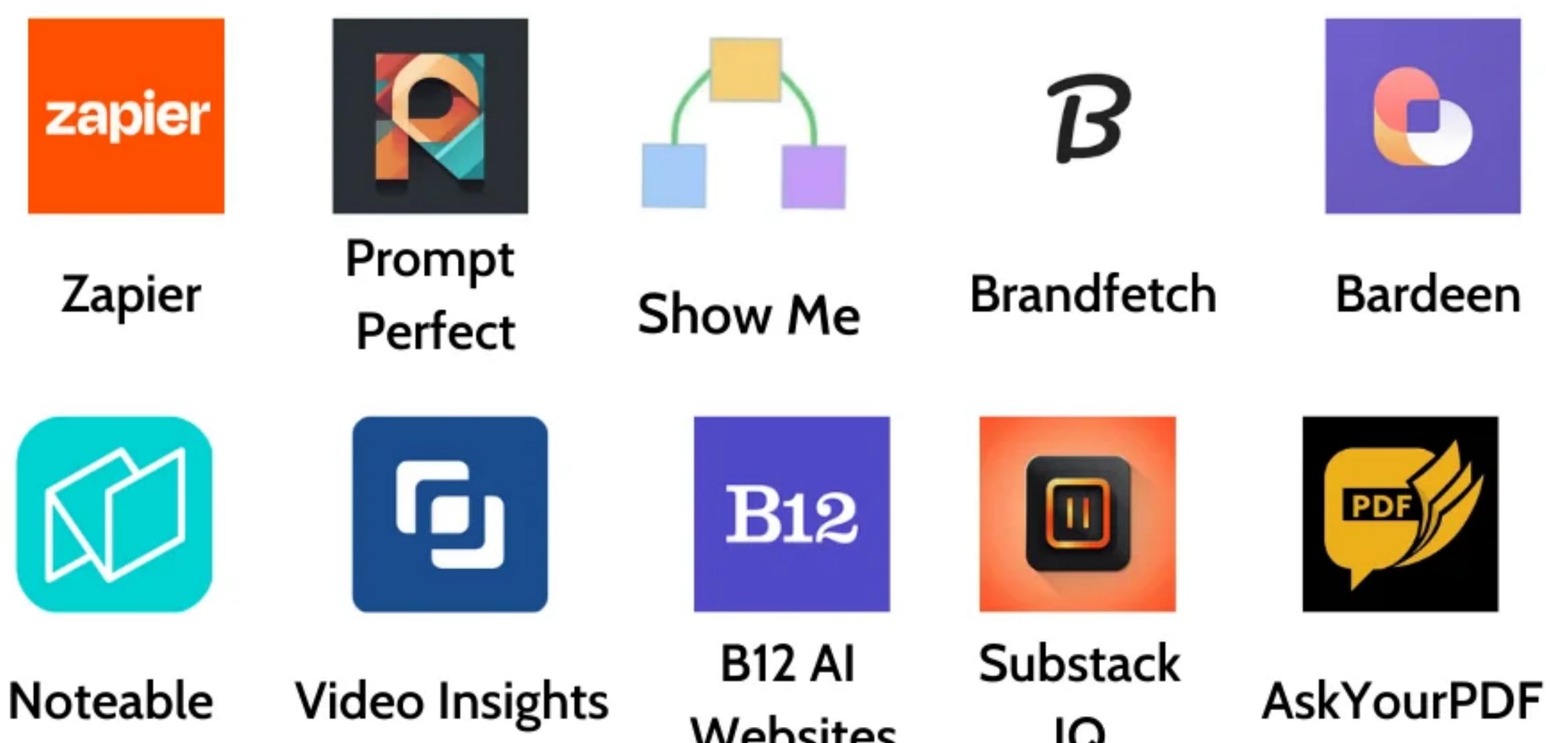


ChatGPT: From Zero to Hero Cheat Sheet

KEY TERMS

Model: It's like the AI's brain that learned from lots of data.
Prompt: What you tell or ask the AI.
Input: What you provide to the AI, usually in the form of a prompt or question.
Output: The AI's response to your input.
Token: The smallest piece of text the AI can read. Could be a letter or a word.
Max Tokens: The total amount of text that the AI can handle at once.
OpenAI: parent company of ChatGPT.
Generative AI: category of AI that can "produce" content like text/images vs. specific tasks like predicting things.
Large language models: very big math equations that are very good at predicting the next word.
Prompt engineering: the "science" of sending the exact right messages to ChatGPT to get the output you want.

USEFUL CHATGPT PLUGINS (REQUIRES CHATGPT PLUS \$20/MONTH)



TONES

Using different tones can make the AI adaptable to various scenarios, enhancing its versatility.
Professional: Great for technical information, important updates where the user may appreciate directness and clarity.
Friendly: It helps users feel more comfortable and promotes engagement.
Enthusiastic: Great for motivating users, introducing new features, or when trying to create excitement.
Empathetic: Useful in customer support scenarios or any situation where the user may be frustrated.
Instructional: Empower users and help them to understand complex processes better.
Reassuring: Great for stressful situations or when delivering bad news.
Inspirational: Motivate users to take action, try new features, or engage more deeply with your product.
"Tone: [x]" "Write using a [x] tone" CONVERSATIONAL LIGHTHEARTED PERSUASIVE SPARTAN FORMAL FIRM

FORMAT

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

MODES

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

PROMPT STRUCTURES

The more specific the prompt is, the more desirable the outcomes will be

RTF: Role, Task, Format.
CTF: Context, Task, Format
RASCEF: Role, Action, Steps, Context, Examples, Format
PECRA: Purpose, Expectation, Context, Request, Action.
TREF: Task, Requirement, Expectation, Format.
GRADE: Goal, Request, Action, Detail, Examples.
ROSES: Role, Objective, Scenario, Expected Solution, Steps
RDIREC: Role, Definition, Intent, Request, Example, Clarification Tone
RSCET: Role, Situation, Complication, Expectation, Task

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.

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).

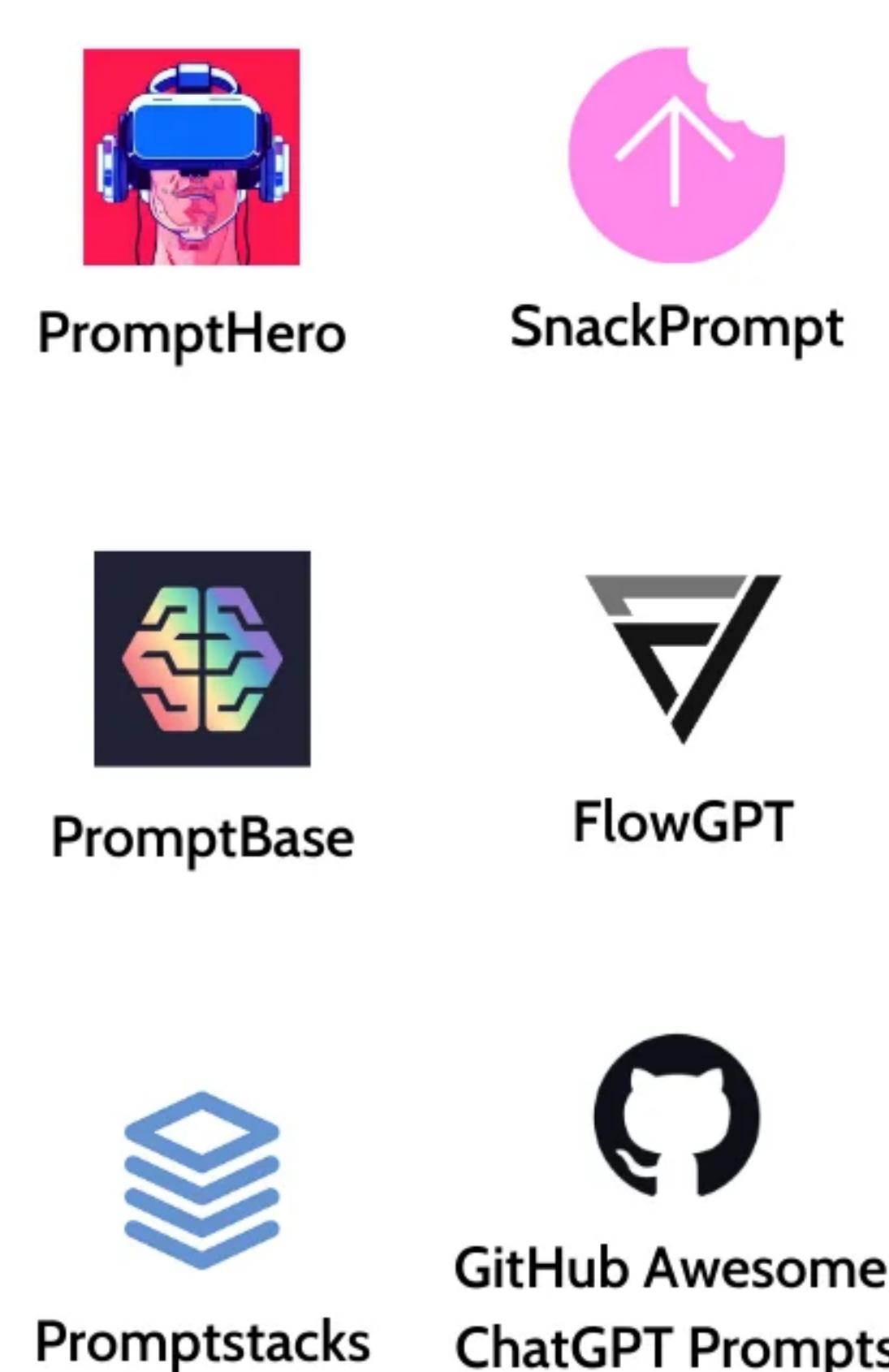
OTHER CHATBOTS



COMMANDS

Act as: Directs the AI to assume a specific role.
Brainstorm: Spark creativity and explore different design solutions.
Reverse Engineer: Deconstruct a design or process to understand its components and logic.
In Simple Terms: Communicate complex ideas to non-experts or clients.
Elaborate: Gain a deeper understanding of a concept, technique, or design principle.
List: Enumerate items, ideas, or steps.

PROMPT GENIUS



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

USEFUL CHATGPT EXTENSIONS



ChatGPT: From Zero to Hero Cheat Sheet!

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