

information from the cheat sheet:

# CHATGPT FOR BUSINESS CHEAT SHEET

## Prompts


- ▶ Generate a detailed marketing plan for [product/service] targeting [specific audience].
- ▶ Craft a persuasive email campaign to re-engage [segment] and promote [offer/product].
- ▶ Develop a content calendar for [month/quarter] focused on [theme/topic] to drive [goal].
- ▶ Create a lead generation strategy using [marketing channel] to attract [target audience].
- ▶ Write a compelling blog post about [topic] to boost [website/blog name]'s SEO ranking.
- ▶ Plan a webinar on [subject] to educate [audience] and generate leads for [product/service].
- ▶ Outline a customer retention program for [segment] to reduce churn and increase loyalty.

- ▶ Design a product launch strategy for [new product] aimed at [target market].
- ▶ Develop a competitive analysis report comparing [company/product] with [competitor].
- ▶ Create a personalized follow-up email template for [role] to use after [event/meeting].
- ▶ Write a LinkedIn post to announce [achievement] and increase [company] visibility.
- ▶ Craft a sales pitch script for [product/service] tailored to [prospect/customer type].
- ▶ Develop a customer feedback survey to gather insights on [product/service/experience].
- ▶ Develop a cross-promotional strategy between [product/service] and [partner/company].
- ▶ Plan an email sequence for onboarding new customers to [product/service].
- ▶ Design a loyalty program for [customer type] to reward frequent purchases.


## Use Cases

- ▶ Analyzing and summarizing market trends.
- ▶ Personalizing and crafting sales emails.
- ▶ Generating compelling product descriptions.
- ▶ Summarizing key points from meetings.
- ▶ Creating engaging social media content.
- ▶ Writing SEO-optimized blog posts.
- ▶ Writing detailed and persuasive business proposals.
- ▶ Simplifying complex data reports.
- ▶ Generating standard legal documents efficiently.


## GPTs




**Business Consultant**  
For business strategy, business finance, business plans & business analysis.



**Business plan builder**  
Assists with creating a business plan effectively.



**Business analyst**  
Expert in business analysis and documentation.



**Business logo**  
Methodical logo design and brand strategist.

## Prompting tips

- ▶ One prompt, one goal, **one task**.
- ▶ Prompt what you **don't** want as an output.
- ▶ Keep your prompt **clear** and **simple**.

- ▶ Select the **tone** of your output in the prompt.
- ▶ Select a **role** you want ChatGPT to act like.
- ▶ Ask ChatGPT to **criticize** as a professional [Role].
- ▶ Start your prompt with **action words**. (like Generate, write, craft, etc...)

- ▶ Provide ChatGPT with **details**.
- ▶ Use **follow-up** prompts.
- ▶ Provide ChatGPT with **output examples**.
- ▶ Talk to ChatGPT as if it's a **human**. (It won't read your mind)

Category	Use Cases	Example Prompts	Tips
Marketing	Analyzing and summarizing market trends	"Generate a detailed marketing plan for [product/service] targeting [specific audience]."	Keep your prompt clear and simple.

Category	Use Cases	Example Prompts	Tips
Sales	Creating engaging social media content	"Write a LinkedIn post to announce [achievement] and increase [company] visibility."	Select the tone of your output in the prompt.
	Writing SEO-optimized blog posts	"Write a compelling blog post about [topic] to boost [website/blog name]'s SEO ranking."	Start your prompt with action words.
	Personalizing and crafting sales emails	"Create a personalized follow-up email template for [role] to use after [event/meeting]."	Provide ChatGPT with details.
	Generating compelling product descriptions	"Develop a content calendar for [month/quarter] focused on [theme/topic] to drive [goal]."	Select a role you want ChatGPT to act like.
Customer Relations	Designing a product launch strategy	"Design a product launch strategy for [new product] aimed at [target market]."	Ask ChatGPT to criticize as a professional [Role].
	Summarizing key points from meetings	"Summarize key points from the recent [meeting name] meeting."	Use follow-up prompts.
	Developing a customer feedback survey	"Develop a customer feedback survey to gather insights on [product/service]."	Provide ChatGPT with output examples.
Documentation	Writing detailed and persuasive business proposals	"Write a persuasive business proposal for [product/service] to be presented to [partner/company]."	Provide ChatGPT with output examples.
Legal	Generating standard legal	"Outline a customer retention program for [segment] to	Talk to ChatGPT as if it's a human; it

Category	Use Cases	Example Prompts	Tips
Business Analysis	documents efficiently	reduce churn and increase loyalty."	won't read your mind.
	Simplifying complex data reports	"Develop a competitive analysis report comparing [company/product] with [competitor]."	Select a role you want ChatGPT to act like.
	Crafting a sales pitch	"Craft a sales pitch script for [product/service] tailored to [prospect/customer type]."	Select the tone of your output in the prompt.
Cross-Functional	Writing cross-promotional strategies	"Develop a cross-promotional strategy between [products/services] and [partner/company]."	Use follow-up prompts.