

MAVERICK AI

10 HIDDEN

CHATGPT FEATURES

Most People Don't Know About

The features nobody talks about that will completely
change how you use ChatGPT every single day.

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Most people use ChatGPT like a search engine.

They type a question, get an answer, and close the tab. But ChatGPT in 2026 is an entirely different beast. It can connect to your apps, schedule tasks that run while you sleep, see your screen in real time, and dozens of other things most users have never even discovered.

This guide covers the 10 most powerful hidden features that will turn you from a casual user into a power user. These aren't theoretical. Every single feature here is live and available right now.

1 The Built-In App Store

ChatGPT now has a full app ecosystem. You can connect it directly to Gmail, Slack, Spotify, Google Drive, Canva, HubSpot, Figma, Jira, GitHub, Dropbox, DoorDash, Uber, and dozens more. All from inside the chat. These aren't clunky integrations. They're native connections where ChatGPT can actually read your emails, create Spotify playlists that show up in your app, run Jira workflows, enrich leads in Clay, design in Canva, and even order food. OpenAI calls them "Apps" (formerly Connectors), and they turned ChatGPT from a chatbot into a command center for your entire digital life.

How to use it:

- Open ChatGPT > click your profile picture > Settings > Connected Apps
- Browse the available apps and click Connect on the ones you use
- Authorize ChatGPT to access each service (OAuth, your passwords are never shared)
- Then just ask naturally: "Summarize my unread Gmail from this week" or "Create a chill playlist on Spotify"

Pro Tip: Combine multiple apps in one prompt: "Check my Gmail for any invoices from this month, extract the amounts, and create a summary in Google Docs." ChatGPT chains the apps together automatically.

2 Schedule Tasks That Run While You Sleep

ChatGPT can now run tasks on a schedule, like a personal assistant that works 24/7. Ask it to do something, then set it to repeat daily, weekly, or on any schedule you want. When the task

completes, ChatGPT sends you a push notification or email with the results. It's like having cron jobs for your life, but in plain English.

How to use it:

- After ChatGPT gives you a response, click the three dots at the bottom of the message
- Select "Schedule" from the menu
- Set the frequency: one-time, daily, weekly, or custom
- ChatGPT runs the task automatically and notifies you when it's done
- Manage all tasks: profile picture > Settings > Tasks

Pro Tip: Set up a Monday morning briefing: "Every Monday at 8am, check my Gmail for anything urgent, summarize my calendar for the week, and give me a 3-bullet priority list." You'll wake up to a ready-made game plan.

3

Broadcast Your Screen to ChatGPT

This one blows people's minds. In Advanced Voice Mode, you can share your phone's screen (or camera) with ChatGPT in real time. It literally sees what you see and talks to you about it. Stuck on a settings menu? Show ChatGPT your screen and ask "How do I turn off notifications for this app?" Working on a spreadsheet? Share your screen and say "Help me fix this formula." It's like having a tech-savvy friend looking over your shoulder 24/7.

How to use it:

- Open the ChatGPT mobile app and tap the voice icon (waveform) to start Advanced Voice
- Tap the three dots in the voice interface
- Select "Share Screen" and your phone's screen share dialog will appear
- Confirm, and ChatGPT now sees everything on your screen in real time
- For camera: tap the video/camera icon instead to share your live camera feed

Pro Tip: Use camera sharing to point your phone at real-world objects: a dashboard warning light, a plant you can't identify, a restaurant menu in another language, or a math problem on a whiteboard. ChatGPT sees it and responds instantly by voice.

4

Pin Your Most Important Conversations

If you use ChatGPT regularly, your sidebar becomes a chaotic scroll of old conversations. The pin feature lets you lock your most important chats to the very top of the sidebar so they're always one click away. Pin your ongoing project, your weekly planning chat, or your go-to Custom GPT. It's a small feature that saves a surprising amount of time when you're juggling multiple threads.

How to use it:

- On web: hover over any conversation in the sidebar > click the three dots > Pin
- On mobile: long-press on a conversation > select Pin
- Pinned chats stay permanently at the top of your sidebar across all devices
- You can pin up to 3 conversations (same limit across Free, Plus, and Pro)

Pro Tip: Combine pinning with renamed chats for a clean workspace. Rename your key chats to something clear like "[PROJECT] Q2 Marketing Plan" or "[DAILY] Morning Briefing" so you can find them instantly.

5

Group Chats with ChatGPT

You can now create group conversations where multiple people chat with ChatGPT together in real time. Invite up to 20 people by sharing a link. Everyone in the group can see ChatGPT's responses, add their own messages, and build on each other's prompts. It's like a brainstorming room with an AI participant. Perfect for team planning sessions, study groups, or collaborative projects where everyone needs to see the same AI-generated output.

How to use it:

- Open ChatGPT and start a new conversation
- Tap the group chat icon in the top-right corner of the chat
- Share the generated invite link with up to 20 people
- Anyone with the link can join and contribute to the conversation
- All participants see messages and ChatGPT's responses in real time

Pro Tip: Use group chats for live brainstorming sessions. Have your team pile into one chat, throw ideas at ChatGPT, and let it synthesize everyone's input into a structured plan. It's way more productive than passing a laptop around.

6

Build Your Own Custom GPT (In 5 Minutes)

Most people don't realize you can create your own personalized version of ChatGPT. A Custom GPT is ChatGPT with specific instructions, personality, knowledge files, and tools baked in. Build an "Email Writer" that always uses your brand voice. A "Code Reviewer" that follows your team's style guide. A "Meal Planner" that knows your dietary restrictions and budget. Once built, it appears in your sidebar and works perfectly every time without you repeating instructions.

How to use it:

- Go to chatgpt.com/create (or sidebar > My GPTs > Create a GPT)
- Describe what you want in plain English: "I want a GPT that writes professional emails in a friendly but concise tone"
- Switch to the Configure tab to fine-tune instructions, upload knowledge files, and enable tools
- Upload reference docs (style guides, FAQs, product specs) so the GPT can reference them
- Save it as private, shareable via link, or publish to the GPT Store for others to use

Pro Tip: Upload your company's style guide and brand docs as knowledge files. Your Custom GPT will reference them automatically, so every email, blog post, and social caption it writes matches your brand voice perfectly.

7

Canvas: The Side-by-Side Editor Nobody Uses

Canvas opens a full editing workspace right next to your chat. Instead of reading ChatGPT's response and copy-pasting it into Google Docs, Canvas lets you edit the output directly in a side panel. Highlight a paragraph and ask ChatGPT to rewrite just that part. Click a button to adjust the reading level, make text shorter, add polish, or translate the whole thing. For code,

you get syntax highlighting, a "run code" button, bug fixing, and language conversion. It's available to all users, including Free.

How to use it:

- Click the Canvas icon in the input bar (or find it in the View Tools dropdown)
- Ask ChatGPT to write or code something. It appears in the side panel
- Edit directly by clicking and typing in the Canvas panel
- Highlight any section > ask ChatGPT to revise just that part
- Use the shortcut buttons: Suggest Edits, Adjust Length, Reading Level, Add Polish, Translate
- For code: Fix Bugs, Add Comments, Convert Language, Add Logging, Run Code

Pro Tip: Canvas keeps version history. If an edit goes wrong, hit the back arrow to revert instantly. This makes it safe to experiment with aggressive rewrites. You can always undo.

8

Study Mode and Quiz Mode for Learning Anything

ChatGPT now has a dedicated study mode designed specifically for learning. Instead of just giving you answers, it uses Socratic questioning, asking you questions to guide you toward understanding, rather than handing you the solution. It can generate practice quizzes, create interactive flashcards, give you mock grades on practice essays, and track which topics you're struggling with. There's also interactive learning with 70+ math and science topics that let you experiment with formulas and variables in real time.

How to use it:

- Start a new chat and ask ChatGPT to quiz you on any topic
- Say "Turn on study mode" or "Quiz me on [topic]" to activate Socratic-style learning
- ChatGPT will ask you questions rather than just explaining, guiding you to the answer
- Ask for flashcards: "Create 20 flashcards for AP Biology Chapter 6"
- Request mock exams: "Give me a practice exam for the bar exam's constitutional law section"
- Try interactive math: ChatGPT presents visual modules for concepts like the Pythagorean theorem

Pro Tip: Upload your actual study materials (textbook PDFs, lecture notes, past exams) and ask ChatGPT to create a personalized study plan and quiz you based on that specific content. It's like a private tutor who's read all your course material.

9

Projects: Give ChatGPT Persistent Memory Per Topic

Projects are organized workspaces that solve one of ChatGPT's biggest frustrations: losing context. Create a Project for each major thing you're working on. Every conversation inside that Project shares the same uploaded files and custom instructions. Upload your brand guidelines once, set instructions like "Always write in our brand voice," and every new chat in that Project automatically knows the rules. No more re-explaining your context in every single conversation.

How to use it:

- In the sidebar, click "+ New Project"
- Name it and add custom instructions that apply to every chat in the project
- Upload reference files (PDFs, docs, spreadsheets) that persist across all conversations
- Start new chats inside the project. They all inherit the instructions and files automatically
- On Team/Enterprise plans, share projects with teammates for collaborative work

Pro Tip: Create separate projects for different clients or workstreams: "Client A, Social Media," "Product Launch Q2," "Personal Finance." Each one maintains its own context so ChatGPT never mixes up your instructions.

10

Deep Research: An AI Research Team in One Click

Deep Research is ChatGPT's autonomous research agent. Activate it and ChatGPT spends 3 to 10 minutes independently browsing 20 to 50+ web sources, cross-referencing facts, evaluating credibility, and compiling a comprehensive report with clickable citations. It replaces hours of manual Googling with a single prompt. It's powered by the o3 reasoning model, which means it doesn't just search. It thinks about what it finds, identifies

contradictions, and synthesizes everything into structured analysis.

How to use it:

- Select "Deep Research" from the model dropdown at the top of a new chat
- Type a detailed research question (the more specific, the better)
- Review the research plan ChatGPT creates. Modify it if you want different focus areas
- Wait 3 to 10 minutes while it browses dozens of sources (you'll see live progress)
- Read the full report with inline citations. Ask follow-ups to go deeper on any section

Pro Tip: Use Deep Research for competitive analysis, market sizing, academic literature reviews, or due diligence. Try: "Research the top 5 CRM platforms for startups under 50 employees. Compare pricing, integrations, ease of use, and recent reviews from 2025-2026."

That's 10 features. Zero excuses.

Most people are still using ChatGPT like it's 2023. They type a question, get an answer, and move on. But the people who actually learn these features? They're saving hours every week, automating their busywork, and making ChatGPT do things their coworkers didn't even know were possible.

Start with one feature today. Just one. The compound effect of integrating these into your daily workflow will change how you work forever.

Share this guide with someone who still uses ChatGPT the old way.

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