

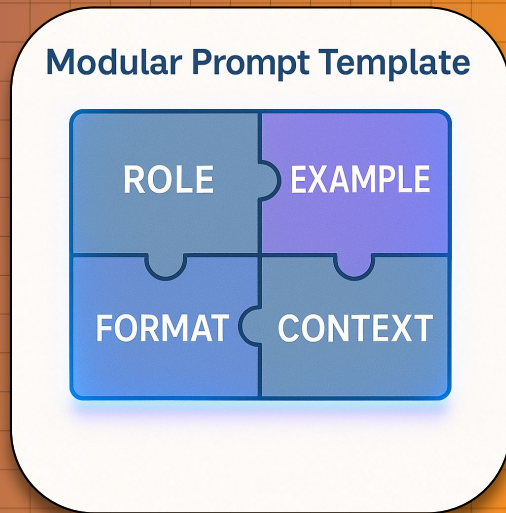
# Iteration & Troubleshooting Mindset

- To excel with AI, you need a mindset of iteration and troubleshooting
- Review your output, adjust what didn't work, and keep tweaking your prompts
- The more you experiment and iterate, the better the results will be
- Practice will help you get closer to what you're looking for



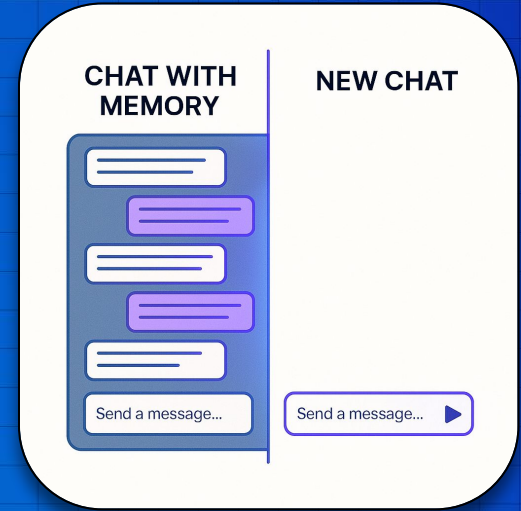
# Modular & Reusable Prompts

- Modular prompts are templates you can reuse for tasks that share similar patterns
- Instead of writing a new prompt every time, you can plug in specific details for different tasks
- Over time, you'll build a library of go-to prompts for different situations. It's a formula for faster, smarter work
- Example Prompt:  
***“Act as a [role]. Analyze this [example input], and respond in [format] for [context].”***



# Chat Memory Awareness

- ChatGPT remembers what you discuss within a thread but doesn't retain context across different threads unless memory features are enabled
- This means prompts will behave differently depending on the conversation's history
- If your output seems off, try starting a fresh thread for clearer results



# Cleaning Data with Prompts

- You can use AI to clean up messy data like credit card statements, meeting notes, or survey data
- Ask ChatGPT to filter out irrelevant information, then prompt to work with the remaining data
- Credit card statement example:
  - **“Remove any line items not related to travel. Keep only flights, hotels, rental cars, and public transport.”**
  - **“Add up all the expenses and summarize them by category.”**





# Prompt Priming

- This means preparing a thread with as much relevant context as possible, before you send the original prompt
- Whether it's text, a PDF, or a link, the more detail you provide, the better the AI's response will be
- Context is key to getting the results you want. The more information you feed into your thread, the more specific and accurate the output

