

ChatGPT Prompt Cheatsheet

Be specific and provide context:

- Clearly define your request, question, or task.
- Include relevant background information or context to help ChatGPT understand your prompt.

Start with a system message (optional):

- Use a system message to set the behavior or role for ChatGPT, e.g., "You are an assistant that provides concise answers."

Use explicit instructions:

- Be direct and specify the format you want the answer in, e.g., "List three benefits of exercise."
- Ask for a step-by-step process or pros and cons:
- If you need detailed information, ask for it explicitly, e.g., "Explain the steps to create a marketing plan" or "What are the pros and cons of remote work?"

Request multiple perspectives or solutions:

- Ask ChatGPT to provide different viewpoints or options, e.g., "Suggest three different approaches to resolve a conflict at work."
- Iterate and refine your prompt:
- If the initial response is not satisfactory, refine your prompt or ask follow-up questions to obtain the desired information.