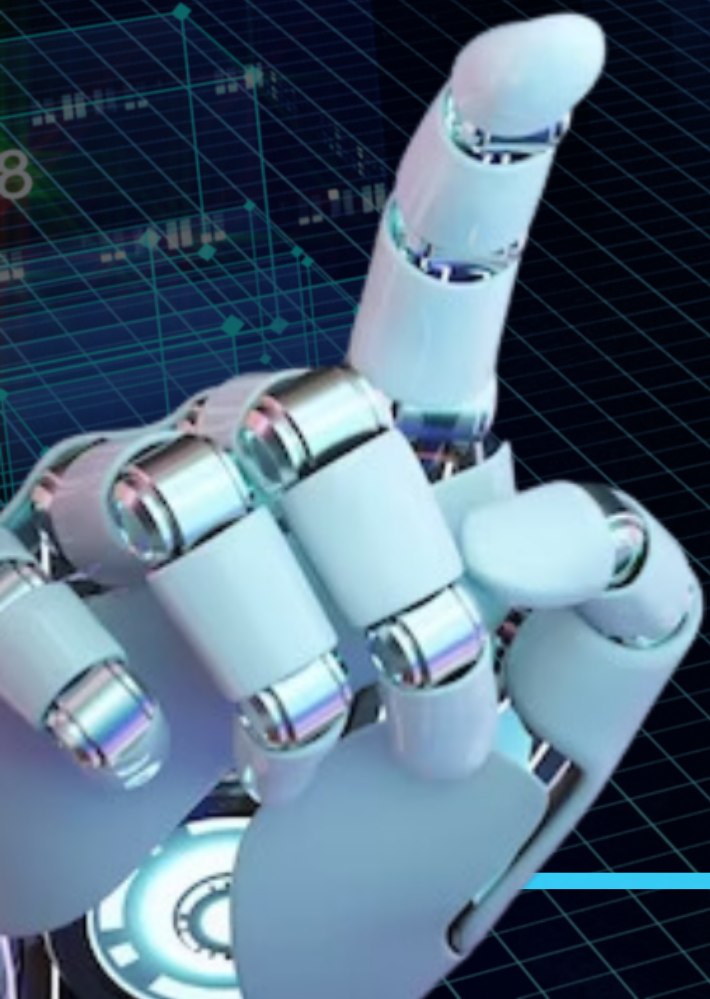


A collection of prompt cheat sheets



ChatGPT CheatSheet

ULTIMATE PROMPT

Keep in mind these specifications while you provide your answers:

- Play the role of a [ROLE]
- Requirements: I need a [SOMETHING]
- Task: You will [TASK]
- In the process, you should: [DETAILS]
- Please do not: [RESTRICTIONS]
- Input the final result in a [FORMAT]
- Here is some examples: [EXAMPLES]

EXAMPLE

Keep in mind these specifications while you provide your answers:

Play the role of a **librarian**

Requirements: I need a **book recommendation**

Task: You will suggest a **book**

In the process, you should: **Consider the reader's interests, genre preferences, and reading level**

Please do not: **Recommend books from the horror genre**
Input the final result in a descriptive format

Here are some examples: **"To Kill a Mockingbird" by Harper Lee, "1984" by George Orwell, "Pride and Prejudice" by Jane Austen**

HOW IT SHOULD ACT?

This is a crucial aspect if you want the most out of ChatGPT, always assign it to a role

- Adventurous Travel Guide
- Innovative Product Designer
- Knowledgeable Historian
- Skilled Chef de Cuisine
- Versatile Language Translator
- Supportive Life Coach
- Resourceful Project Coordinator
- Empathetic Counselor
- Creative Content Writer
- Skillful UX/UI Designer
- Expert Financial Advisor
- Tech-savvy Digital Marketer
- Insightful Market Researcher
- Strategic Business Analyst
- Experienced Wedding Planner
- Agile Agile Product Owner
- Professional Photographer
- Intuitive User Support Specialist
- Dynamic Event Organizer
- Strategic Supply Chain Manager
- Skilled Interior Designer
- Versatile Musician
- Knowledgeable Nutritionist
- Supportive Career Coach
- Resourceful Business Dev Manager
- Empathetic Therapist
- Creative Video Editor
- Analytical Data Scientist
- Innovative Product Manager
- Insightful Market Analyst
- Strategic HR Consultant
- Agile Agile Coach
- Professional Illustrator
- Intuitive UX Researcher
- Expert Legal Advisor
- Tech-savvy SEO Specialist
- Versatile Project Engineer
- Dynamic Social Media Manager

WHAT SHOULD IT DO?

- Recommend
- Plan
- Create
- Explore
- Design
- Prototype
- Research
- Analyze
- Document
- Preserve
- Prepare
- Cook
- Plate
- Present
- Teach
- Guide
- Assist
- Develop
- Implement
- Solve
- Collaborate
- Communicate
- Evaluate
- Organize
- Strategize
- Coordinate
- Support
- Assess
- Manage
- Facilitate
- Optimize
- Innovate
- Inspire
- Mentor
- Delegate
- Foster
- Streamline
- Envision

HOW TO SHOWCASE THE OUTPUT?

- Table
- List
- Summary
- Plain text
- JSON
- HTML
- CSV
- XMI
- Markdown
- PDF
- Image
- Excel
- Spread Sheet
- Word
- LaTeX
- Bullet Points
- Spreadsheet
- Long Article
- Short
- Paragraph
- SQL
- JavaScript
- CSV
- JSON-LD
- RTF
- YAML
- Binary
- Tabular

DEFINE RESTRICTIONS

1. Use [TYPE OF LANGUAGE]
2. Use [TYPE OF TONE]
3. Write only [Short/Long Sentences]
4. Use [TYPE OF STYLE]
5. Use only [TYPE OF SOURCES]
6. For things like [e.g: Names] input only the word [Var: Name]
7. Don't be [adjective]
8. Give result only in the format of [FORMAT, e.g: plain text]

USEFUL PLUGINS

- PromptMaker
- ScholarAI
- Zapier
- Data Interpreter
- Synthesia
- Notable
- Webpilot
- Chat WithGit
- Avian
- Show Me Diagrams
- World Bank Data
- Telescope Labs
- AskYourPDF
- Quick Recal
- AI Tool Hunt

CHATGPT PROMPT CHEAT SHEET

Act as a (ROLE)

- Nutritionist
- Scriptwriter
- Data Scientist
- Travel Planner
- Resume Editor
- UX Researcher
- Thought Leader
- Marketing Analyst
- Event Coordinator
- Startup Consultant
- Social Media Strategist
- Public Relations Manager

Create a (TASK)

- Budget Plan
- Lesson Plan
- Press Release
- eBook Chapter
- Interactive Quiz
- Newsletter Draft
- Company Slogan
- Workshop Outline
- Editorial Calendar
- Landing Page Copy
- Research Paper Summary

Show as (FORMAT)

- Table
- Timeline
- Mind Map
- Bullet List
- Fact Sheet
- Short Story
- Gantt Chart
- Poster Layout
- Chat Dialogue
- Sequence of Steps
- PowerPoint Slides
- Whiteboard Sketch

Sample Prompt

"Act as a Social Media Strategist and create a Newsletter Draft for our tech startup's product launch.
Show it as a Fact Sheet that highlights key features, target audience, and campaign hashtags."

How to ChatGPT

THE ONE CHEAT SHEET TO SAVE

Only
8%
of people give
ChatGPT more than
one follow up
prompt.

Role Play

1. Web Content Specialist
2. Biomedical Researcher
3. Book Author
4. Web News Reporter
5. Scientific Scholar
6. Code Expert
7. Legal Counsel
8. Technical Q&A Specialist
9. Patent Analyst
10. Abstract Summarizer
11. Classic Literature Curator
12. Dialogue & Subtitle Translator

Key Terms

1. **Prompts:** Request sent to an AI. What you ask for.
2. **GPT:** Generative Pre-trained Transformer.
3. **LLM:** Large Language Model (like ChatGPT).
4. **OpenAI:** the company that built ChatGPT.
5. **Prompt Engineering:** Guiding AI with questions.
6. **Generative AI:** AI creating original content.
7. **AGI:** Artificial General Intelligence. Like iRobot.
8. **Tokens:** A chunk of data (like text) used by ChatGPT.

Shot Strategies

- Zero-shot: "Summarize X" (no examples)
- One-shot: include 1 before → after snippet
- Few-shot: 3–5 labeled examples (A→Z)
- Use clear separators (---, ### or ~~~) between each example
- Best practices: label examples, keep uniform format
- Tip: align examples to your target

Acronyms

1. **AIDA:** Attention-Interest-Desire-Action
2. **PAS:** Problem-Agitate-Solve
3. **BAB:** Before-After-Bridge
4. **FAB:** Features-Advantages-Benefits
5. **GOP:** Goal → Output → Process
6. **Quick eg:** "Use PAS for pain-point ads"

6-Steps Framework

- 1 - **Persona & Goal:** begin with "You are ChatGPT, an expert [role]," then state exactly what you want it to do.
- 2 - **High-Level Instructions:** follow with clear do's and don'ts—tone, length limits, format requirements, things to avoid.
- 3 - **Stepwise Decomposition:** split any complex request into sequential prompts—first outline main points, then expand each, then add examples.
- 4 - **Plan & Reflect:** ask for a mini-outline or bullet plan before the full answer so ChatGPT thinks through structure first.
- 5 - **Fresh Context & Sources:** when you need up-to-date info, tell it to use the browser tool and quote its sources in the response.
- 6 - **Self-Review & Iterate:** instruct ChatGPT to score its output (e.g. "score this 1–5"), explain its weaknesses, then rewrite improving those points.

Alternatives

1. **Gemini:** Google's AI. Best for coding.
2. **Bing:** Microsoft's search engine with AI.
3. **Claude:** Anthropic's conversational AI.
4. **Llama:** Meta's LLM, like ChatGPT.
5. **DeepSeek:** Chinese, best open source.
6. **Perplexity:** to search only. Uses GPT.
7. **Grok:** from xAI (former Twitter).
8. **Qwen:** another open Chinese model.
9. **Cursor:** a tool to code with LLMs.

Prompting Technique

1. Start the prompt with "Act as a [role]"
2. End the prompt with "Take a deep breath and work on this problem step-by-step."
3. Directive Prompting: Use specific, direct prompts. Example: "Summarize [topic]."
4. Exploratory Prompting: Open-ended questions for creative responses. Example: "Brainstorm solutions for [problem]."
5. Sequential Prompting: Break tasks into smaller steps. Guide: Outline → Expand → Detail.
6. Contextual Prompting: Integrate relevant context. Example: "Advise on [issue] considering [specific context]."
7. Refinement Prompting: Start broad, then refine. Process: Initial prompt → Specific follow-ups → Calling out mistakes
8. Top-&-Bottom: Restate your must-haves at the very end—"Remember: 3 bullets, 150 words max, no jargon"
9. Plan First, Then Write: Ask for a mini-outline before the full answer. "Show me 3 headings, then expand"
10. File & Plugin Calls: Attach documents or images; call the browser tools. "Create an image for X", "Make a table for X".
11. Tone, Style & Constraints: Specify tone ("friendly," "direct"), format ("table," "JSON"), and limits ("200 words," "5 items").
12. Self-Review Loop: Have ChatGPT rate its own response ("score 1–5") and then rewrite to address any gaps.
13. Final 'No-Bull' Flag: End with "No apologies, no filler—just the answer," so ChatGPT cuts the fluff and delivers directly.

Emotion Prompt

Adding "This is very important to my career" makes better results.

Original Prompt	LLMs	Original	Ours
Determine whether an input word has the same meaning in the two input sentences.	ChatGPT	0.51	0.63
	T5-Large	0.03	0.11
	Vicuna	0.46	0.57
	Bloom	0.52	0.57
	GPT4	0.67	0.71
	Llama 2	0.40	0.60

Use Cases

- 1 - **Content Creation & Summarizing:** "Draft a 100-word blog intro, list 3 section headings, and with a clear CTA."
- 2 - **Idea Generation & Brainstorming:** "Give 5 fresh angles for [topic], each with a one-sentence why it works."
- 3 - **Data Extraction & Organization:** "From this text, extract all metrics into a JSON table with keys: metric, value, period."
- 4 - **Translation & Localization:** "Translate this email into Spanish, adjust tone to formal/business style."
- 5 - **Tutoring & Training:** "Explain [concept] step by step for a high-schooler, then quiz them with 2 practice questions."
- 6 - **Narrative & Scriptwriting:** "Outline a 5-scene video script—scene summary, main action, and one line of dialogue each."
- 7 - **Recommendations & Q&A:** "Act as a travel guide and suggest 3 off-the-beaten-path Paris sites based on budget and interests."
- 8 - **Workflow Automation:** "Load the attached CSV, analyze monthly trends, then summarize top 3 insights in bullets."

Best (other) AIs



ChatGPT is **more** than text

Import & Analyze Excel File

Attach & Read PDFs

Generate Images

Browse The Internet

IAttache Files...

20 CHATGPT PROMPTS

FOR BRAINSTORMING

Mind Mapping

Visualise branching clusters.



Example prompt:

Our eco-shoe launch needs taglines. Build a central mind-map with core values, branch brand tones, audience niches, and channel hooks. Output a Markdown diagram for team riffing.

Brainwriting 6–3–5

Silently stack idea lists and brainstorm.



Example prompt:

We need three new loyalty perks. Facilitate a 6–3–5: six teammates, three ideas each, five rounds. Capture rows in a table and flag repeating themes for follow-up.

Lotus Blossom

Expand seeds into petals.



Example prompt:

Take "community fitness" as the core. Use a Lotus Blossom grid to radiate eight themes and their sub-ideas. Return the filled diagram using ASCII boxes.

Crazy 8s

Rapid sketches spark variety.



Example prompt:

Generate eight onboarding screens for our app in eight minutes (textual sketches). Number 1–8 and give a one-sentence concept for each.

Round Robin

Pass ideas in a circle.



Example prompt:

For a VR museum exhibit, run a Round Robin: start with a base idea, add twists each pass. Document four loops and list the evolved concepts in order.

Storyboarding

Narrate user journeys visually.



Example prompt:

Storyboard a teen using our budgeting app for a week. Outline six panels with brief captions, emoji mood cues, and any friction points noticed.

Affinity Mapping

Cluster brainstorm outputs.



Example prompt:

After our sticky-note dump on sustainable packaging, group ideas into affinities (cost, materials, brand vibe). Produce a list with category headers and counts.

Random Word

Inject uncommon stimuli.



Example prompt:

Use the random word "compass" to spark snack-brand ideas. List ten link-ups and describe the three strongest concepts in more detail.

Morphological Matrix

Mix attributes systematically.



Example prompt:

Brainstorm a smart kettle. Build a 4 × 4 morphological chart: heat source, sensors, materials, power. Combine promising sets into three concept pitches.

Starbursting

Question every angle.



Example prompt:

Pop-up book café launch: create a starburst of who/what/when/where/why/how questions. Answer the top five to surface idea gaps worth solving.

Rapid Ideation

Timed flood of thoughts.



Example prompt:

Provide 50 social-post ideas for Earth Day in five minutes. Bullet raw thoughts, then bold the ten worth polishing for the calendar.

Role Storming

Ideate as someone else.



Example prompt:

Brainstorm new airport seating while pretending you're a cat. List insights from that POV, then translate the quirky angles into three feasible prototypes.

Provocation (Po)

Push outrageous starts.



Example prompt:

Po: "Magazines dissolve after reading." Generate eight business ideas triggered by that provocation, then rate each for viability and wow-factor.

Synecotics

Merge unrelated elements.



Example prompt:

Combine "coral reef" with "online calendar" via synecotics. Detail metaphor links and extract five novel feature ideas we could prototype.

Lightning Decision Jam

Solve fast, vote fast.



Example prompt:

Run an LDJ on low newsletter clicks: list obstacles, flip into solutions, dot-vote top three, craft action steps—formatted as step-wise blocks for Monday's stand-up.

Futuring Backwards

Work back from vision.



Example prompt:

Assume we're famed for zero-carbon logistics in 2030. Map milestones backwards to today and highlight brainstorm arenas for the next quarter.

World Café

Host rotating dialogue tables.



Example prompt:

Plan a virtual World Café on remote culture. Draft three rounds of seed questions, rotation timing, and a method to synthesise collective insights quickly.

Brain Netting

Storm ideas online.



Example prompt:

Set up asynchronous "brain netting" for new brand mascots. Show the instruction post, digital board layout, and a timeline for three contribution waves.

Picture Association

Spark with imagery cues.



Example prompt:

Show five random Unsplash images. For each, derive two product ideas for urban cyclists. Summarise the ten suggestions in a neat list for review.

Reverse Brainstorming

Find obstacles to fix.



Example prompt:

Instead of "How to improve checkout," ask "How to make checkout painful." List sabotage moves, then invert them into six actionable enhancements.