

ChatGPT PROMPTS

WHAT IT IS

ChatGPT, powered by OpenAI, is a large language model adept at responding to a variety of prompts. Whether you're seeking new ideas, insightful answers or creative writing assistance, ChatGPT can help. The trick is knowing how to ask.

WHY YOU'LL LOVE IT

- **Variety:** You can prompt ChatGPT to do anything from drafting an email, to creating a recipe, to explaining quantum physics at a kindergarten level (yes, seriously!).
- **Refinement:** If you aren't happy with a response, you can continue asking for the adjustments that best suit your needs (tone, format, level of detail, etc.)
- **Brainstorming:** ChatGPT is the ultimate antidote to a creative slump. Ask for suggestions, ideas or outlines to help you get started on your projects.
- **Summarizing:** If you're short on time, you can ask ChatGPT to summarize long pages of text, pulling out key themes and takeaways (currently around 3,000 words in the free version – ChatGPT 3.5).
- **Reverse engineering:** You can paste an example of what you're looking for into ChatGPT and ask it what prompts would elicit something similar.

GETTING STARTED

Step 1: Crafting the initial prompt

Create a prompt based on your objectives. **Be clear** about what you're looking for, and provide any necessary **context** and **detail**. For example:

- ✓ "Draft marketing content to promote [details about event, purpose, objectives, audience]"
- ✓ "Help me brainstorm ideas for [project details, themes]"
- ✓ "Explain the process of [specific topic, desired format]"
- ✓ "Suggest an outline for a blog post about [focus, angle, goal]"
- ✓ "Translate the following text into [language, tone]"

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Step 2: Iterative prompting

Experiment with different prompt structures or added parameters to achieve desired results. For example:

- ✓ "List the steps to..."
- ✓ "Provide 5 examples of..."
- ✓ "Compare multiple perspectives on..."
- ✓ "Generate a 300-word summary of..."
- ✓ "Share best practices for..."

Step 3: Feedback-driven prompts

Refine your prompts based on ChatGPT's responses. Adjust language, structure or specificity for optimal outcomes. For example:

- ✓ "Regenerate using a more casual tone"
- ✓ "Change suggestions to bullet points"
- ✓ "Adjust using the following template [paste example]"
- ✓ "Suggest more clever titles"
- ✓ "Include more detail"
- ✓ "Explain in simpler terms"

LEARN MORE WITH THESE ADDITIONAL TOOLS AND RESOURCES!



- [AI at Your Fingertips: Elevate Your Organization with ChatGPT \(video\)](#)
- [OpenAI Guide to Prompt Engineering](#)
- [202 Awesome ChatGPT Prompts to Boost Productivity](#)

DISCLAIMER



ChatGPT cannot guarantee data confidentiality or privacy, therefore it's important not to share personal details or sensitive information within the platform.