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

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

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.

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).

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."

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   Bardeen   AskYourPDF

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."

PROMPT INSPIRATION

PromptHero   SnackPrompt

Compiled by Pete Huang
Get the HI-RES version at theneurondaily.com

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Yijin Wang

Chatgpt Guide:

[Mastering ChatGPT 5](#) Jens Belner,2025-08-15 Mastering ChatGPT 5 The Complete Guide from Beginner to Advanced Step into the future of AI with Mastering ChatGPT 5 the ultimate hands on guide for creators entrepreneurs professionals and curious minds who want to unlock the full potential of the world s most advanced AI model ChatGPT 5 isn t just a chatbot it s a powerhouse capable of building entire apps in one prompt automating complex workflows creating AI agents and delivering expert level insights across any topic This comprehensive guide takes you from the basics to cutting edge techniques ensuring you can harness GPT 5 for real results in business productivity and creativity Inside you ll discover Foundations of GPT 5 Understand its capabilities limitations and how it outperforms previous versions in reasoning coding and instruction following Prompting Mastery Learn proven prompt engineering strategies to get precise high quality outputs every time App Agent Building Step by step methods to create custom AI agents automate tasks and integrate GPT 5 with tools like Make n8n and Cursor Advanced Automation Connect GPT 5 to APIs Google Sheets and other platforms to streamline workflows and scale operations Business Applications Use GPT 5 to generate marketing campaigns sales funnels SEO strategies and data driven reports Creative Power Explore how GPT 5 can assist with writing design coding content planning and even brainstorming full business models Real World Case Studies See exactly how experts are using GPT 5 to save hours of work reduce costs and drive innovation Whether you re a complete beginner or already an experienced AI user this book will show you how to move from experimenting with ChatGPT 5 to fully integrating it into your personal and professional life turning ideas into reality faster than ever Perfect for Entrepreneurs business owners looking to automate and scale Developers wanting to speed up coding and prototyping Marketers content creators seeking fresh high impact strategies Anyone curious about using AI to work smarter not harder With Mastering ChatGPT 5 you ll have a clear practical roadmap to becoming an advanced AI operator ready to build automate and innovate in ways you never thought possible The future of productivity is here Are you ready to master it *Artificial Intelligence (AI) in Social Research* Prokopis A. Christou,2025-04-08 The field of social research is characterized by its broad scope and interdisciplinary nature encompassing the examination of human behaviour societies and various facets of social existence however it is influenced by numerous factors including technological advancements It is therefore no surprise that Artificial Intelligence AI has rapidly become a driving force bringing about substantial transformations within the field The use of AI assisted tools and programmes for the collection analysis and interpretation of both quantitative and qualitative data is increasing at a remarkable pace The implications of utilizing these applications are significant and noteworthy While these technologies present numerous opportunities it is important to acknowledge the accompanying dilemmas and risks associated with this form of technological advancement With a focus on AI s research implications this book explores various considerations and examples across different disciplines of social research **Generative AI, Contracts, Law and Design** Marcelo Corrales

Compagnucci,Helena Haapio,Mark Fenwick,2025-11-22 This book explores how generative AI and design are reshaping the law legal communication and contracting moving beyond automation toward collaboration and meaningful outcomes Combining theory and practice it addresses challenges such as privacy communication financial well being responsible AI use and the language of contracts This edited book breaks new ground in exploring how generative AI and design are acting as catalysts for change in law legal communication and contracting Together they are transforming the way we think and act moving beyond automation toward collaboration actionability and achieving goals Bringing together theoretical insights and practical experiments the book features contributions from scholars and practitioners working at the intersection of law business technology and design Chapters address topics such as AI enhanced financial well being and debt support bridging the implementation gap in contracting improving the usability of privacy communication and health data and protecting artistic style in the age of AI Threaded through these diverse contributions common questions emerge If the purpose of contracts is to establish and achieve common goals why does their language so often seem arcane like a magic spell and how can AI help us change that How can we responsibly integrate AI into legal health and commercial information to enhance usability and understanding What does responsible AI use look like in practice and how can design principles guide it This book provides legal professionals technologists designers business leaders and policymakers with the insight and tools necessary to shape the future of law and contracts creatively and critically **ChatGPT Guide: What It Is, How to Use It, and The Best Things You Can Do With This AI Chat** Martín Arellano, The Curious User's Guide to Chat GPT. No Tech Skills Requied M.B. Chatfield, Unlock the wonders of ChatGPT it s easier than you think Heard about ChatGPT but worried it s too complicated The Curious User s Guide to Chat GPT is here to show you just how accessible and user friendly AI can be This book is specifically designed for those with no technical skills offering a clear and simple path to understanding and using ChatGPT Discover practical applications for writing brainstorming getting information and much more all explained in plain language Satisfy your curiosity and start exploring the power of ChatGPT today no tech expertise required AI AIEasy AskAI TalkToAI LearnChatGPT BeginnerAI EasyAI ChatGPTTips AIChatbot EasyChatGPT SimpleAITips AIChat ChatGPTGuide ChatGPTBeginner SimpleAIChat ChatGPTForNewUsers EffectivePrompts ChatGPTShortcuts ChatGPTForBeginners ChatGPTForEveryone AISimplified MBChatfield SimpleStepsTo ChatGPTGuide ChatGPTTechniques ArtificialIntelligence ChatGPTMadeEasy **ChatGPT Mastery Guide: The Complete Handbook for Users in 2026** Parth,2026-01-19 ChatGPT Mastery Guide 2026 Prompt Engineering Hallucination Detection Advanced AI Techniques Solve ChatGPT s 1 Problems 47% Hallucination Rate Poor Prompting Memory Loss More The Only ChatGPT Guide Built from 130 Research Sources Real User Pain Points 40 000 words of research backed mastery covering 14 comprehensive chapters that solve the exact problems users complain about daily on Reddit academic journals and forums PROBLEMS THIS BOOK SOLVES Real User Complaints 47% hallucination rate 4 proven detection methods Ineffective prompts DEPTH prompting

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ways previously thought impossible for machines The book explains in an understandable manner how these AI models work The book provides examples of how AI increases productivity which professions are changing or disappearing and how job markets will evolve in the coming years With this book you ll learn to recognize the opportunities and risks AI offers Understand what this change demands from individuals and companies and what strategic skills are required The book also covers legal questions caused by generative AI like copyrights data protection and AI regulation It also ponders societal impacts AI produces content thus influencing language culture and even worldviews Therefore it s crucial to understand by whom and how AI is trained The AI revolution started by ChatGPT is just the beginning This handbook is for you if you want to keep up with the rapid development of AI **AI and the Emotionally Enlightened Mind** Kemal Onur Güneş,2024-12-22 Discover the transformative power of Emotional Intelligence EQ in AI and the Emotionally Enlightened Mind A Guided Journey for Analytical Thinkers by Kemal Onur G ne This groundbreaking guide invites those with a keen analytical mind to enhance their logical strengths with emotional insight creating a balanced intelligence that resonates beyond numbers and data In an age where both cognitive and emotional skills drive success this book reveals how AI particularly ChatGPT can support personal growth in EQ With ChatGPT as your interactive companion you ll navigate structured exercises that explore self awareness empathy resilience and social skills components essential for those who value intellectual depth but seek to engage more meaningfully in personal and professional relationships This book empowers you to Develop a profound self awareness that aligns intellectual insight with emotional understanding Practice empathy to deepen interpersonal connections and perspective taking Enhance social skills to communicate with clarity and warmth Build resilience embracing setbacks as steps toward growth AI and the Emotionally Enlightened Mind is more than a manual it s an experiential journey for high IQ individuals seeking to master the art of emotional intelligence With each chapter you ll see how IQ and EQ together create a powerful toolkit for navigating life s complexities Elevate your potential enrich your relationships and embrace a well rounded intelligence that combines sharp reasoning with genuine human connection **The Beginners Guide to ChatGPT: Master AI with Ease** Manoj Jangra,2025-05-01 Are you curious about ChatGPT but don t know where to start Overwhelmed by the tech jargon and unsure how AI can actually help you This is the book for you The Beginner s Guide to ChatGPT is your all in one step by step introduction to understanding and using the world s most powerful AI tool in your personal creative and everyday life Whether you re a student professional creator or just curious this book gives you the practical knowledge confidence and inspiration to start using ChatGPT from Day 1 What You ll Learn What ChatGPT is and how it works no confusing tech talk How to sign up and start chatting like a pro Prompts that solve real problems writing recipes ideas more Productivity hacks and creative uses Tips to get the best answers and what to avoid 70 powerful prompt examples cheat sheets Inspiring success stories and use cases By the end of this book you won t just understand ChatGPT you ll use it with ease every day **Beginner's Guide to ChatGPT** Don Rider,2025-06-30 Beginner s Guide to ChatGPT is

the perfect introduction to the world of artificial intelligence In clear straightforward language Dr Don Rider shows you how to use ChatGPT for everything from writing and automating tasks to learning new skills and enhancing productivity Packed with practical tips ready to use prompts and step by step examples this guide makes it easy to tap into the power of AI no technical experience necessary *MASTERING CHATGPT* , Look no further than this book Mastering ChatGPT A Comprehensive Guide for Beginners and Advanced Users Written by Kamilu Aminu Yusif Unlock the full potential of ChatGPT with this comprehensive guide perfect for both beginners and experienced users Mastering ChatGPT takes you on a step by step journey from understanding the basics of AI driven communication to mastering advanced techniques that will elevate your productivity creativity and problem solving skills Inside this book you ll find Understanding ChatGPT Gain insights into what makes ChatGPT tick Learn about its capabilities limitations and how to effectively communicate with this powerful AI tool Clear and Accessible Explanations Whether you re new to ChatGPT or looking to deepen your understanding this guide breaks down key concepts and provides detailed examples making it easy to learn at your own pace Practical Applications Discover how to use ChatGPT in a variety of contexts from personal productivity and education to professional writing software development and customer support Advanced Features and Techniques Learn how to customize prompts integrate ChatGPT with other tools and APIs and apply advanced strategies to improve response quality and precision Ethical Considerations Understand the importance of responsible AI use including best practices for ethical interactions and safeguarding against misuse Effective Interaction Discover strategies for crafting precise prompts managing conversation flow and optimizing responses From simple queries to complex interactions this book helps you get the most out of every exchange Advanced Customization Dive into the technical aspects with detailed explanations of API integrations advanced settings and how to tailor ChatGPT to meet your specific needs Perfect for developers and tech enthusiasts Privacy and Security Learn best practices for safeguarding your data and maintaining privacy while using ChatGPT Understand the importance of ethical AI usage and how to protect your sensitive information Troubleshooting and Support Find solutions to common issues with easy to follow troubleshooting guides Whether it s dealing with unwanted responses or navigating technical difficulties this book has you covered Resources for Further Learning Continue your AI journey with curated lists of tutorials community forums advanced documentation and certification programs Stay ahead of the curve with the latest in AI advancements Future Developments in AI Get a glimpse into the future of AI and how tools like ChatGPT are evolving Understand the trends and innovations that will shape the next generation of conversational AI Appendix with Essential Resources Gain quick access to a glossary of terms keyboard shortcuts troubleshooting tips and support contacts ensuring you have everything you need to succeed Whether you re a writer developer educator or simply curious about AI Mastering ChatGPT is your go to resource for maximizing the benefits of this powerful tool Empower yourself with the knowledge and skills to leverage ChatGPT in ways you never thought possible Get your copy of Mastering ChatGPT today and take your AI

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    ChatGPT for Beginners Ritesh Sonvane,2026-02-25 Unlock the power of artificial intelligence and transform the way you work learn and grow ChatGPT for Beginners is your complete step by step guide to understanding and using ChatGPT effectively even if you have no technical background Whether you re a student entrepreneur freelancer content creator or professional this book will show you how to use AI to save time increase productivity and stay ahead in the digital age Artificial intelligence is no longer optional It is becoming an essential skill This practical guide teaches you how to use ChatGPT confidently ethically and strategically Inside this book you ll discover What ChatGPT is and how it works How to write powerful prompts that generate better results Time saving prompt templates for productivity and business How to automate repetitive tasks ChatGPT for writing marketing and content creation AI tools for career growth and job search Ethical use privacy protection and data safety A complete 30 day action plan to master ChatGPT This book goes beyond theory It gives you practical frameworks real world examples and structured exercises that help you apply AI immediately If

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