

CLAUDE AND CHATGPT

SAME FEATURES. DIFFERENT JOBS.

Look at a feature list and the two look identical. Both have projects. Both build things. Both have an agent. Both connect to your apps. So people conclude it does not matter which one they open. **It matters a lot.**

THE THING NOBODY TELLS YOU

These are not copies of each other. Each company built the **same feature for a different kind of task**. Same name on the menu, different dish on the plate.

Once you see what each version was designed for, choosing stops being a debate and becomes obvious. You are not picking a favourite company. You are matching a tool to a task.

HOW TO READ THE NEXT TWO PAGES

- 01** Each block is **one capability that both products have**.
- 02** Left side is Claude's version, right side is ChatGPT's version, with **what each one was actually built to do**.
- 03** Under each, a plain **"reach for this when"** line. That is the part you will actually use.
- 04** The last page has a **one-glance card**: your task on the left, the tool to open on the right.

SAME NAME, DIFFERENT DISH

A WORKSPACE THAT REMEMBERS YOUR CONTEXT		Both call it Projects
CLAUDE · PROJECTS Built as a private memory of how you work . You load your documents, formats and standards once, and every chat in that project inherits them. REACH FOR THIS WHEN You want the same standard applied again and again to your own recurring work.	CHATGPT · PROJECTS + CUSTOM GPTS Built as an assistant you can package and hand to others . Same context idea, but you can bundle it into a GPT and share it. REACH FOR THIS WHEN You want a colleague or client to use the same assistant without you explaining it.	
MAKING SOMETHING, NOT JUST TALKING		Artifacts and Canvas
CLAUDE · ARTIFACTS Built to produce a working thing : a calculator, a tracker, a visualisation. It appears beside the chat and you improve it by describing changes. REACH FOR THIS WHEN You want a small tool that works, not a document about the tool.	CHATGPT · CANVAS Built to edit a long piece with you . A document or code sits open on one side and you keep refining specific parts of it together. REACH FOR THIS WHEN You are drafting something long and want to work on it paragraph by paragraph.	
THE AGENT THAT FINISHES THE JOB		Cowork and Work
CLAUDE · COWORK Built to go into the work you already have . It opens your folders and tools, does the task there, and leaves the result for review. Close the laptop, it keeps going. REACH FOR THIS WHEN The work already exists somewhere and just needs doing.	CHATGPT · WORK Built to gather from everywhere and produce something new . It moves across your connected apps and returns a finished sheet, deck, document or dashboard. REACH FOR THIS WHEN The inputs are scattered and you need one finished output.	
TEACHING IT YOUR WAY OF WORKING		Skills and Custom GPTs
CLAUDE · SKILLS Built for depth in your own method . Package your instructions, reference files and sub-agents so it follows your process exactly, every time. REACH FOR THIS WHEN You have a method that must be followed precisely, not approximately.	CHATGPT · CUSTOM GPTS Built for distribution . Wrap instructions and files into an assistant, then publish it so a whole team or the public can use it. REACH FOR THIS WHEN Many people need to do the same thing the same way.	
WORKING WITH YOUR DOCUMENTS		Both read your files
CLAUDE Built for reading long and reading closely . Large documents, contracts, reports, where the wording and the nuance matter. REACH FOR THIS WHEN The document is long and you need understanding, not arithmetic.	CHATGPT Built for doing things to data . Its analysis tool actually computes on your spreadsheet and returns numbers and charts. REACH FOR THIS WHEN The file is numbers and you want calculations and charts back.	

AND THE REST, THEN DECIDE

LOOKING THINGS UP ON THE INTERNET

Both search the web

CLAUDE

Built for **answering the question in front of you** with current information, and telling you where it came from.

REACH FOR THIS WHEN

You need a quick, current, sourced answer inside your work.

CHATGPT

Built for **going away and researching**. Deep research mode reads widely and returns a structured, sourced report.

REACH FOR THIS WHEN

You want a briefing document on a topic, not a single answer.

CONNECTING YOUR OTHER TOOLS

Connectors and plugins

CLAUDE

Built to **bring your context in**. Workspace, Microsoft 365, Slack, JIRA and Zapier feed material to Claude so it works with what you already have.

REACH FOR THIS WHEN

You want it to understand your world before it acts.

CHATGPT

Built to **reach out and act**. Call an app with @ inside the chat and it operates across Gmail, Drive, Salesforce, Teams and more.

REACH FOR THIS WHEN

You want it to do something in another app, right now.

WHERE IT SITS WHILE YOU WORK

Both have apps

CLAUDE

Built to **follow you into your tools**: a Chrome extension, Microsoft 365, and tagging it into a conversation.

REACH FOR THIS WHEN

You want help inside the window you are already in.

CHATGPT

Built as **one place you go to**: web, mobile and a desktop app that sits alongside everything else.

REACH FOR THIS WHEN

You prefer one window that does many different kinds of work.

ONE GLANCE: YOUR TASK, YOUR TOOL

A folder of files that needs work done inside it
Inputs scattered across apps, one finished output needed
A long document to understand, summarise or check
A spreadsheet to calculate on and chart
A process you want followed exactly, every time
An assistant your whole team will use
A small working tool or tracker, built by describing it
A deck, a report or an image to hand over
A researched briefing on an unfamiliar topic
A task that must run on a schedule while you are away

CLAUDE

CHATGPT

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CLAUDE

IF YOU ONLY REMEMBER ONE LINE

Claude is built to work inside what you already have. ChatGPT is built to gather from everywhere and produce something new. Almost every difference on these pages comes back to that one sentence. Read your task, decide which half it belongs to, open that one.

LEARN TO USE BOTH, ON YOUR OWN WORK

AiM runs live, hands-on sessions where you work on your real tasks, not demos.
aiwithminal.com · Free AI Fluency Test: aiwithminal.com/fluency.html

