

# 4 Main Prompting Steps

1

## Define the Problem or Goal

Start by clearly articulating the problem or goal you want ChatGPT to help you with. What specific information or assistance are you seeking? Be as specific as possible to guide the conversation towards your desired outcome.

2

## Use Relevant Keywords & Phrases

Incorporate industry-specific and topic-related keywords and phrases into your prompt. These terms will help ChatGPT understand the context and generate more relevant responses. Think of them as signposts that guide the model towards the information you need.

3

## Write the Prompt

Craft a concise prompt that effectively communicates the required information and task. Make sure to include the keywords and phrases identified in the previous step. A clear and concise prompt sets the foundation for a focused and productive conversation with ChatGPT.

4

## Test, Evaluate, and Iterate

Generate responses with ChatGPT and evaluate the results. Assess whether the generated response aligns with your expectations and adjust the prompt if necessary. Iteratively refine your prompt until you consistently receive the desired response. Remember, each iteration brings you closer to success!