### ***Standard Format:***

1. Act as a …
2. Review the following … for me
3. Optimize it to make it better
4. Ask any question before proceeding.

Trick: Ask chatgpt to create a better prompt:

*Act as a Prompt Engineer. Review the following “prompt” for me. Optimize it to make it better. Ask any question before proceeding*

### Improve your writing by getting feedback.

*"Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions that will improve the clarity of my writing."*

### Use the 80/20 principle to learn faster than ever.

*"I want to learn about [insert topic]. Identify and share the most important 20% of learnings from this topic that*

*will help me understand 80% of it."*

### Learn and develop any new skill.

*I want to learn / get better at [insert desired skill]. I am a complete beginner. Create a 30-day learning plan that will help a beginner like me learn and improve this skill.*

### Get short and insight-packed book summaries.

*Summarize the book [insert book] by the author [insert author] and give me a list of the most important learnings and insights.*

### Get feedback from history's greatest minds.

*Assume you are [insert famous person e.g. Steve Jobs]. Read my argument below and give me feedback as if you were [insert person again].*

*[insert your argument]*

### Enhance your problem- solving skills.

*Your role is that of a problem solver. Give me a step-by-step guide to solving [insert your problem].*

### Generate new ideas and overcome writer's block.

*I am writing a blog post about [insert topic]. Give me an outline for this blog post with 10 bullet points. Also give me 5 options for a catchy headline.*

### Summarize long texts and accelerate your learning.

*Summarize the text below into 500 words or less. Create sections for each important point with a brief summary of that point.*

*[insert text]*

### Use stories and metaphors to aid your memory.

*I am currently learning about [insert topic]. Convert the key lessons from this topic into engaging stories and metaphors to aid my memorization.*

### Strengthen your learning by testing yourself.

*I am currently learning about [insert topic]. Ask me a series of questions that will test my knowledge. Identify knowledge gaps in my answers and give me better answers to fill those gaps.*

***Prompt to diagnose a problem with MECE framework***

*> Mutually Exclusive, meaning they do not overlap*

*> Collectively Exhaustive, meaning they cover all possible reasons*

*`ChatGPT, act as an Accenture Consultant, use Issue Tree to breakdown problem (X), oh and make sure it is MECE!`*