Save time with your voice

Five practical uses for ChatGPT and Codex

Speak naturally, explain the result you want, and review what AI produces. Try one of these requests with a task you already need to do.

1 Turn scattered thoughts into a draft

Explain your idea aloud, including who it is for and what matters. Ask ChatGPT to organize your explanation into a proposal, product description, post, or instructions.

Try saying: "Let me explain my idea. When I finish, ask about anything missing and prepare a first draft."

Time saved: You start with your own explanation instead of a blank page.

2 Create a checklist while you work

Talk through a repeatable task, such as photographing inventory, packing orders, or preparing a workshop. Ask ChatGPT to turn the process into instructions someone else can follow.

Try saying: "Help me document my product photography process. Ask one question at a time, then create a checklist."

Time saved: You capture fresh details and avoid explaining them repeatedly.

3 Rehearse an important conversation

Have ChatGPT play a customer, interviewer, or prospective client. Practice aloud, then ask for feedback on answers that are unclear or take too long.

Try saying: "Act as a customer asking about my service. Ask five questions, one at a time, then help me improve my answers."

Time saved: You practice without writing a full script or finding a practice partner.

4 Explain a computer task to Codex

With the necessary files and tools available, describe the result you want: combine CSV files, fix a website problem, or build a small calculator. Review the result.

Try saying: "Combine these inventory CSV files into one spreadsheet. Flag duplicate item numbers and anything you cannot match."

Time saved: You explain the outcome without working out every technical step yourself.

5 Review and revise through conversation

Give feedback aloud on a draft, page, or other deliverable available to the task. Explain what needs to change and refine the result as you review.

Try saying: "The introduction takes too long. Start with the customer's problem, keep my example, and shorten the last paragraph."

Time saved: You give several related changes without composing a detailed editing message.

Before you start: Live voice supports conversation; dictation turns speech into text. Features depend on your account, app, tools, and permissions.

Source: OpenAI voice documentation | Checked October 31, 2026



AI with Christine Jump | Practical AI | October 31, 2026

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