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How to Prompt ChatGPT-6 Astra: 10 Copy-and-Paste Prompts

The three-part prompt that gets ChatGPT-6 Astra to finish a whole job instead of handing you tips, with 10 copy-and-paste prompts for your inbox, your subscriptions, your job search, your competitors, your meetings, and more, so you get the result back instead of a list of suggestions.

You can hand ChatGPT-6 Astra a whole job and get the result back. Your inbox sorted and the replies you owe on one short list. Every subscription you're paying for, with the total at the bottom. Ten job postings that fit you, in a table, with links. The catch is that Astra only does this when you ask the right way, and almost nobody does. "Help me with my email" gets you a list of tips. The three-part prompt below gets you the job done. Learn it once and you'll use it for everything.

IN A NUTSHELL

Every good Astra prompt has three parts. Start with an action verb: open, check, visit, search. Give it constraints: say what done looks like, be specific, and say what to leave alone. End with the goal: "show me the result." That's the whole formula. Below are 10 prompts built that way, ready to paste, and a quick way to tell when a prompt of your own is missing a part.

WHAT YOU NEED

A ChatGPT Plus plan (\$20 a month) or higher, and the ChatGPT app on your phone or computer. ChatGPT-6 Astra lives inside ChatGPT Work, the mode that runs its own browser. On your phone, tap the dropdown at the top of the screen that says Chat and switch it to Work. On the desktop app, open the ChatGPT menu in the top-left corner and flip the toggle from Chat to Work. That's where you paste every prompt in this guide. On the \$20 plan your Astra time in Work is metered, so hand it jobs, not quick questions. Quick questions belong in regular chat.

PART 1 Why "Help Me With My Email" Gets You Tips

In regular ChatGPT you ask a question and get an answer. In ChatGPT Work, Astra opens its own browser and does things: it goes to a site, signs in when you give it the login, clicks, reads, sorts, and comes back with a result. To do that, it has to make a plan from your words before it starts.

"Help me with my email" isn't a plan. It's a request for advice, so advice is what you get. Astra doesn't know which inbox to open, what "help" means to you, or what you want to see at the end. So it does the safe thing and explains how you could clean an inbox yourself. Same tool, same model, and you're back to doing the work.

The three parts turn the request into a plan, in the order Astra needs it:

The three parts

1. Start with an action verb

Open. Check. Visit. Search. The first word tells Astra it's doing, not advising. "Open my email." "Search LinkedIn Jobs." "Visit these three websites."

2. Give it constraints

Say what done looks like, and be specific. What to find, what counts, and what to leave alone. "Find old newsletters, spam, and receipts I never read. Unsubscribe where it's safe. Sort the important ones into folders. Don't delete anything." The tighter the constraints, the less Astra has to guess.

3. End with the goal

"Show me the result." Say the shape you want back: a list, a table, a spreadsheet, a one-page brief. Astra hands you that shape.

Constraints are the part most people skip, and they're the part that lets you walk away while Astra works. A constraint is anything that narrows the job: which messages, which folders, what counts as safe, and what it may not touch. "Don't delete anything." "Don't send anything." "Stop before checkout." You decide how much rope to give it, one sentence at a time.

PART 2 The 10 Prompts

Every prompt below is built from the three parts, in order. Paste it into ChatGPT Work and fill in the blanks.

About the brackets. Anything in [square brackets] is a blank for you to fill in before you paste. Type your real detail in its place and delete the brackets themselves. "Within 25 miles of [city]" becomes "within 25 miles of Denver." The more specific you are, the fewer times Astra has to come back and ask. When Astra reaches a page that needs a login, it shows you a sign-in form. Type your password into that form, not into the chat. The form sends it straight to the browser, and the model never sees it.

1. Clean your inbox

The one from the video, with one constraint added so nothing disappears. Astra sorts, unsubscribes, and hands you the short list of what needs you.

PROMPT

Open my email. Find old newsletters, spam, and receipts I never read. Unsubscribe where it's safe. Sort the important ones into folders. Don't delete anything and don't reply to anyone. Then show me anything I need to reply to.

2. Find every subscription you're paying for

Most people are paying for two or three things they forgot about. This finds them.

PROMPT

Search my email for the last 12 months of receipts, renewal notices, and "your payment" messages. Make a list of every subscription you find, with the company, what it costs, how often it bills, and the date of the last charge. Don't cancel anything and don't click any links inside those emails. Show me the list as a table sorted by yearly cost, highest first, with the total at the bottom.

3. Run your job search

Astra reads the postings so you don't have to. You get the ten that fit, and you decide where to apply.

PROMPT

Search LinkedIn Jobs and Indeed for [job title] jobs within 25 miles of [city], posted in the last 7 days, [remote / hybrid / in person], paying at least [\$]. Read each posting. Skip anything that requires [a degree or certification you don't have]. Don't apply to anything and don't message anyone. Show me a table of the 10 best matches with the company, the title, the pay if it's listed, the top 3 requirements, and the link.

4. Size up your competitors

An hour of clicking around other people's websites, done for you, with the three things they do that you don't.

PROMPT

Visit the websites for [competitor 1], [competitor 2], and [competitor 3]. For each one, find what they sell, their prices or packages, what they promise on the home page, and what their newest blog post or announcement is about. Stay on their public pages. Don't fill out any forms, sign up for anything, or contact anyone. Show me a side-by-side table, and then 3 things they all do that I don't.

5. Prep for tomorrow's meetings

Walk into every meeting knowing what you last said to each person and what you still owe them.

PROMPT

Open my calendar and my email. For every meeting on my calendar tomorrow, find the last email thread between me and the people in that meeting. Read only threads from the last 60 days. Don't send anything and don't change anything on the calendar. Show me a one-page brief: each meeting, who's in it, what we last talked about, anything I promised and haven't delivered yet, and one question I should ask.

6. Turn a month of receipts into a spreadsheet

For anyone who does their own books. The receipts are already in your email. Astra pulls them into one sheet.

PROMPT

Open my email and find every receipt and invoice from [month]. For each one, pull the date, the company, the amount, and what it was for. Put them in a spreadsheet with a column for category (software, travel, supplies, meals, other). Don't delete or move any emails. Show me the finished spreadsheet with a total at the bottom, and flag anything over [\$] so I can double-check it.

7. Price-check before you buy

Three stores, one answer, nothing in your cart until you say so.

PROMPT

Check Amazon, Walmart, and [the brand's own site] for [exact product, with model, size, and color]. For each store, get today's price, the shipping cost, the delivery date, and the return window. Don't add anything to a cart and don't buy anything. Show me which one is cheapest all-in and which one gets here fastest, with the links.

8. Plan a trip

Flights and hotels inside your budget, laid out so you can pick in two minutes.

PROMPT

Search Google Flights and [Booking.com / Hotels.com] for round-trip flights from [home airport] to [city] leaving [date] and returning [date], and hotels in [neighborhood] rated 8 or higher for those nights. Keep flights under [\$] and hotels under [\$ per night]. Don't book, reserve, or hold anything. Show me 3 flight options and 3 hotel options in a table with price, times, and links, and tell me which pair you'd pick and why.

9. Round up your reviews

For anyone with a business page. What people praised, what they complained about, and a draft reply for each one under four stars.

PROMPT

Visit my business page on Google Maps and on Yelp: [business name, city]. Read every review from the last 30 days. Don't reply to any of them and don't click anything except the reviews. Show me the average rating for the month, the 3 things people praise most, the 3 complaints that come up more than once, and a short draft reply for each review under 4 stars so I can post them myself.

10. Find the emails nobody answered

Every message you sent that went quiet, with a follow-up already written in your tone.

PROMPT

Search my email for every message I sent in the last 14 days that never got a reply. Skip newsletters, receipts, and anything I sent to myself. Don't send anything. Show me a list with the person's name, the subject, the date I sent it, and a two-sentence follow-up for each one written in the same tone as my original, so I can copy and send the ones I want.

WHY EVERY PROMPT HAS A CONSTRAINT

A constraint is what turns a good result into one you can trust. Astra already pauses before anything that costs money. Adding "don't send," "don't delete," or "stop before checkout" means the only things that change are the things you named. Start tight the first time you run a prompt, look at what comes back, and loosen the line next time if you want Astra to go further.

PART 3 How to Actually Use It

Run it in Work, not Chat. Open the ChatGPT app, switch the dropdown at the top from Chat to Work, paste the prompt, and send it. If Astra reaches a login page, it hands you a sign-in form. Fill it in there. If the site asks for a two-factor code, you type that in too. Then it carries on.

Watch the first one. You can see Astra's browser inside the chat while it works, and you can take over the mouse at any point. Watch the first prompt you run all the way through. After that you'll know what it does and you can let it run while you do something else.

If it gets stuck. Sometimes a page throws up something Astra can't get past on its own: a login that loops, a "prove you're human" box, a pop-up that won't close. You'll see it stall in the browser window. Take over the mouse, finish that one step yourself, then

type "keep going" and Astra picks up where it left off. That's normal, and it's the whole reason the browser is visible to you.

Keep going in the same chat. Once the job is done, the next prompt is usually short, because Astra already has everything open. A few that work well:

- "Show me what you'd unsubscribe from before you do it."
- "Do the same thing for last month."
- "Turn that into a spreadsheet."
- "Add a column for the cancellation link."
- "Only show me the ones over \$10 a month."
- "Now draft the reply to the top one and show it to me."

Write your own with the three parts. When you have a job that isn't on the list, write it in the same order. Action verb first. Constraints in the middle: what done looks like and what to leave alone. "Show me the result" at the end. Read it once before you send it and check that all three are there.

PART 4 The Tell

When a prompt isn't working, one of the three parts is missing, and what comes back tells you which one.

What came back, and what to add

A list of tips or suggestions

You asked for help instead of giving a job. Start over with an action verb: "Open my email" instead of "help me with my email."

A list of questions before it starts

Your constraints are too thin. Say what done looks like: which messages, which folders, what to skip.

A summary instead of the finished thing

You didn't end with the goal. Add "show me a table with these columns," "show me the spreadsheet," or "show me a one-page brief."

It touched something you didn't want touched

A constraint is missing. Add "don't delete," "don't send," "don't buy," or "stop and show me before you do X."

PART 5 What Astra Doesn't Do

Worth saying plainly, so you know where you still come in.

It doesn't know what's safe to cancel. Astra can find every subscription and every newsletter. Which ones to keep is your call, which is why the prompts above make the list first and let you act on it. Keep it that way for anything that costs money.

It doesn't get your passwords. Every login goes through the sign-in form Astra shows you, straight to the browser. Never type a password into the chat itself, even if it asks.

It stops before it spends. Payments, bookings, and submissions get a pause and a confirmation from you. That's built in, and the "don't" lines in the prompts add a second layer on top.

It's metered on the \$20 plan. Astra time inside Work has a limit on Plus. A whole job, like the inbox or the subscription list, is a good use of it. A quick question is not. Ask those in regular chat and save Work for the things that take clicking.

DO THIS FIRST

Open ChatGPT, switch Chat to Work, and paste prompt 2, the subscription list. It doesn't change anything, it just reads, and what comes back is usually the most useful five minutes you'll spend with AI this month. Once you've seen that one work, run the inbox prompt. From then on, every job you hand Astra starts the same way: an action verb, constraints, and "show me the result."

FAQ Questions People Ask About ChatGPT-6 Astra

Straight answers

How do I prompt ChatGPT-6 Astra?

Give it a job, not a question, in three parts. Start with an action verb like open, search, or visit, give it constraints that say what done looks like and what to leave alone, and end with the goal, such as "show me the result as a table."

Where is ChatGPT-6 Astra in ChatGPT Plus?

Inside ChatGPT Work, not the regular chat. On the phone app, tap the dropdown at the top that says Chat and switch it to Work. On the desktop app, open the ChatGPT menu in the top-left corner and flip the toggle from Chat to Work.

Can ChatGPT-6 Astra clean my inbox?

Yes, when you tell it what to do. Paste prompt 1 above: open my email, find old newsletters, spam, and receipts I never read, unsubscribe where it's safe, sort the important ones into folders, don't delete anything, then show me anything I need to reply to.

What is ChatGPT Work?

The mode of ChatGPT that runs its own browser and does tasks for you instead of answering questions. It's included with ChatGPT Plus, and ChatGPT-6 Astra is the model behind it.

Why does ChatGPT give me tips instead of doing the task?

Because the prompt asked for help instead of giving a job. "Help me with my email" reads as a request for advice. "Open my email and do these things" reads as a task. Start with an action verb and say exactly what you want back.

Is it safe to let ChatGPT-6 Astra into my email?

Your password goes into a sign-in form that sends it straight to the browser, so the model never sees it. Once it's signed in, Astra can do whatever that account can do, which is why every prompt in this guide includes a constraint like "don't delete anything" or "don't send anything."

Does ChatGPT-6 Astra work on the free ChatGPT plan?

No. ChatGPT Work, where Astra lives, is part of ChatGPT Plus (\$20 a month) and the plans above it, and on Plus your Astra time in Work is metered. The free plan doesn't include Work.

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