

10 ChatGPT o3 Prompts That Will Help You Save Hours Of Work



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Swipe >

1

Deep Research Report Request

I'm [mention the problem you're facing in detail with background context]. Conduct a deep research report on [TOPIC]. Please summarize the latest developments and trends, include key statistics, recent studies, and expert opinions, and present your findings in a structured format with an executive summary, main findings, and a table of key data. Cite all sources and provide links where possible. I want you to [mention how you want the output in detail with background context].



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Comprehensive Competitive Analysis

I'm [mention the problem you're facing in detail with background context]. Perform a competitive analysis for [INDUSTRY/COMPANY]. Identify the top five competitors, compare their strengths, weaknesses, market share, and recent strategies in a table, and summarize actionable insights and opportunities for [YOUR COMPANY/PRODUCT]. I want you to [mention how you want the output in detail with background context].



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3

Detailed Document or PDF Summarization

I'm [mention the problem you're facing in detail with background context]. Analyze the attached [DOCUMENT/REPORT/PDF]. Extract the main arguments, supporting evidence, and conclusions, summarize each section in bullet points, highlight any data, statistics, or charts and explain their significance, and suggest three follow-up questions or research directions. I want you to [mention how you want the output in detail with background context].



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Action-Oriented Meeting Notes Conversion

I'm [mention the problem you're facing in detail with background context]. Convert the following meeting notes into a structured summary: [PASTE MEETING NOTES]. Identify key decisions, action items, responsible persons, and deadlines, present the output as a table, and highlight any unresolved issues or follow-ups. I want you to [mention how you want the output in detail with background context].



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End-to-End Data Analysis and Visualization

I'm [mention the problem you're facing in detail with background context]. Analyze the attached dataset ([FILE TYPE]). Clean and preprocess the data as needed, identify key trends, outliers, and correlations, generate summary statistics and visualizations such as charts or graphs, explain each step, and provide actionable recommendations based on the findings. I want you to [mention how you want the output in detail with background context].



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Automation Workflow Design Blueprint

I'm [mention the problem you're facing in detail with background context]. Design a step-by-step automation workflow for [REPETITIVE TASK/PROCESS] in [TOOL/PLATFORM]. Break down the process into discrete steps, suggest tools, scripts, or integrations to automate each step, highlight potential bottlenecks and solutions, and provide a summary table of the workflow. I want you to [mention how you want the output in detail with background context].



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Technical Troubleshooting Guide Creation

I'm [mention the problem you're facing in detail with background context]. Create a troubleshooting guide for [TECHNICAL ISSUE/SOFTWARE/HARDWARE]. List common causes and diagnostic steps in order of likelihood, provide clear step-by-step instructions for each solution, include a decision tree or flowchart if possible, and reference official documentation or credible sources. I want you to [mention how you want the output in detail with background context].



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Strategic Planning Framework Development

I'm [mention the problem you're facing in detail with background context]. Develop a strategic plan for [PROJECT/INITIATIVE/TEAM GOAL]. Define objectives, key results, and success metrics, identify stakeholders, resources, and potential risks, present a timeline with milestones, and summarize the plan in a table along with recommendations for next steps. I want you to [mention how you want the output in detail with background context].



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In-Depth Code Review and Optimization

I'm [mention the problem you're facing in detail with background context]. Review the following code snippet ([LANGUAGE]): [PASTE CODE]. Identify bugs, inefficiencies, and security issues, suggest optimizations and best practices, rewrite the code for clarity and performance, and explain each change and its impact. I want you to [mention how you want the output in detail with background context].



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Knowledge Base Article Drafting

I'm [mention the problem you're facing in detail with background context]. Draft a knowledge base article for [TOPIC/FEATURE/PROCESS]. Start with a concise summary, provide step-by-step instructions with screenshots or diagrams (describe visuals if not possible to generate), include troubleshooting tips and FAQs, and format the article for clarity and ease of use. I want you to [mention how you want the output in detail with background context].



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