every audience. An email to a grieving family and an email to an attorney's office should not read the same.

Quick reference

TASK	PROMPT STARTER
Outreach emails	"Write 5 personalized outreach emails to [role] offering..."
Invoice/journal cleanup	"Turn this rough note into a clean invoice line: [paste]"
Website FAQ	"Write an FAQ answering: [questions], for a stressed family member."
Ad copy	"Give me 4 variations of ad copy, each with a different emotional angle."
Tone/length fix	"Make this 30% shorter and warmer: [paste]"

Want a done-for-you prompt library built specifically for your notary business?
DM me