

CHATGPT CHEAT SHEET

BASIC TIPS: Remember anything you upload into ChatGPT becomes public. All data is logged and used for learning purposes, so be careful what you input! Also, note that these are basic starting points and are not all-inclusive. Keep experimenting and your use cases will expand over time!

Terms You Need To Know

- **OpenAI:** the parent company of ChatGPT
- **Generative AI:** category of AI that can “produce” content like text/images vs. specific tasks like predicting things
- **AI models:** think of these as very big math equations
- **Large language models:** very big math equations that are very good at predicting the next word
- **Prompts:** messages you send to ChatGPT
- **Prompt engineering:** the “science” of sending the exact right messages to ChatGPT to get the output you want

Basic Structure of a Prompt

Acting as a [ROLE] perform [TASK] in [FORMAT]

<u>Act as a [ROLE]</u>	<u>Create a [TASK]</u>	<u>Create as [FORMAT]</u>
Marketer	Book Outline	A List
Mindset Coach	Essay	A Table
Best Selling Author	Email Sequence	HTML
Website Designer	Product Description	Code
Journalist	Cover Letter	Graphs
Inventor	Blog Post	CSV file
Chief Financial Officer	SEO Keywords	Rich Text
Accountant	Summary	XML
Lawyer	Sales Copy	Gantt Chart
Project Manager	Analysis	Word Cloud

Examples of Prompting in Action

- **Creative Writing Prompt:** "Write a short story about a lost traveler who stumbles upon a hidden world within a forgotten cave."
- **Opinion/Debate Prompt:** "What are the pros and cons of genetically modified crops? Provide arguments for both sides and discuss their potential impact on agriculture and the environment."
- **Philosophical Prompt:** "Discuss the concept of free will and its compatibility with determinism. Can we truly make choices if preceding factors ultimately determine our actions?"
- **Historical Prompt:** "Imagine you are a journalist reporting on a major historical event, such as the signing of the Declaration of Independence or the fall of the Berlin Wall. Write an engaging article capturing the significance and emotions surrounding the event."
- **Scientific Prompt:** "Explain the process of photosynthesis in plants, detailing the role of chlorophyll and the conversion of sunlight into chemical energy. Also, discuss the importance of this process for life on Earth."

Use Case Ideas

Summarizing, Brainstorming, Synthesizing, Extracting Data, Reformatting & More!

- **Sales & Marketing:** Write emails, blog content, social media posts, press releases. Brainstorm ideas, assist with market research. Outbound calling scripts and emails. Draft RFP responses.
- **Human Resources:** Create job descriptions, write policies, automate the job screening process, provide onboarding documentation, answer HR-related queries, analyze interview responses, write basic policies.
- **Performance Reviews:** Guide employees through self-assessment processes, offer feedback based on performance metrics, make suggestions for improvements, highlight strengths and weaknesses, assist with goal setting.
- **IT Support:** Troubleshoot common issues, guide users through step-by-step resolution, instructions for software installations and password resets.
- **Legal & Compliance:** Analyze legal agreements and contracts, draft standardized legal documents, assist with compliance guidelines.
- **Training & Development:** Deliver personalized training modules, answer questions related to training materials, offer additional resources for self-learning.
- **Finance & Accounting:** Assist with tasks such as generate invoices, track expenses, provide financial reports. Analyze financial data to identify cost-saving opportunities, offer insights on budget allocation.

Prompt Engineering Step-By-Step

1. **Define the objective:** Establish a clear purpose for the prompt. For instance, when summarizing a news article, the aim is to obtain a brief, informative overview.
2. **Construct an initial prompt:** Create a concise prompt to begin the process. For example: "Summarize the following news article:" This can be refined and expanded as needed.
3. **Evaluate and iterate:** Assess the output generated by ChatGPT in response to the initial prompt. Modify the prompt as necessary to improve the outcome. For instance: "Provide a concise, 3-sentence summary of the following news article:". Iterate until the desired result is achieved.
4. **Employ control mechanisms:** Experiment with various control techniques, such as tokens, prefixes, or postfixes, to guide the AI's response. For example, prepend a sentence like "Using a professional tone," to influence the tone of the generated text.