

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. |
| | Writing cross-promotional strategies | "Develop a cross-promotional strategy between [products/services] and [partner/company]." | Use follow-up prompts. |

| Category | Details |
|----------|--|
| Prompts | <ul style="list-style-type: none"> - 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]. |

| Category | Details |
|-----------|---|
| | <ul style="list-style-type: none"> - 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 [products/services] 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 | <ul style="list-style-type: none"> - 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. |

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|-----------------------|--|
| Category | Details |
| | <ul style="list-style-type: none"> - Writing detailed and persuasive business proposals. - Simplifying complex data reports. - Generating standard legal documents efficiently. |
| GPTs | <p>Business Consultant - For business strategy, business finance, business plans & business analysis.</p> <p>Business plan builder - Assists with creating a business plan effectively.</p> <p>Business analyst - Expert in business analysis and documentation.</p> <p>Business logo - Methodical logo design and brand strategist.</p> |
| Prompting Tips | <ul style="list-style-type: none"> - 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). |