

ChatGPT: Zero to Power User Cheat Sheet

KEY TERMS

OpenAI: parent company of ChatGPT

Generative AI: category of AI that can "produce" content like text/images vs. specific tasks like predicting things

AI models: think of these as big, big math equations

Large language models: very big math equations that are very good at predicting the next word

Prompts: messages you send to ChatGPT

Prompt engineering: the "science" of sending the exact right messages to ChatGPT to get the output you want

PROMPT FRAMEWORKS

Get better output by structuring your prompts:

- **RTF (Role, Task, Format)**
- **CTF (Context, Task, Format)**
- **RASCEF (Role, Action, Steps, Context, Examples, Format)**

Two methods to prompting:

- **Megaprompts:** Write one big message that contains all of the above. E.g., ask for a full press release.
- **Prompt chaining:** Break down the task into smaller steps. E.g., start by asking for a blog post idea, then an outline, then the content.

MODES

1. **Intern:** "Come up with new fundraising ideas."
2. **Thought Partner:** "What should we think about when generating new fundraising ideas?"
3. **Critic:** "Here's a list of 10 fundraising ideas I created. Are there any I missed? Which ones seem particularly good or bad?"
4. **Teacher:** "Teach me about [x]. Assume I know [x] and adjust your language."

EXAMPLE PROMPTS

Example context (attach before prompt): "I run a bake shop called Pete's Pies located in Denver. We sell vegan cookies, brownies and cakes. My brand is witty, humorous and irreverent."

1. "Write 5 subject lines I should use for a holiday sale. Maximum 8 words each."
2. "Come up with a 5-day email sequence outline based on the teachings of the world's best e-commerce marketers to sell my ebook called 'Baking Wonders'"
3. "Write a landing page header for my new Salt Lake City location. Generate 10 ideas. Make sure they're creative."
4. "Write a cold email to the CEO of a local insurance agency. Assume they are interested in catered dessert. End of email asks for a 15-minute call. Max length 50 words. Tone: professional, enthusiastic."
5. "I'm hiring for a part-time baker position. Draft a job description using what you know about my business."
6. "I need to increase sales by 10% this year. What are some growth strategies I should think about?"
7. "Here are the reviews from my Google Reviews page. Summarize the feedback from my customers."
8. "Below are scratch notes from my recipe notebook. Format as a recipe to be shown online."

KEY USE CASES

- **Summarizing** long text, transcripts, articles, reports
- **Brainstorming** ideas, outlines, new concepts
- **Synthesizing** insights and takeaways from text
- **Writing** blog posts, articles, press releases, standard operating procedures, pretty much any type of text
- **Coding** scripts and small programs
- **Extracting** data and patterns from messy text
- **Reformatting** text/data from messy text to tables/structure

TONES

"Tone: [x]"
"Write using a [x] tone"

CONVERSATIONAL
LIGHTHEARTED
PERSUASIVE
SPARTAN
FORMAL
FIRM

FORMAT

- "Be concise. Minimize excess prose."
- "Use less corporate jargon."
- "Output as bullet points in short sentences."
- "Output as a table with columns: [x], [y], [z], [a]"
- "Be extremely detailed."

MISC. TIPS

- **Encouragement = better:** "You are world-class at marketing."
- **Scolding also = better:** "Make this better/more insightful."
- **If the output is bad, add more detail/background info**
- **Ask it to check its work:** "Are there any topics you missed?"
- **Adjust temperature:** Add "Temperature: x" to prompt. 1 = more creative (good for copywriting). 0 makes it more conservative (good for academic/formal).

OTHER CHATBOTS



Bing Chat



Anthropic Claude



Poe



Google Bard

USEFUL PLUGINS

requires ChatGPT Plus (\$20/month)



Zapier



Prompt Perfect



Noteable



Video Insights



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B12 AI Websites



Brandfetch



Substack IQ



Bardoon



AskYourPDF

PROMPT INSPIRATION



PromptHero



SnackPrompt



Compiled by Pete Huang

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In Depth Chatgpt Prompts For Beginners For Gen Z

Aalok Dixit



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Art of Digital Hustle Aalok Dixit, 2025-07-15 You were told to hustle but unfortunately no one warned you that the digital hustle might hustle you back The book redefines success in a fast paced AI driven industry It introduces the MAP framework Mindset Adaptability Purpose to help young techies hustle intentionally without burning out Chapters explore generational workplace dynamics mental health challenges such as anxiety caused by social media and the need for continuous learning 65% of tech skills expire within three years Gartner 2024 Real stories like Aalok's Day 17 Disaster at IBM show how embracing challenges leads to growth The Key lessons include building a skill stack over chasing titles with 70% of tech jobs now requiring cross functional skills LinkedIn 2024 The book also introduces simple methods focusing on mindset intentionality navigation and discipline and Aalok's Single Secret Technique SST for productivity such as one minute breath resets It encourages finding purpose whether coding for a cause or freelancing and stresses adaptability in a rapidly evolving field Ultimately *Art of Digital Hustle* empowers the next generation to craft unique fulfilling IT careers by staying true to themselves and leveraging their digital native strengths

Profiting Through Effective Prompt Engineering Dwayne Anderson, 2023-09-13 In the ever changing realm of AI communication is the key to unparalleled success Mastering ChatGPT Prompt Engineering will transform AI interactions and increase your earning potential But here's the catch it's not just about using the instrument it's about wielding it with precision strategy and finesse Maximize Your Success with Professional Advice Develop your engineering expertise and unlock ChatGPT's maximum potential to ensure your success This comprehensive guide reveals a tried and true road map packed with strategies The introduction to CHATGPT Prompt Engineering Mastery Playbook Series 4 Profiting Through Effective Prompt Engineering This comprehensive guide will help you improve your AI interactions and revenue streams Become a genuine expert in this field and learn the tools necessary to replicate success What to Expect Inside Discover the true nature of ChatGPT prompt engineering and its vital role in molding the future Examine the monumental advantages of mastering ChatGPT prompt technology Discover how to transform your ChatGPT expertise into a lucrative endeavor with countless opportunities and enhanced such with the inclusion of a bonus chapter which elaborate on new upgrade of chatgpt Plus and it provide insight into the 19 ways to make money with ChatGPT Unlock the Secrets Improve Your Skills and Increase Your Income This is the definitive guide to profitably leveraging ChatGPT prompt engineering Who Should Read This Manual If you identify with any of the following this guide is a game changer for you Your objective is to comprehend the substance of ChatGPT prompt engineering You wish to comprehend the advantages of mastering ChatGPT prompt crafting You desire to effectively monetize your ChatGPT prompt creating abilities You wish to remain at the forefront of AI and maintain a steady revenue stream Considering the wealth of information and prospective profits this guide may seem expensive Today however you can gain access to all this valuable information and transform your future

Advanced AI and Prompt Engineering Techniques and Resources Chemingui,

Houssein, Ahmad, Munir, 2025-09-24 As artificial intelligence AI becomes increasingly integrated into daily life and professional domains the ability to interact effectively with AI systems is critical Prompt engineering has emerged as a vital skill for optimizing the performance and reliability of language models and other generative tools This expertise empowers users to unlock the full potential of AI in fields such as creative writing programming research and decision making By understanding how to structure and refine prompts individuals can improve the quality relevance and creativity of AI generated responses This shift in human computer interaction has broad implications for education innovation and the future of work Advanced AI and Prompt Engineering Techniques and Resources delves into how AI models process and respond to inputs It presents a range of sophisticated techniques designed to optimize prompt crafting for complex tasks Covering topics such as academic integrity domain specific tasks and textual analysis this book is an excellent resource for AI developers data scientists machine learning engineers academicians researchers students business and industry letters and more

Artificial Intelligence in Education: The Intersection of Technology and Pedagogy Peter Ilic, Imogen

Casebourne, Rupert Wegerif, 2024-12-02 This book offers a multidisciplinary perspective on the ways in which the careful integration of AI might enhance learning outcomes By inviting dialogue between engineering what is possible and pedagogy what might be desirable the book offers a holistic view of AI's potential for education Offering both case studies of practical implementation and pedagogically informed frameworks it focuses on appropriately integrating technology for educational benefit presenting a uniquely broad view The contributors who are both educators and technically proficient bring insights into teaching and assessment approaches research questions and technological affordances or constraints Essential for researchers educators and policymakers navigating the rapidly evolving educational technology landscape as AI becomes increasingly prevalent in every aspect of life c't Working with AI c't-Redaktion, 2024-01-24 The special issue of c't KI Praxis provides tests and practical instructions for working with chatbots It explains why language models make mistakes and how they can be minimised This not only helps when you send questions and orders to one of the chatbots offered online If you do not want to or are not allowed to use the cloud services for data protection reasons for example you can also set up your own voice AI The c't editorial team explains where to find a suitable voice model how to host it locally and which service providers can host it The fact that generative AI is becoming increasingly productive harbours both opportunities and risks Suitable rules for the use of AI in schools training and at work help to exploit opportunities and minimise risks

ARTIFICIAL INTELLIGENCE AND CONTEMPORARY MEDIA Dr. Moon Jana, Dr. Shourini Banerjee, 2025-06-13

Artificial Intelligence plays a pivotal role in transitioning from generic uniform content to personalised experiences tailored for individualistic approach Utilising sophisticated algorithms AI platforms analyse user sentiments behaviours and engagement patterns to curate tailored content news feed videos articles and advertisements This book aims at understanding different viewpoints from authors on Artificial Intelligence technology and the contemporary media scenario

Customer-Centric AI: Conversational Technologies, Personalization, and Ethical Innovation Zahara, Mahwish, 2025-08-13

Artificial intelligence AI is transforming how businesses engage with customers with conversational technologies like chatbots and voice assistants enabling more responsive and personalized experiences By leveraging data driven insights organizations can tailor interactions to individual preferences enhancing satisfaction and loyalty However this shift toward hyper personalization also raises ethical concerns related to privacy transparency and algorithmic bias Addressing these challenges is essential to fostering responsible innovation that respects user autonomy while maximizing the benefits of AI As AI continues to evolve placing the customer at the center of technological development is key to building trust and long term value in digital interactions Customer Centric AI Conversational Technologies Personalization and Ethical Innovation explores the transformative impact of AI on customer engagement focusing on how technologies are reshaping marketing service and personalization strategies It addresses the ethical implications of AI driven interactions highlighting issues of privacy transparency and trust in digital environments Covering topics such as conversational AI customer service and social media this book is an excellent resource for marketing professionals customer experience and service managers business leaders and strategists AI developers data scientists graduate and postgraduate students policymakers researchers and more

Chatgpt and Other Generative AI Tools Jochen Kuhn, Stefan Küchemann, Knut Neumann, Martina Rau, 2025-02-17

In the past ten years applications of generative artificial intelligence GAI have found rapidly growing use in medicine science and daily life Large language models LLMs opened up new avenues in particular for education LLMs have been used to create interactive educational content for students stimulate their curiosity generate code explanations and develop assessment questions Additionally LLMs been applied for language practice anxiety alleviation and feedback provision In higher education LLMs have shown potential for assisting in medical exam preparation and clinical decision making In school education LLMs can help teachers with automated evaluation of student responses and respective adaptive feedback More recently LLM based applications such as chatGPT have been used to generate teaching materials or assessment tasks across different subjects The fields understanding of the effects of the use of LLM based applications in classroom teaching however is still in its infancy GAI tools may help solving a range of tasks in education in particular with respect to teachers and students and teachers efforts to generate content However it is critical that teachers and students do not overly rely on GAI generated solutions but instead critically assess each solution Students should furthermore not use GAI tools to avoid investing relevant mental effort to create mental models or more broadly build up competencies

Whispering the Techniques of Language: An Psychological Quest through **In Depth Chatgpt Prompts For Beginners For Gen Z**

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