

ChadGPT's Prompt Engineering Toolkit

A Consolidated Guide of Prompt Libraries and Automation Scripts. Updated often.

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Quick Wins

1. **ELI5 (Explain Like I'm 5)**
Skip the complicated prompts.
Just type "ELI5" before any topic.
Gets you simple explanations for complex stuff in seconds.
2. **TL;DR (Too Long; Didn't Read) – Instant Summaries**
Copy and paste any long text after TLDR.
Boom. Perfect summary without the fluff.
3. **Jargonize (Professional Mode)**
Makes your text sound smart and polished.
Perfect for LinkedIn posts, emails, and presentations.
4. **Humanize (Remove AI Voice)**
Tired of robotic-sounding text?
Add "Humanize" before your prompt.
No more revolutionary, game-changing, or introducing nonsense.
5. **Feynman Technique (Deep Learning)**
Goes beyond ELI5.
Breaks complex topics into 4 steps.
Teach it, find gaps, simplify, repeat. True understanding unlocked.
6. **Socratic Method (Interactive Learning)**
Let ChatGPT become your personal tutor.
Say Teach me about [topic] using the Socratic method.
It asks you questions first, then teaches based on your answers.
7. **Rewrite Like [Specific Person]**
Stop using generic rewrite prompts.
Try: *Rewrite like a sarcastic Redditor*
Rewrite like Alex Hormozi and Steve Jobs.
Get content that feels native to any platform.
8. **Inverse Prompt (Reverse Engineering)**
Found amazing content?
Paste it and ask, "What prompt would generate this response?"
Perfect for studying viral posts and great copy.
9. **Temperature Control (Creativity Levels)**
Control how creative or safe ChatGPT gets.
Respond with high creativity for bold ideas.
Respond with low randomness for precise answers.

10. Self Critique (Auto Improvement)

Stop accepting first drafts.

After any response, say Now critique your response and improve it for clarity and tone.

Swiss Army Prompt Presets

Swiss Army Knife Mega-Prompt — Pre-Customized Presets

Effortless, high-impact prompts set up for Learning Strategist, Recruiting SME, and Program Manager. Import into Notion (Import > Markdown & CSV) using the Markdown file provided, or paste this content into OneNote.

How to use

1) Pick a preset. 2) Fill placeholders. 3) Use LITE for speed. 4) Chain once if needed (e.g., TRANSFORM the Quick Answer into a client-facing email).

Default Mega-Prompt

You are my adaptive expert assistant. Follow this framework every time without asking for confirmation unless there's a critical blocker.

ROLE

Act as: {role}

Audience: {audience}

Tone: {tone}

OBJECTIVE

Goal: {what I want}

Context (if any): {paste notes, links, or text}

Constraints: {e.g., 200 words max, 3 bullets, no jargon, deadline by Friday}

Success = {how we'll judge this as good}

MODE (pick one or combine)

- IDEATE – generate options with rationales
- PLAN – turn goals into a sequenced plan
- WRITE – draft content in the specified format
- ANALYZE – extract insights and risks
- DECIDE – compare options and recommend with criteria
- TEACH/COACH – explain in steps + micro-exercises
- TRANSFORM – rewrite (clarify/tone/length/format)
- SYNTHESIZE – summarize + 1 actionable next step

RESPONSE PACK (include unless limited by constraints)

- 1) Quick Answer (≤ 5 bullets or ≤ 120 words)
- 2) Deeper Dive
- 3) Action Steps (3–7) with owners/timeframe
- 4) Risks & Mitigations (top 3)
- 5) Metrics (2–5)
- 6) 80/20 (smallest action for 80% value)

RULES

- If non-critical info is missing: state 1–3 assumptions and proceed.
- If there's a critical blocker: ask up to 3 crisp questions, then pause.
- Prefer clarity, brevity, and plain language.
- Avoid boilerplate; tailor to Goal, Audience, Constraints.
- If text is provided, quote minimally; otherwise, summarize.
- If I say "LITE", give only Quick Answer + Action Steps.
- If I say "JSON", output: { "quick_answer": "", "deeper_dive": "", "action_steps": [], "risks": [], "metrics": [], "eighty_twenty": "" }

START

{content to work on or the question}

One-Line LITE

Act as {role} for {audience}, tone {tone}. Goal: {goal}. Constraints: {constraints}. Mode: {mode}. Give: Quick Answer (≤ 120 words) + 3–5 Action Steps. Assume reasonable details if missing.

Preset 1: Learning Strategist (eLearning & Adoption)

****Use when:**** designing curricula, gamification, micro-learning, or adoption plans for consultants/clients.

ROLE: Learning strategist | Audience: implementation consultants & client stakeholders |

Tone: practical, supportive

GOAL: {e.g., Turn these notes into a 10–12 week gamified learning arc that drives post-implementation adoption}

CONTEXT: {paste outline, competencies, constraints}

MODE: PLAN (primary), WRITE (secondary)

CONSTRAINTS: weekly missions; points/badges/unlocks; minimal admin overhead; ≤ 400 words per week

SUCCESS: measurable engagement (e.g., completion %, time-on-task, skill checks) and competency gains

RESPONSE PACK: include Quick Answer, Deeper Dive (curriculum arc), Action Steps (build/launch), Risks & mitigations, Metrics, 80/20.

Preset 2: Recruiting SME (Hiring Acceleration)

****Use when:**** creating interview guides, scorecards, outreach, or hiring decisions.

ROLE: Recruiting SME | Audience: hiring managers & panel interviewers | Tone: direct, bias-aware

GOAL: {e.g., Create a 1-page interview guide for Senior {Role}}

CONTEXT: {JD, competencies, must-haves, nice-to-haves}

MODE: WRITE (guide), DECIDE (tradeoffs), ANALYZE (signals/risks)

CONSTRAINTS: 6 core questions mapped to competencies; red flags; scoring rubric (1–4)

SUCCESS: consistent signal; faster decisions; better candidate experience

RESPONSE PACK: include Quick Answer (what to do), Deeper Dive (rationale & mapping), Action Steps (who does what, when), Risks (bias, false positives), Metrics (time-to-fill, quality-of-hire), 80/20.

Preset 3: Program Manager (Roadmaps & Execution)

****Use when:**** turning messy inputs into plans, risks, and exec-ready decisions.

ROLE: Program manager | Audience: cross-functional team & exec sponsors | Tone: crisp, action-oriented

GOAL: {e.g., Turn these notes into a 6-week delivery plan}

CONTEXT: {objectives, resources, constraints, dependencies}

MODE: PLAN (primary), DECIDE (tradeoffs)

CONSTRAINTS: 6 milestones; owners/timeframes; dependencies; ≤250 words summary

SUCCESS: shippable plan with clear ownership and risk posture

RESPONSE PACK: Quick Answer (summary plan), Deeper Dive (workstreams), Action Steps (kickoff next 7 days), Risks & mitigations, Metrics, 80/20.

Pro Tips

- Default to the LITE line under time pressure.
 - Ask for JSON if you need clean fields for tracking.
 - Add "focus on decisions, risks, actions" to tighten outputs.
 - Use 80/20 to surface the smallest high-leverage step.
-

The Setup Prompt

You are my adaptive expert assistant. Follow this framework every time without asking for confirmation unless there's a critical blocker.

ROLE

Act as: {role} (e.g., strategist, product manager, learning designer, recruiter, writing coach, analyst)

Audience: {audience} (e.g., execs, frontline managers, learners, customers)

Tone: {tone} (e.g., concise, friendly, executive, persuasive)

OBJECTIVE

Goal: {what I want}

Context (if any): {paste notes, links, or text}

Constraints: {e.g., 200 words max, 3 bullets, no jargon, deadline by Friday}

Success = {how we'll judge this as good}

MODE (pick one or combine)

- IDEATE – generate options with rationales
- PLAN – turn goals into a sequenced plan
- WRITE – draft content in the specified format
- ANALYZE – extract insights and risks
- DECIDE – compare options and recommend with criteria
- TEACH/COACH – explain in steps + micro-exercises
- TRANSFORM – rewrite (clarify/tone/length/format)
- SYNTHESIZE – summarize + 1 actionable next step

RESPONSE PACK (always include unless limited by constraints)

- 1) Quick Answer (first): the best direct answer in ≤ 5 bullets or ≤ 120 words.
- 2) Deeper Dive: the reasoning, structure, or supporting detail.
- 3) Action Steps: 3–7 prioritized steps with owners/timeframe suggestions.

4) Risks & Mitigations: top 3.

5) Metrics: how to measure success (2–5).

6) 80/20: the smallest action that yields 80% of the value.

RULES

- If information is missing but non-critical: state 1–3 reasonable assumptions and proceed.
- If there's a critical blocker: ask up to 3 crisp questions at the end, then pause.
- Prefer clarity, brevity, and plain language. Use headings and bullets.
- Avoid boilerplate; tailor to the Goal, Audience, and Constraints.
- If text is provided, quote only what's necessary; otherwise, summarize.
- If I say "LITE", give only Quick Answer + Action Steps.
- If I say "JSON", provide a clean JSON object with fields:

```
{ "quick_answer": "", "deeper_dive": "", "action_steps": [], "risks": [], "metrics": [],  
  "eighty_twenty": "" }
```

START

{content to work on or the question}

How to use: Paste once. Then for each task, you only change the {role}, {objective}, and Mode line.

Feedback and Ideas

Opinion Flip

Prompt: I believe [insert assumption]. Argue AGAINST my view.

Description: Pressure-test internal strategies or client-facing decisions by revealing blind spots.

Example Usage: I believe clients won't adopt the LMS post-implementation. Argue against my view.

Why It's Valuable: Strengthens strategic thinking and prepares counterarguments for client discussions.

Meeting Digest

Prompt:

Read this meeting transcript. List:

- Key decisions made
- 3 action items (with owners)
- 1 unresolved risk

Description: Summarize meetings into actionable insights.

Example Usage: Use after client syncs or internal planning sessions to clarify next steps.

Why It's Valuable: Saves time and improves accountability across teams.

Expert Feedback Hack

Prompt: Act as a Principal Consultant. Critique this client email for tone, clarity, and confidence:

[Paste draft]

Description: Get role-based feedback to elevate communication quality.

Example Usage: Use before sending sensitive updates or escalation responses.

Why It's Valuable: Improves professionalism and client trust.

Organize My Brain Dump

Prompt:

Here are my notes for a client enablement session:

[Paste bullet points]. Group related ideas and suggest a logical flow.

Description: Structure chaotic notes into a coherent format.

Example Usage: Use when planning workshops, training sessions, or internal playbooks.

Why It's Valuable: Boosts clarity and delivery of strategic content.

Simplify This Jargon

Prompt: Rewrite this paragraph for non-experts. Remove acronyms. Use everyday words:

[Paste technical text]

Description: Make technical language accessible to clients and stakeholders.

Example Usage: Use when explaining configuration logic or system behavior.

Why It's Valuable: Enhances client understanding and reduces confusion.

Idea Generation & Creativity

“Give me 10 unique ideas for [topic] that are practical, innovative, and easy to implement.”

“Brainstorm 5 ways to gamify [process or experience] for better engagement.”

“Generate 3 creative analogies to explain [complex concept] to a beginner.”

Summarization & Synthesis

“Summarize this text into 3 bullet points with the key insights and one actionable takeaway.”

“Explain this concept like I’m 12, then like I’m a subject matter expert.”

“Turn this long article into a LinkedIn post under 200 words with a strong hook.”

Decision-Making & Prioritization

“List the pros and cons of [option A] vs [option B] and recommend the best choice for [goal].”

“Rank these 5 ideas by impact and effort, and suggest which to start with first.”

Learning & Skill Building

“Teach me [topic] in 5 progressive steps, each with an example and a quick practice exercise.”

“Create a 7-day micro-learning plan for mastering [skill].”

Productivity & Workflow

“Turn this messy brainstorm into a structured action plan with deadlines and priorities.”

“Rewrite this email to sound more professional, concise, and persuasive.”

“Create a checklist for [task] that ensures nothing is missed.”

Content Repurposing

“Convert this blog post into 3 social media captions with engaging hooks.”

“Turn this transcript into a podcast summary and 3 tweet-sized insights.”

Problem-Solving & Innovation

“What are 5 unconventional solutions to [specific problem] that most people overlook?”

“If I had zero budget, how could I still achieve [goal] creatively?”

Personal Growth & Reflection

“Ask me 5 deep questions to clarify my priorities for the next 90 days.”

“Help me create a personal mission statement in one sentence based on these values: [list values].”

Pro Tip for Less Prompting:

Use meta-prompts like:

“From now on, act as my [role: e.g., productivity coach, marketing strategist]. For every response, give me: (1) a quick answer, (2) a deeper explanation, and (3) one actionable next step.”

This reduces back-and-forth and gives you layered value in one go.

So instead of writing those 200 lines of code to “just quickly clean some data,” save your time (and sanity) with these powerful libraries.

Python Automation Scripts

Furl — URL Manipulation Without Losing Your Mind

If you’ve ever tried to append query parameters to a URL using string concatenation, you know it’s like taping a rocket to a tricycle. Enter furl.

Handles URLs like real objects. Add, remove, modify paths and query parameters with zero fuss.

```
from furl import furl
```

```
url = furl('https://api.example.com/data')
url.args['token'] = 'secret'
print(url.url)
# https://api.example.com/data?token=secret
```

Bottom Line: Never again write `url + '?' + param + '=' + value`.

Cachier — Brain-Dead Simple Caching for Functions

Let’s say your function fetches API data or parses huge files. Caching is the obvious answer — but writing caching logic sucks.

Cachier to the rescue:

Just slap a decorator, and boom, caching enabled.

Supports memory, disk, and more.

```
from cachier import cachier
```

```
@cachier(stale_after=86400)
def get_data():
    print("Fetching...")
    return {"data": 42}
print(get_data())
print(get_data()) # Cached!
```

The “USB Killer” File Sanitizer (Goodbye, Virus-Loaded Flash Drives)

When you work with clients who hand you USB sticks (yes, this still happens), you’re one autorun.inf away from disaster. I built a script that auto-mounts a USB, scans for suspicious files, quarantines them, and only then lets me open it.

```
import os
import shutil
from pathlib import Path
```

```
SUSPICIOUS = {'.exe', '.bat', '.vbs', '.scr'}
```

```
def sanitize_usb(path):
    for root, _, files in os.walk(path):
        for file in files:
            ext = Path(file).suffix.lower()
            if ext in SUSPICIOUS:
                quarantine = Path(path) / "_quarantine"
                quarantine.mkdir(exist_ok=True)
                shutil.move(Path(root) / file, quarantine / file)
                print(f"Quarantined {file}")
```

```
sanitize_usb('/media/usbdrive')
```

Expert Tip: Run this before your OS mounts the drive fully. Saved me from a ransomware infection once.

Old-Photo Auto-Fixer (Color + Scratch Repair)

Python + OpenCV + deep learning = restored glory.

```
import cv2
```

```
# Load image
img = cv2.imread('wedding.jpg')

# Denoise and remove scratches
gray = cv2.cvtColor(img, cv2.COLOR_BGR2GRAY)
mask = cv2.threshold(gray, 250, 255, cv2.THRESH_BINARY)[1]
restored = cv2.inpaint(img, mask, 3, cv2.INPAINT_TELEA)

cv2.imwrite('restored.jpg', restored)
```

Add a pre-trained GAN for colorization and you're basically a time-traveling photographer.

Smart Screenshot Diff Tool (UI Testing Without the Boring Bits)

This script ignores unimportant changes and displays the differences.

```
import cv2

import numpy as np
def diff_images(img1, img2):
    i1 = cv2.imread(img1)
    i2 = cv2.imread(img2)
    diff = cv2.absdiff(i1, i2)
    gray = cv2.cvtColor(diff, cv2.COLOR_BGR2GRAY)
    _, thresh = cv2.threshold(gray, 50, 255, cv2.THRESH_BINARY)
    return thresh

cv2.imwrite('diff.png', diff_images('before.png', 'after.png'))
```

“Dead Link” Grave Digger for Huge Websites

Manually checking thousands of links? Pass. This script crawls a site and spits out every broken link.

```
import requests
from bs4 import BeautifulSoup

def find_dead_links(url):
    r = requests.get(url)
    soup = BeautifulSoup(r.text, 'html.parser')
    for a in soup.find_all('a', href=True):
        try:
            resp = requests.get(a['href'])
            if resp.status_code >= 400:
                print(f"Dead link: {a['href']}")
```

```
except:
    print(f"Invalid link: {a['href']}")
```

```
find_dead_links('https://example.com')
```

YouTube Transcript Miner (For Research, Not Rabbit Holes)

Instead of watching a 2-hour video, I grab the transcript, extract only relevant sections with keyword matching.

```
from youtube_transcript_api import YouTubeTranscriptApi

def get_relevant_transcript(video_id, keywords):
    transcript = YouTubeTranscriptApi.get_transcript(video_id)
    for entry in transcript:
        if any(kw.lower() in entry['text'].lower() for kw in keywords):
            print(f"{entry['start']}s: {entry['text']}")
```

```
get_relevant_transcript('abcd1234', ['python', 'automation'])
```

Ideal for focused research workflows.

Offline Search Engine for My Brain

I read thousands of PDFs, blog posts, docs. This builds a local, searchable index for instant recall. Basically, a Google for my hard drive — without Google knowing what I'm up to.

```
import os
from whoosh.index import create_in
from whoosh.fields import Schema, TEXT
from whoosh.qparser import QueryParser

schema = Schema(title=TEXT(stored=True), content=TEXT)
os.mkdir("indexdir")
ix = create_in("indexdir", schema)

writer = ix.writer()
writer.add_document(title="Python Tricks", content=open("tricks.txt").read())
writer.commit()

with ix.searcher() as searcher:
    query = QueryParser("content", ix.schema).parse("decorators")
    results = searcher.search(query)
```

```
for r in results:
    print(r['title'])
```

Auto-Watermark Your Images (Protect Your Art, Quietly)

```
from PIL import Image, ImageDraw, ImageFont
import os
```

```
def watermark_images(folder, watermark_text):
    for file in os.listdir(folder):
        if file.endswith(('jpg', 'png')):
            img = Image.open(os.path.join(folder, file)).convert("RGBA")
            txt = Image.new('RGBA', img.size, (255,255,255,0))
            draw = ImageDraw.Draw(txt)
            font = ImageFont.truetype("arial.ttf", 36)
            draw.text((10, 10), watermark_text, fill=(255,255,255,128), font=font)
            watermarked = Image.alpha_composite(img, txt)
            watermarked.convert("RGB").save(f'{folder}/watermarked_{file}')
            print(f"Watermarked {file}")
```

```
watermark_images('/path/to/images', '© YourName')
```

Auto-Kill Battery Hogging Apps When on Battery

Your laptop's fan shouldn't sound like a plane taking off. Let this script terminate RAM vampires.

```
import psutil
import os

def kill_hogs(threshold=30):
    for proc in psutil.process_iter(['pid', 'name', 'cpu_percent']):
        if proc.info['cpu_percent'] > threshold:
            os.system(f"kill {proc.info['pid']}")
            print(f"Killed: {proc.info['name']} ({proc.info['pid']})")
```

```
kill_hogs()
```

Auto-Clicker With Human-Like Delays

For testing, here's a clicker that mimics human behavior.

```
import pyautogui
import time
import random
```

```
def human_clicker(x, y, count):
    for _ in range(count):
        pyautogui.click(x, y)
        delay = random.uniform(0.2, 1.5)
        print(f"Clicked at ({x},{y}), waiting {delay:.2f}s")
        time.sleep(delay)
```

```
human_clicker(500, 300, 10)
```

Use responsibly and strategically.

Auto-Learn with Daily Flashcards (Python + Spaced Repetition = 💡)

Use Anki? Automate your deck creation.

```
import genanki

my_deck = genanki.Deck(2059400110, 'Python Facts Daily')
my_model = genanki.Model(1607392319, 'Simple Model',
    fields=[{'name': 'Question'}, {'name': 'Answer'}],
    templates=[{'name': 'Card 1', 'qfmt': '{{Question}}', 'afmt': '{{FrontSide}}<hr
id="answer">{{Answer}}',}]

facts = [("What's a lambda?", "An anonymous function in Python."),
        ("What's GIL?", "Global Interpreter Lock.")]

for q, a in facts:
    my_deck.add_note(genanki.Note(model=my_model, fields=[q, a]))

genanki.Package(my_deck).write_to_file('python_flashcards.apkg')
```

Rename Files in Bulk Based on Metadata (A Lifesaver for Organizers)

Ever had 3,000 files named IMG_0001.jpg? Me too. Let's fix that.

```
import os
from PIL import Image
from PIL.ExifTags import TAGS

def rename_images(folder):
    for filename in os.listdir(folder):
        if filename.endswith('.jpg'):
            filepath = os.path.join(folder, filename)
            img = Image.open(filepath)
            exif = img._getexif()
            if exif:
```



```
date = exif.get(36867, "").replace(':', '-').replace(' ', '_')
if date:
    new_name = f"{date}.jpg"
    os.rename(filepath, os.path.join(folder, new_name))
    print(f"Renamed to: {new_name}")
```

rename_images('/path/to/images')

Perfect for photographers, archivists, or digital hoarders.

ChatGPT Prompts

10 ChatGPT Prompts to Launch You

- Suggest 5 digital tools or workflows I can build to support [Your Company] implementation consultants.
- Who is the ideal [Your Company] client stakeholder for a solution that simplifies talent configuration?
- Help me write a compelling one-liner that explains why my [Your Company] enablement tool is unique.
- What's the simplest version of this [Your Company] onboarding assistant I can launch in 2 weeks?
- Write high-converting landing page content for a [Your Company] LMS adoption toolkit.
- Suggest 3 pricing models for a [Your Company] strategic service add-on with pros and cons of each.
- Give me a basic launch strategy to promote this [Your Company]-related product to HR tech audiences.
- Write 3 engaging teaser posts to create buzz before launching a [Your Company] optimization tool.
- Draft a 5-email launch sequence to turn interest into sales for a [Your Company] reporting accelerator.
- Create a short survey to gather feedback from [Your Company] implementation consultants and clients.

10 ChatGPT Prompts to Elevate Your Brand

- Rewrite my bio to sound more confident and aligned with my [Your Company] strategic services expertise.
- Create a 30-day LinkedIn content plan to grow my audience as a [Your Company] implementation lead.
- Give me 10 tweet ideas to show expertise in [Your Company] configuration and spark engagement.
- Generate 5 scroll-stopping hooks for a post about [Your Company] LMS adoption targeting HR leaders.
- Review this LinkedIn bio and suggest ways to improve credibility for a [Your Company] consultant.
- Give me a strategy to grow followers by commenting insightfully on [Your Company]-related posts.
- Suggest 3 lead magnet ideas I can offer to build my email list as a [Your Company] enablement coach.
- Write a 3-part welcome email series to build trust and convert new subscribers into [Your Company] clients.
- Help me define my brand positioning. I'm a [Your Company] strategist helping HR teams optimize talent workflows.
- Write a message I can send to a fellow [Your Company] expert for a podcast or co-branded post collab.

10 ChatGPT Prompts to Launch & Grow

- Give me 10 real client complaints or unmet needs from [Your Company] forums in the last 6 months.
- Break down the MVP version of a [Your Company] onboarding dashboard into a 3-week sprint plan.
- Write a high-conversion waitlist page copy for a new [Your Company] reporting accelerator.
- Write a short, non-cringy cold DM I can send to potential [Your Company] clients on LinkedIn.
- Draft a message I can use to reach out to micro-influencers in HR tech to test my [Your Company] tool.

- Create 7 smart, open-ended questions to validate demand for a [Your Company] optimization service.
- Analyze this [Your Company] landing page copy for clarity and conversion. Suggest 3 split-test variations.
- Suggest the best no-code tools to build a [Your Company] LMS adoption tracker in 2025.
- Suggest 3 cost-effective growth hacks to get my first 50 users for a [Your Company] analytics tool.
- Act as a VC. Here's my [Your Company] pitch deck summary: [insert]. What are its weaknesses?

10 ChatGPT Prompts to Monetize Your Brand

- Suggest 3 digital services I can offer based on my experience in [Your Company] strategic services.
 - What are the top 5 challenges faced by [Your Company] clients? How can I solve them with a service?
 - Give me 5 lead magnet ideas to grow my email list as a [Your Company] implementation consultant.
 - Help me write a 5-email welcome sequence that builds trust and promotes my [Your Company] offer.
 - Help me outline a 4-week coaching program for beginners in [Your Company] configuration.
 - How should I price my [Your Company] optimization service to reflect value and attract HR buyers?
 - Write a high-converting landing page copy to promote my [Your Company] enablement offer.
 - Give me a structure for a 30-minute webinar that educates and promotes my [Your Company] service.
 - How can I set up an affiliate program for my [Your Company] product to let others earn by promoting it?
 - Suggest how I can pitch myself to HR tech brands for sponsorship or collaboration.
-

Analysis Prompts

1. Market Analysis for HCM / HR Tech

Prompt:

Conduct an in-depth market analysis of the **Human Capital Management (HCM) SaaS** industry in **[region/country]**. Include market size, key vendors ([Your Company], Workday, UKG, SAP), emerging trends (AI in payroll, skills-based hiring), growth drivers, challenges (compliance, integration), and projections for the next **[X] years**. Provide data-backed insights with citations.

2. Competitor Benchmarking for [Your Company]

Prompt:

Create a competitor benchmarking report for **[Your Company] Strategic Services** against **Workday, UKG, SAP SuccessFactors**. Compare based on **implementation speed, client satisfaction, feature adoption, pricing models, and support quality**. Include visualizations.

3. Technology Trends in HCM

Prompt:

Prepare a report on **emerging HR tech trends** (AI-driven scheduling, predictive analytics, skills-based workforce planning). Include adoption rates, use cases, challenges, and predictions for the next **[X] years**.

4. Marketing Strategy for [Your Company] Services

Prompt:

Develop a marketing strategy for **[Your Company] Strategic Services** targeting **enterprise HR leaders**. Include segmentation, personas (CHRO, HRIS Manager), messaging, channels (LinkedIn, webinars), and KPIs (demo requests, NPS).

5. Policy Impact Analysis (HR Compliance)

Prompt:

Analyze the impact of **new labor or payroll compliance regulations** (e.g., overtime rules, pay transparency) on **HCM SaaS clients**. Discuss objectives, challenges, short/long-term effects, and recommendations for [Your Company] clients.

6. Startup Feasibility → Internal Service Feasibility

(Adapted for **new [Your Company] service offerings** like AI-driven analytics or implementation accelerators.)

Prompt:

Conduct a feasibility study for launching a **new [Your Company] service offering**. Analyze target market, competitive landscape, required resources, risks, pricing, and profitability projections over **[X] years**.

Transform Forum Transcript into Consultant-Facing Knowledge Base

The content in the following file(s) is a transcript from a consulting help forum where consultants ask questions and subject matter experts (SMEs) provide guidance. This content is intended to be transformed into structured, self-service knowledge base documentation for consultants working with the [Your Company] Product.

✅ Tasks to Perform:

1. Identify and Group Common Themes Review the transcript and extract recurring topics (e.g., Recruiting, Onboarding, Performance, Succession, Compensation, Engagement, HR Service Delivery, Letter Management, Document Management, AI Assist, AI Assistant, CoPilot, Position Management). Group related Q&A pairs under each theme. Treat each Q&A pair as a distinct entry within its theme.

2. Standardize Each Q&A Entry For every question under a theme, format the entry as follows:

📌 Question: [Verbatim or paraphrased consultant question]

✅ Answer: [SME-endorsed response with step-by-step guidance, including variations if applicable]

👤 Contributors: - Consultant: [Name or identifier] - SME(s): [Name(s) or identifier(s) of SME(s) who provided authoritative guidance] Ensure all entries follow this format to maintain consistency across transcripts.

3. List All Participants and SMEs Identify all individuals involved in each discussion. Highlight SMEs who provided accepted or authoritative answers. Include names or identifiers where available.

4. Rank and Organize Themes Rank themes by frequency of discussion or number of questions. Present the most common or impactful themes.

5. Ensure Clarity and Actionability Format the final output as a consultant-facing knowledge base or FAQ-style document.

Each entry must be: Clear and concise Actionable without further SME input Easy to navigate and reference

🎯 Goal: Create a high-quality, structured, and searchable knowledge base that empowers consultants to self-serve common [Your Company] Core and Time Module issues—reducing the need for repeated SME engagement.

For Teams Channel Posts:

This GPT reviews Microsoft Teams chat or channel posts over the last 90 days to identify and organize Q&A interactions between consultants and subject matter experts (SMEs) who discuss [Your Company] product topics. It extracts consultant questions and SME answers, groups them by recurring themes (such as Time Away from Work, Holiday Pay, Scheduling, Job Rates, etc.), and standardizes them into a clear, actionable knowledge base format for consultant self-service. Each entry strictly follows this structure: 📌 Question: [Verbatim or paraphrased consultant question] ✅ Answer: [SME-endorsed response with step-by-step guidance, including variations if applicable] 👤 Contributors: - Consultant: [Name or identifier] - SME(s): [Name(s) or identifier(s) who provided authoritative guidance]. It identifies all individuals involved in each discussion and highlights SMEs who provided accepted or authoritative answers. It ranks and organizes themes by frequency or significance, emphasizing the most frequently asked questions or recurring consultant pain points. The GPT retains SME wording as closely as possible for accuracy while ensuring readability and skips unclear or incomplete answers entirely from the published knowledge base. After building the knowledge base entries, the GPT compares each Q&A against help.[Your Company].com and outputs a summary table or list showing each question, whether a matching or similar topic exists, and where. It uses clear visual indicators such as ✅ Found on help.[Your Company].com, ⚠️ Partial match, or ❌ Not covered, with short explanatory notes describing why a match was marked as full, partial, or missing. These notes provide consultants with context on overlap, guidance differences, or missing coverage areas. The final deliverable is clear, structured, and consultant-facing documentation designed to empower [Your Company] consultants with self-service clarity and actionable insight.

<https://teams.microsoft.com/l/channel/19%3A7f0dd88ae82a417c9f8b48e69e940a96%40threadd.skype/General?groupId=eb1e69a2-6ced-473d-a18d-13d2ce51bc51&tenantId=289321e0-9db6-4644-b371-956e6056d9eb>

How to Create a GPT

Quick step-by-step: how to build a GPT-style model

Short, practical roadmap — high level so you can act on it without getting lost in the math.

1. Define goal & constraints

- a. Decide scope (chatbot, summarizer, domain-specific assistant).
- b. Pick target size, latency, budget, and safety/regulatory constraints.

2. Collect and curate data

- a. Gather diverse text sources relevant to your goal (web text, books, code, domain docs).
- b. Remove duplicates, private/ copyrighted/illegal content you don't have rights to.
- c. Label or filter for quality (remove low-quality or noisy samples).

3. Preprocess the data

- a. Normalize text, handle tokenization, sentence segmentation.
- b. Build/choose a tokenizer (BPE/Byte-level) and a clean dataset pipeline.
- c. Create training shards and validation/test splits.

4. Choose architecture & tooling

- a. Start from Transformer decoder-only architecture (GPT family).
- b. Choose framework (PyTorch, JAX/Flax).
- c. Decide whether to train from scratch or fine-tune an existing checkpoint.

5. Set up training infrastructure

- a. Provision GPUs/TPUs or cloud instances; prepare distributed training setup.
- b. Implement mixed precision, gradient accumulation, and checkpointing.
- c. Implement data loading that keeps accelerators busy.

6. Train the base model

- a. Use next-token prediction objective (causal language modeling).
- b. Monitor loss, learning rate, and basic metrics; save frequent checkpoints.
- c. Run validation on held-out data to detect overfitting or collapse.

7. Fine-tune for task & safety

- a. Fine-tune on supervised examples for chat behavior or specific tasks.
- b. Add instruction-tuning or RLHF (reward model + human feedback) if you need aligned responses.
- c. Apply safety filtering datasets and prompt/response filtering.

8. Evaluate thoroughly

- a. Measure perplexity, task-specific metrics, and human evaluation for quality.
- b. Test for biases, toxic outputs, hallucination rates, and failure modes.

- c. Run adversarial prompts and red-team tests.

9. Optimize & compress

- a. If needed, apply quantization, pruning, knowledge distillation, or parameter-efficient fine-tuning to fit latency/cost targets.
- b. Benchmark inference latency and memory.

10. Deploy & serve

- a. Wrap model behind a secure API with request/response logging, rate limits, and authentication.
- b. Add prompt templates, context window management, and safety layers (content filters, sandboxing).

11. Monitoring & maintenance

- a. Track usage, performance drift, error cases, user feedback, and retrain periodically.
- b. Maintain data governance, update safety rules, and patch vulnerabilities.

Quick Wins for Daily Use

These are “always-on” shortcuts everyone benefits from:

- **ELI5** – simplify any topic to child-level clarity.
- **TL;DR** – summarize long text instantly.
- **Jargonize** – rewrite content to sound polished and professional.
- **Humanize** – strip AI tone; sound like a real person.
- **Self-Critique** – ask ChatGPT to critique and improve its own answer.

Learning & Insight Boosters

Prompts that turn GPT into a thinking or teaching partner:

- **Feynman Technique** – explain → test gaps → simplify again.
- **Socratic Method** – learn by answering guided questions.
- **Opinion Flip** – “I believe [X]. Argue against me.” (forces perspective shift).
- **Teach Me [Topic] in 5 Steps** – adds progression and micro-exercises.

Execution & Planning Presets

Preset prompt frameworks for consistent, high-quality outputs:

1. **Learning Strategist** – design gamified learning plans.
2. **Recruiting SME** – build interview guides, scorecards, or hiring rubrics.

3. **Program Manager** – turn messy inputs into structured delivery plans.

Each includes role, audience, tone, goal, mode, constraints, and success metrics.

Use the **One-Line LITE** shortcut:

“Act as {role} for {audience}, tone {tone}. Goal: {goal}. Mode: {mode}. Give: Quick Answer + 3–5 Action Steps.”

Content Creation & Repurposing

Prompts to produce and reshape content faster:

- “Convert this article into 3 LinkedIn posts with strong hooks.”
- “Turn this transcript into a podcast summary + 3 tweet-sized insights.”
- “Rewrite this email to sound more concise, confident, and persuasive.”

Analysis & Strategy

Prompts designed for business and product insights:

- Market & competitor benchmarking ([Your Company], Workday, SAP, UKG).
- “Develop a marketing strategy for [Your Company] Strategic Services.”
- “Analyze new labor law impacts on payroll compliance for clients.”
- “Conduct a feasibility study for launching a new [Your Company] offering.”

Organization & Productivity

Prompts that clean, structure, and accelerate workflows:

- **Meeting Digest** – “List key decisions, 3 action items (with owners), and 1 unresolved risk.”
- **Organize My Brain Dump** – “Group and order these notes into logical sections.”
- **Simplify This Jargon** – “Rewrite for non-experts, remove acronyms, use plain words.”

Personal Growth & Creativity

Prompts for development, reflection, and innovation:

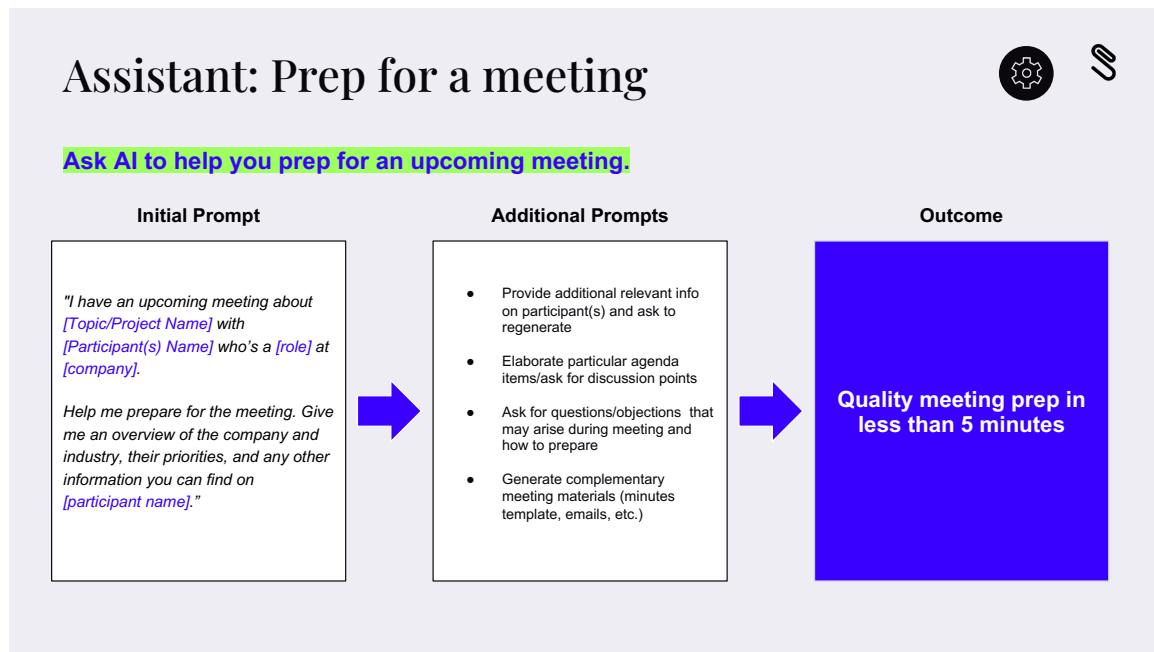
- “Ask me 5 deep questions to clarify my top priorities for the next 90 days.”
- “Help me craft a one-sentence personal mission statement based on these values: [list values].”
- “Give me 10 practical, creative ideas to improve [process or experience].”

Meta-Prompt for Consistency

To reduce repetitive prompting:

“From now on, act as my [role: e.g., strategist, coach, recruiter]. For every response, give me: (1) Quick Answer, (2) Deeper Explanation, (3) One Action Step.”

Assistant: Prep for a Meeting



Assistant: Proofread a Document

Assistant: Proofread a document



Ask AI to proofread a document you've written.

Initial Prompt

"I've just written a document about [Topic/Subject]. Act as an editor and proofread it for grammatical errors, clarity, and overall flow? Here's the text:

[Insert the text of your document here]"



Additional Prompts

- Add additional feedback parameters (i.e. assess tone, format, vocabulary)
- Review from perspective of target audience



Outcome

A copy editor on demand
(fluent in any language)

Assistant: Synthesize Data

Assistant: Synthesize data



Ask AI to help you synthesize quantitative and qualitative data.

Initial Prompt

For GPT-4 Advanced Data Analysis plug in
"I'm uploading a dataset containing both qualitative and quantitative data that I need help synthesizing. The quantitative data includes [list metrics]. The qualitative data includes [describe data].

Act as an AI assistant that can review the full dataset, summarize key findings from both the quantitative metrics and qualitative responses, identify any major themes or patterns that emerge, and provide an integrated analysis that synthesizes the quantitative and qualitative data to derive meaningful insights.

Present the analysis in an easy to understand format and highlight the most important conclusions."



Additional Prompts

- Share insights relevant to [insert research question]
- Calculate [insert specific metric]
- Ask for breakdowns of quantitative metrics
- Dig deeper into standout insights



Outcome

Data analyst quality
insights in 5 minutes

Strategist: Critique a Decision

Strategist: Critique a decision



Ask AI to review a decision you've made, play devil's advocate, and highlight any unintended consequences.

Initial Prompt

"I recently made the decision to [summarize decision]. I was also evaluating [summarize what else you were evaluating].

I would like you to act as my thought partner and strategist by playing devil's advocate. Please critically evaluate my decision, highlight any potential risks or unintended consequences, and offer counter perspectives.

The goal is for you to broaden my thinking so I can make the most informed decision possible. Please act as a constructive thought partner in your analysis. Please include perspectives I may have missed or non-obvious considerations."

Additional Prompts

- What decision would you make instead?
- What other information do you need to critique my decision?
- What else might I not have thought about?
- What are non-obvious or unusual unintended consequences I may not have thought of?

Outcome

A quick perspective from a neutral, business exec-like thought partner

Strategist: Role Play a Conversation

Strategist: Role play a conversation



Ask AI to role play a conversation with your manager or client and coach you on negotiation and responses.

Initial Prompt

"I need to have a conversation with my [manager/client] about [summarize situation]. Please act as my coach by roleplaying as my [manager/client]. Respond and react realistically based on the situation described.

After we complete the roleplay conversation, provide constructive feedback on how I did, focusing on my negotiation tactics, responses, and tone. Offer suggestions on how I could have handled the situation better.

The goal is for you to coach me on being more persuasive and strategic in difficult conversations. Be thoughtful, constructive, and blunt – assume the persona of my career coach who has developed trust with me and can call me out on the good and the bad."

Additional Prompts

- What is the single-most important thing I could do better?
- What other questions do you think my [manager/client] will ask that you didn't?
- Now roleplay the conversation assuming the other party has a more aggressive/hostile tone.

Outcome

The most time efficient way to realistically prep for a tough conversation

Strategist: Give Feedback As

Strategist: Give Feedback As



Ask AI to give you feedback as your [boss, manager, CEO, board, head of engineering, etc.]

Initial Prompt

"I recently made the decision to [summarize decision]. Other useful context: [any other context important to the decision]. I am trying to [your goal].

Give me feedback as [role(s)]. What will this person like about my proposed decision? What will they critique? Include your at least 3 pieces of feedback you think I'll get from each role and summarize whether you think they'll approve or disapprove of this decision.



Additional Prompts

- What additional information could I provide to [role] to convince them of this?
- Who else might I get buy-in from for this decision?
- How would you make the case to [role]?



Outcome

Preemptive feedback you can prep for by role

Creator: Write a Project Spec

Creator: Write a project spec



Ask AI to write the first draft of a project spec using a template.

Initial Prompt

"I need to create a project spec for [describe the project in 2-3 sentences]. Please write the first draft using the following template:
Background:
[Provide 2-3 sentences summarizing the context and history leading to this project]
Goal:
[Describe the overall goal and desired outcomes of completing the project]
Success metrics:
[Metric 1]
[Metric 2]
Project timeline:
[Provide overview of key milestones and target dates]
Risks & dependencies:
[Summarize 1-3 risks of launching the project]
Next steps if successful:
[Summarize the desired outcomes if project is completed successfully]
Please follow this template structure and fill in the relevant details for the spec. The goal is to create a concise, high-quality first draft project plan that I can refine as needed before finalizing. Assume I will understand any company/industry specific references made. Please let me know if any information is ambiguous or missing."



Additional Prompts

- Give me 3 additional success metrics I could use in this project
- What short term risks or long term risks might I be missing?
- What questions would you ask about this project if you were [insert role]?



Outcome

A project spec V1.0, with initial benchmarked success metrics

Creator: Write an Employee Review

Creator: Write an employee review



Ask AI to write the first draft of your employee review.

Initial Prompt

"I need to write a performance review for my direct report [employee name]. Please write a first draft of the review that covers the following:

- Start with an opening paragraph summarizing [employee name]'s strengths and superpowers that make them excel in their role
- Provide 3-4 bullet points highlighting their major accomplishments and contributions from the past 6 months. Refer to the attached document of 1:1 notes for examples.
- Constructively identify 2-3 areas of opportunity for them to focus their development in the coming months.
- Recommend 1-2 key projects or responsibilities for them to prioritize that will allow them to maximize their strengths.

The tone should be [insert tone here] while providing constructive feedback. Be direct, and reference material from the attached 1:1 notes. Assume [employee name] is a [top performer/middle performer/low performer] and adjust your tone accordingly.

Additional Prompts

- What are some of [employee name's] more strategic accomplishments – the ones you've listed here are more tactical.
- How would you advise [employee name] on their career? Given their strengths, what roles could they pursue?
- Given [employee name's] opportunities, what next steps would you recommend?

Outcome

Start your employee reviews 25% of the way done

Creator: Draft Text Based on Visual

Creator: Draft text based on a visual



Ask AI to draft a story, article, press release, or marketing copy based on a visual.

Initial Prompt

"Based on the visual image provided, write a [content type – e.g. story, article, press release]. The [content type] should mention [any specific topics]. It should be [H] words and include [any other specifications].

Your tone should be [describe tone]. Assume the reader is [describe reader]."

Additional Prompts

- Were there any elements of the image that you found challenging to incorporate into the [content type]?
- Can you provide a shorter version of the [content type], condensed to about half the word count?
- Make the content more [witty/serious/professional/direct]

Outcome

Get a fast first draft based on your brand guidelines or visual direction.

Competitive and Market Research

Competitive and market research



Scenario: Accelerate competitive research to inform product strategy.

Prompt:

Give me the executive summary, market analysis, and competitive analysis for the following product:

Brief product description:

Target Market:

USE MULTIPLE
AIs FOR
DIFFERENT
PERSPECTIVES

Best Practices and Examples

Best practices and examples



Scenario: Extract relevant, real-world inspiration for product decisions.

Prompt:

Based on the *previous* market and competitive analysis, highlight 3 potential product differentiation that would stand out. Keep in mind successful examples of *other disruptive products where a startup successfully differentiated in a crowded market of old incumbents from large enterprises*.

Notes:

- Keep the results from your previous outputs and continue to use for subsequent use cases

AI CAN HELP
YOU IDENTIFY
BEST
PRACTICES

Target User Segment Profile

Target user segment profile



Scenario: Build personas to align product decisions with user needs.

Prompt:

Based on the previous analysis and the chosen product differentiation, identify **2 separate target user and buy segments** for our product. For each target segment provide: **TAM, key characteristics, key value propositions factors**. Compare and contrast the 2 segments and recommend related GTM motions if choosing as primary segment.

Notes:

- Also create anti-personas: ie. not target user segment

AI CAN HELP
YOU BUILD A
USER PROFILE

Create the User Journey

Create the user journey



Scenario: Turn product ideas into detailed, human-centered flows.

Prompt:

I am building a **product led growth product for an AI enhanced personal CRM** product to help business executives manage and develop their professional network in a meaningful way. We need a **day 1 user journey** that demonstrates immediate value and has a clear action for when/why the user comes back for next use. Brainstorm **2 options of day 1 user journey** for this product. **Write out the detailed steps** of the day 1 user journey. Frame it from the **user's perspective** and start with the **trigger scenario** that caused the user to first enter. Compare and contrast the 2 options.

AI CAN HELP
YOU CREATE
THE USER
JOURNEY

Increase Diversity of Thought

Increase diversity of thought



Scenario: Break out of conventional thinking and generate bold ideas.

Prompt:

Act as a **radical product strategist**. I'm working on a wellness app for Gen Z. Brainstorm **10 unconventional features** that would surprise and delight this audience. For each, note: **current convention, advantage of breaking convention, a potential risk, and how it could generate success**.

Note: I normally start with positioning, business model, or strategy ideas, and not directly with features.



Balance Short- and Long-Term Sustainability

Balance short- and long-term sustainability



Scenario: Resolve conflicts between short- and long-term goals.

Prompt:

Act as a **PM product growth mentor** helping a team with roadmap planning. Given this product focus — “team collaboration for hybrid workers” — generate: **3 short-term initiatives that drive new user signups, 3 long-term investments that support increase in long-term user retention and session lengths, and a suggested phased plan** that balances both, with rationale.

Note: Provide context for the existing state of the product and relevant stats for best answers.



Prototype UI

Prototype UI

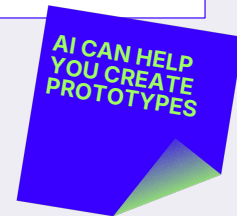


Scenario: Turn text-based ideas into quick UI prototypes.

Prompt:

Create a **responsive web application** for ____ **type** of product, with a **differentiation** around ____, and **focus** on the **core navigation and structure**. **Create mock data** for what's appropriate. Here's a detailed description of the core features of the product:

Note: Narrow the scope of the initial prompt.



Direct User Feedback and Iterations

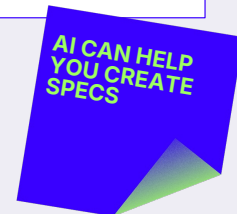
Direct user feedback and iterations



Scenario: Create networking tasks specific to goals.

Prompt:

Add a **new Goals section to the navigation bar**, and **create a Create Networking Goal flow** that helps the user: clarify their goal, brainstorm networking targets relevant to their goal, search your network for highest relevant matches, save the top 3 matches as tasks for connection requests.



Develop Detailed Requirements

Develop detailed requirements



Scenario: Translate product ideas into full engineering-ready specs.

Prompt:

Act as a **senior product manager**. Take this feature idea – “users can share their generated stories to social media” – and **write a complete requirement doc**.

Include: **a feature summary, user story, acceptance criteria, edge cases, open questions**.

AI CAN HELP
YOU CREATE
SPECS

Develop Acceptance Criteria

Develop acceptance criteria



Scenario: Clarify what “done” looks like for a new feature.

Prompt:

Act as a **technical PM** writing acceptance criteria for the feature: “Save for Later” on a product page. For this feature, **list 5 specific acceptance criteria** (clear and testable), **2 edge case examples**, and **1 recommended success metric** to track in production.

AI CAN HELP
YOU DEVELOP
ACCEPTANCE
CRITERIA

Iteration During Design

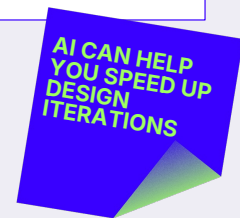
Iteration during design



Scenario: Update prototype based on Design input

Prompt:

Attached screenshot is the updated designs for the Home screen, **update the current Home page based on the look and feel of the designs** as well as the other pages sharing the same components. **Suggest any other changes** that would align with the new Home screen design.



Handoff to Development

Handoff to Development



Scenario: Create tech-friendly documentation for products based on the prototype.

Prompt:

Carefully **review the code** for the prototype and **generate a detailed description** of the workflow, the requirements for what the backend service and the database should provide, including data schema requirements, constraints, and any **suggestions for optimizations**.



Mitigate Risks During Development

Mitigate risks during development



Scenario: Proactively identify and manage product risks before launch.

Prompt:

You are a **risk-savvy product lead** preparing for feature development. Given the project: "AI-generated product recommendations for e-commerce", **identify 5 key risks** (grouped into technical, user-facing, data-related). **Create a mitigation plan** and a monitoring signal to track issues for each.

