

CHAT GPT Cheat Sheet

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Basic Structure of a Prompt:

Act as a [ROLE], create a [TASK],
show as [FORMAT].

What is a Prompt?

The text (questions/instructions)
you provide to Chat GPT

Act as a [ROLE]

1. Marketing Specialist
2. HR Professional
3. Lawyer
4. Chief Financial Officer
5. Journalist
6. Lifecoach
7. Accountant
8. Project Manager
9. Relationship Coach
10. Recruiter
11. CEO
12. Copywriter

Create a [TASK]

1. Blog Post
2. Summary
3. Sales Copy
4. Recipe
5. Analysis
6. Product Description
7. Social Media Post
8. Article
9. Interview
10. Video Script
11. Presentation
12. Cover letter
13. Email Sequence
14. Headline
15. SEO Keywords
16. Landing Page

Show as [FORMAT]

1. Markdown
2. Table
3. List
4. HTML
5. VBA
6. CSV
7. EMOJIS
8. Bullet Points
9. GANNT Chart
10. Bullet points

Generate New Ideas

make a list of 10 new ideas for
[INSERT DESIRED PURPOSE, e.g.
social media post]

Improve Your Writing

Please review the following text.
Correct all grammar and spelling
mistakes. Suggest improvements.
[TEXT]

Problem Solving

Give me a step-by-step guide to
the following problem with clear
instructions on how to perform
each step. [PROBLEM]

SEQUENCED PROMPTING

1. Create an outline for an
article on the topic of [TOPIC].
2. You are writing a [TYPE OF
ARTICLE] article about [TOPIC].
We are going to write it in
stages. Please write the the
first part [COPY FROM
OUTLINE].
3. Now, write the second part
[COPY OUTLINE PART 2].
4. Now write 3 different buzzstyle
headlines, I can use.

Tones

Friendly
Motivational
Inspirational
Authoritative
Educational
Thoughtful
Encouraging
Serious
Informal

How to Learn from Chat GPT?

Explain the following topic as if I would be
[NUMBER] years old. [TOPIC].

or

I want to learn the following skill [INSERT
SKILL].

I am a beginner.

Please create a 30-day training program for me,
so I can master this skill.

Writing Styles

Technical
Humorous
Academic
Poetic
Journalistic
Conversational
Descriptive
Persuasive
Satirical
Comparative

Linked Prompting

When working in the same chat, Chat GPT remembers your conversation.
Which means it links your prompts. This allows you to work on the same topic in the same style and tones.

Chatgpt Tips Setup

JE Gale



Chatgpt Tips Setup:

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