

# ChatGPT: Zero to Power User Cheat Sheet

## KEY TERMS

**OpenAI:** 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 big, 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

## PROMPT FRAMEWORKS

Get better output by structuring your prompts:

- **RTF (Role, Task, Format)**
- **CTF (Context, Task, Format)**
- **RASCEF (Role, Action, Steps, Context, Examples, Format)**

Two methods to prompting:

- **Megaprompts:** Write one big message that contains all of the above. E.g., ask for a full press release.
- **Prompt chaining:** Break down the task into smaller steps. E.g., start by asking for a blog post idea, then an outline, then the content.

## MODES

1. **Intern:** "Come up with new fundraising ideas."
2. **Thought Partner:** "What should we think about when generating new fundraising ideas?"
3. **Critic:** "Here's a list of 10 fundraising ideas I created. Are there any I missed? Which ones seem particularly good or bad?"
4. **Teacher:** "Teach me about [x]. Assume I know [x] and adjust your language."

## EXAMPLE PROMPTS

**Example context (attach before prompt):** "I run a bake shop called Pete's Pies located in Denver. We sell vegan cookies, brownies and cakes. My brand is witty, humorous and irreverent."

1. "Write 5 subject lines I should use for a holiday sale. Maximum 8 words each."
2. "Come up with a 5-day email sequence outline based on the teachings of the world's best e-commerce marketers to sell my ebook called 'Baking Wonders'"
3. "Write a landing page header for my new Salt Lake City location. Generate 10 ideas. Make sure they're creative."
4. "Write a cold email to the CEO of a local insurance agency. Assume they are interested in catered dessert. End of email asks for a 15-minute call. Max length 50 words. Tone: professional, enthusiastic."
5. "I'm hiring for a part-time baker position. Draft a job description using what you know about my business."
6. "I need to increase sales by 10% this year. What are some growth strategies I should think about?"
7. "Here are the reviews from my Google Reviews page. Summarize the feedback from my customers."
8. "Below are scratch notes from my recipe notebook. Format as a recipe to be shown online."

## KEY USE CASES

- **Summarizing** long text, transcripts, articles, reports
- **Brainstorming** ideas, outlines, new concepts
- **Synthesizing** insights and takeaways from text
- **Writing** blog posts, articles, press releases, standard operating procedures, pretty much any type of text
- **Coding** scripts and small programs
- **Extracting** data and patterns from messy text
- **Reformatting** text/data from messy text to tables/structure

## TONES

"Tone: [x]"  
"Write using a [x] tone"

CONVERSATIONAL  
LIGHTHEARTED  
PERSUASIVE  
SPARTAN  
FORMAL  
FIRM

## FORMAT

- "Be concise. Minimize excess prose."
- "Use less corporate jargon."
- "Output as bullet points in short sentences."
- "Output as a table with columns: [x], [y], [z], [a]"
- "Be extremely detailed."

## MISC. TIPS

- **Encouragement = better:** "You are world-class at marketing."
- **Scolding also = better:** "Make this better/more insightful."
- **If the output is bad, add more detail/background info**
- **Ask it to check its work:** "Are there any topics you missed?"
- **Adjust temperature:** Add "Temperature: x" to prompt. 1 = more creative (good for copywriting). 0 makes it more conservative (good for academic/formal).

## OTHER CHATBOTS



Bing Chat



Anthropic Claude



Poe



Google Bard

## USEFUL PLUGINS

requires ChatGPT Plus (\$20/month)



Zapier



Prompt Perfect



Noteable



Video Insights



Show Me



B12 AI Websites



Brandfetch



Substack IQ



Bardoon



AskYourPDF

## PROMPT INSPIRATION



PromptHero



SnackPrompt



Compiled by Pete Huang

Get the HI-RES version at [theneurondaily.com](https://theneurondaily.com)

# Chatgpt Guide

**Rachel S Tattersall**



## **Chatgpt Guide:**

## Whispering the Strategies of Language: An Mental Journey through **Chatgpt Guide**

In a digitally-driven world wherever screens reign great and quick interaction drowns out the subtleties of language, the profound strategies and psychological nuances concealed within words usually move unheard. Yet, set within the pages of **Chatgpt Guide** a captivating literary value pulsating with natural thoughts, lies an extraordinary journey waiting to be undertaken. Composed by an experienced wordsmith, this charming opus invites visitors on an introspective trip, lightly unraveling the veiled truths and profound influence resonating within the very material of each and every word. Within the psychological depths of this touching review, we can embark upon a heartfelt exploration of the book is core themes, dissect their fascinating publishing type, and yield to the effective resonance it evokes serious within the recesses of readers hearts.

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