

Free Guide by
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The Best AI Prompt Cheat Sheet

Start using AI better than ever
before

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Before you start prompting...

You should know the different AI tools available and which is most suitable for your specific needs. Although they are constantly changing, these are currently the most common:

- ChatGPT – everyone's go-to
- Google Gemini
- Claude, and so much more

In this guide, I'll give you 10 tips I use to properly prompt AI.

Feel free to copy/paste any of these prompts and try for yourself. You can use these with any AI tool. Now let's get right into how to properly prompt...

#1 Role Play

Assign your chatbot a specific role to get the most information out of it. Let it know what it should act as.

Prompt: You are a [specific role, i.e. doctor, lawyer, social media expert, engineer, etc.], what is [specific question]?

Example: You are a Statistics Professor with 10 years of experience. Your job is to explain probability theory to a class of 1st year undergraduates. Draft a lecture note for this purpose.

#2 Be Specific

AI processes prompts literally. To get the best results, be as hyper-specific as possible when asking questions. This avoids getting vague and generic answers.

Don't: How to lose weight in 30 days?

Do: How can a 40-year-old man, 120kg, 175cm with diabetes lose 10kg of weight in 30 days?

Don't: How can I gain more followers?

Do: What strategies can I use to gain more followers and engagement on my Fashion & Beauty personal Instagram account?

#3 Have Conversations

Let your prompts have a conversational tone, not like a Google search. This avoids a formal sounding voice and gives an answer that is more human.

You can go further by assigning your chatbot a name.

Prompt: Hey [name], [specific question].

Write in a conversational style as if you were explaining to a friend?

Don't: What is crypto?

Do: Hey John, what is crypto? Write in a conversational style as if you were explaining to a friend?

#4 Give Examples

Give AI a few input-->output examples to encourage it to provide the specific answers you want.

Q&A Style Prompt:

Q: How many months are in a year?

A: 12

Q: How many days are in a week?

A: 7

Q: How many weeks are in a year?

A:

Text Style Prompt: Write a 500-page essay on [specific topic] for an assignment in a high school class. Here is a good example of the type of format I would like: [insert example sample]

#5 Format Output

Ask for the output to be formatted in a specific way for ease of use and readability. You can ask for answers in bullet points, numbered lists, tables, paragraphs, etc.

Prompt: Format your answer in [specific format style]

Example: Can you give me the best Jollof rice, spicy fried chicken, and plantain recipe? Please give your answer in a numbered list.

#6 Provide Context

Providing context and background information to the chatbot will help it tailor answers to your specific needs.

Prompt: I am in [niche or industry], I am a [role]. What is [specific question]? Your answers would be presented to a group with [little/technical knowledge of niche]

Example: I am in the tech industry working as a cloud engineer. What is serverless computing? Your answer would be presented to a group of young adults with little knowledge of the tech industry.

#7 Step-by-Step

Ask the chatbot to explain its reasoning step-by-step before providing final answers. This exposes hallucinations.

Prompt: [Your question]? Explain your reasoning step-by-step.

Example: If I make \$3000 per month, pay 12% in taxes, spend 65% on bills and save the rest, how long will it take me to save for a \$1,500,000 house? Explain your reasoning step by step.

#8 Self-Critique

After the chatbot has provided an answer to a question, ask it to self-critique and provide an even better answer. This way, you get the best possible answers every time.

[After first question answered]

Prompt: Now critique your answer for clarity and accuracy. Rewrite it better.

#9 Verify Facts

You should verify facts from AI models for many reasons, some of which are:

- AI can sound confident while being very wrong
- Training data may be outdated or incomplete
- Errors can have real consequences, especially in health, legal, finance, etc.

Always Remember:

Use AI for *speed and insight*, but use trusted sources for *truth and decisions*.

#10 Use Many Tips

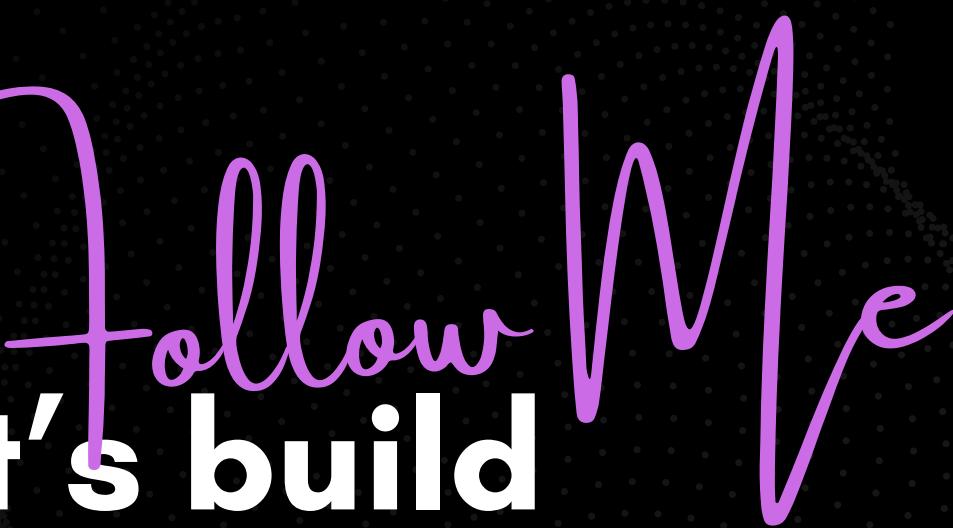
Use as many of the tips listed above as possible to get the exact answers you desire from AI when prompting.

Example: Hey Tony, you are senior level accountant with 10 years of experience. I'm an intern asking a question.

If I make \$2000 per month, pay 8% in taxes, spend 65% on bills and save the rest, how long will it take me to save a \$1,000,000?

Explain your reasoning step by step in bullet points.

This example uses 6 tips to achieve the best possible results. Can you tell which tips were used?

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