The 6-Step Prompt Checklist

- ☐ **[task]** Clearly define your end goal
- ☐ **[context]** Tailor your responses
- ☐ **[examples]** Mimic style, structure, tone
- ☐ **[persona]** Embody a specific expertise
- ☐ **[format]** Bullet points, markdown, table
- ☐ **[tone]** Add layer of emotional context

More important ↓ Less important

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1. Define the Task

The task tells ChatGPT the specific action you want it to take. Always start your prompt with the task to clarify your goal upfront. Use clear action verbs like "generate," "write," "analyze," etc to kick things off. Then explain the details of the task you need performed.
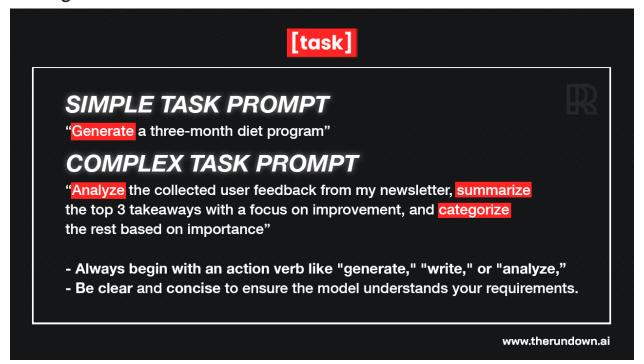
The task can be simple:

"Generate a three-month diet plan for me."

Or more complex:

"Summarize the key takeaways from the user feedback for my newsletter, focusing on areas for improvement. Then categorize all remaining feedback by order of priority."

Defining the task clearly and concisely is crucial for ChatGPT to understand your needs. It primes the model to provide the exact response you're looking for.

P.S. No need to say please and thank you to ChatGPT— it has no feelings!

2. Provide Relevant Context

Context means giving ChatGPT key background details to tailor its response to your unique situation.
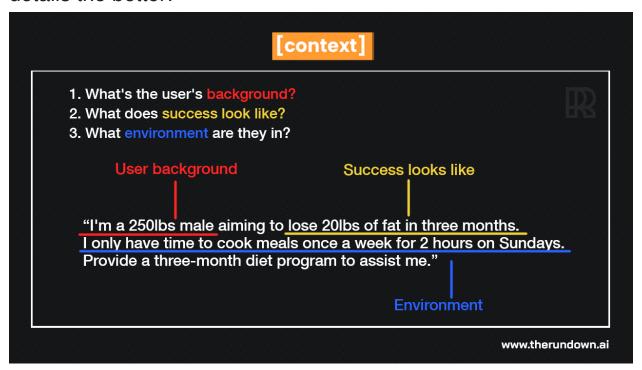
Some helpful questions for figuring out what context to include:

- What is the user's background?

- What does success look like?

- What is the setting/environment?

For example:

"I'm a 250 pound male aiming to lose 20 pounds of fat in three months. I only have time to cook meals once a week on Sundays for 2 hours. Provide a three-month diet plan to help me meet my goals within these constraints."

The context here shows ChatGPT your starting point and limitations, allowing it to suggest an appropriate diet plan. Providing relevant context gives ChatGPT what it needs to offer useful, personalized responses instead of generic ones. The more details the better!

3. Provide Examples

Including examples in your prompt gives ChatGPT a model to follow for style, structure, and tone.

For instance, you can paste an example job description when asking ChatGPT to draft one. It will mimic the patterns in the example you provide.

Example prompt:

- "You are a hiring manager needing to write a job description for a Marketing Manager role focused on brand awareness. Use this existing job description as an example format and style: [paste example]."

Now, ChatGPT can follow the structure of the example job posting to craft a tailored description using your context.

Note: Examples aren't always needed, but they guide ChatGPT to match the tone and formatting you want rather than give a generic response. Providing relevant examples when possible improves prompt results to match a certain style.

[examples]

Examples allow ChatGPT to mimic the style, structure, and tone of anything.

"You're a hiring manager in a marketing team responsible for writing the job description for a marketing manager job opening.

Your team primarily focuses on increasing brand awareness for Netflix's advertising platform to acquire new partners.

Draft the job description using the format of this existing job description below: [paste example]."

💡 Research shows that including examples can significantly enhance the output quaility.

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4. Assign a Persona (Optional)

Persona is an optional step in the framework that allows ChatGPT to embody a specific character or expertise. Imagine it as having instant access to an expert relevant to your task.

For instance, if you're injured in a sport — this expert might be a physical therapist with over 20 years of experience. Or, if you're a job seeker, that person might be a hiring manager looking to fill a position on your team.

For example:

"Respond as a physical therapist with 20 years of experience and suggest a 2-month rehab program for my tennis elbow injury."

Or

"Act as a hiring manager at a major company and give me a list of likely interview questions to prepare for."

Pro tip: You can even ask ChatGPT to mimic famous people, using for example, this prompt: "Rewrite this passage in Shakespeare's style."

Adopting a persona gives ChatGPT a lens to write through. This can enrich its responses with domain knowledge or an interesting voice.

Keep in mind it's an optional prompt element, but can take outputs to the next level. The key is giving enough context and examples for ChatGPT to adopt the persona successfully.

[persona]

Persona is about embodying a specific character or expertise in ChatGPT.

Example prompts:

For injury rehab: "You are a physical therapist specializing in athlete recovery. Generate me a 2-month program that helps me recover from my tennis elbow."

For job seekers: "You are a hiring manager at a Fortune 500 company. Ask me 20 questions to will help me prepare for my future job interviews."

Pro tip:

You can get ChatGPT to respond as specific famous individuals. Prompt example: "Rewrite this blog post in the style of Eminem."

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5. Specify the Format

You can also guide the structure of ChatGPT's response by specifying a format in your prompt.

Do you want a table, bullet points, or a paragraph? Specify this in your prompt.

For example:

"Summarize the key reader feedback points from my newsletter in a table format with columns for original feedback, priority level, and difficulty to address."

This tells ChatGPT you want a table output rather than paragraphs or bullet points.

Some other formats ChatGPT can generate:

- Email

- Bullet list

- Code blocks

- Markdown

- Dialogue

Specifying a format upfront ensures the output matches your needs. If you don't indicate a format, ChatGPT will default to a paragraph response. Being explicit allows you to get creative with the structure!

6. Set the Tone

The tone sets the mood of the output. You can specify whether you want a casual, formal, witty, or enthusiastic output directly in ChatGPT.

Sometimes, it can be hard to describe a specific tone that you want to include. But no worries, there's a prompt if you're stuck on that, too.

To get the perfect tone for your prompt, just describe your feelings:

"I'm drafting an email to a new team. I want to sound professional but not too cringe. Suggest 5 tones I can use for my draft."

Now, select your favorite tone from the list and input it into your full prompt.

Example prompts:

1. "Use a casual tone of voice"

2. "Use a formal tone of voice"

3. "Give me a witty output"

4. "Show enthusiasm"

5. "Sound pessimistic"

Specifying a tone gives ChatGPT guidance to match the emotional context you need. This makes the language natural and appropriate for the situation.

[tone]

EXAMPLES OF TONE

1. "Use a casual tone of voice"
2. "Use a formal tone of voice"
3. "Give me a witty output"
4. "Show enthusiasm"
5. "Sound pessimistic

Tone adds a layer of emotional context to the response. It ensures that the content meets your informational needs and resonates with the intended audience's emotions and expectations.

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Bringing It All Together

After going through each step of the prompting framework, here is an example prompt bringing all the key elements together:

"I want you to write a [NUMBER]-word [WRITING TYPE] about [THIS SPECIFIC TOPIC] for me, written in a tone that is [DESCRIBE TONE].
The text should be tailored to [SPECIFIC TARGET READER, GIVE CONTEXT].
It should be formatted with [PROVIDE FORMATTING INSTRUCTIONS]
Like this:
[EXAMPLE FORMAT]
The purpose of this text is to [WHAT THE TARGET OUTCOME IS FOR YOU].
For context, I am a [WHAT YOU DO, GIVE CONTEXT] looking to [YOUR GOAL]."

With practice, you'll get comfortable combining the framework pieces in creative ways tailored to your needs. Start simple, then build up to more complex prompts as you gain experience.

The key is providing clear instructions so ChatGPT can assist you effectively. Practice and experimentation will make perfect!

Recap

- How ChatGPT works and generates responses

- Key principles for writing effective ChatGPT prompts

- A step-by-step framework to optimize prompts

ChatGPT Cheat SheetDownload the HD version **here**.

CHATGPT CHEAT SHEET

CURRENT BEST CHATGPT PLUGINS

AskTheCode — Install
Provide a GitHub repository URL, and ask about any aspect of the code.

Smart Slides — Install
Smart Slides: AI-powered tool for rapid PowerPoint presentations. Just input needs and let AI do the rest.

BrowserOp — Install
Browse dozens of webpages in one query. Fetch information more efficiently.

Sembot — Install
Manage your Search Engine Marketing. Get keywords reports, CPCs, domain visibility, SEO results and more.

Chat With Your Data — Install
Conversational analysis over your databases and spreadsheets.

TaskML — Install
Manage your projects and tasks. Quickly create tasks / todos, and mark them as done.

Rephrase AI — Install
Use Rephrase AI to convert text into talking...

Placid.app — Install
A design assistant that creates marketing visuals templates.

Planfit — Install
Get your tailored workout plan and instructions. AI-powered Workout Coach, Planfit.

The Remembotron — Install
Simple long term memory. Store lists, tasks, information. Recover it in other chats when...

There's An AI For T... — Install
Find the right AI tools for any use case, from the world's largest database of AI tools.

Ping Task Assistant — Install
Add your own TODO, plan and delegate tasks, assign projects and people.

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Quick News Digest — Install
Discover world news tailored for you. Curated with your interests on demand.

Zapier — Install
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ScholarAI — Install
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ScholarAI — Install
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HOW TO MAKE CHATGPT WRITE LIKE YOU

Act as a tone analyzer. Analyze the writing style and tone of [extract]. Create a description of the style and tone, so we can recreate more text in that style. Don't take any context or information from the "extract" below. The extract shared in this prompt is ONLY for tone analysis purposes.

Don't take any content or information from the abstract below. The abstract shared in this prompt is ONLY for analysis purposes.

Example: The author's writing style in this text is concise, informative and uses a journalistic tone. They maintain a smooth flow throughout the text. They use precise and clear language.

– Format: Bullet pointed list
– Extract = [insert Here]
– Using the analyzed tone, rewrite [text].
– Text = [insert Here]

AI TERMS EXPLAINED FOR BEGINNERS

Inputs — The text or the commands you give ChatGPT

Outputs — What ChatGPT gives the user (you)

OpenAI — The company responsible for creating ChatGPT

Generative AI — AI that has the ability to create images, text, videos, etc.

Training — Giving ChatGPT examples to train the model on

AI Models — The AI platforms with different source code

LLM — Language learning models (AI learning)

Prompts — The types of input that you give ChatGPT

HOW TO LEARN ANYTHING FASTER

Break down [topic] into smaller, easier-to-understand parts. Use analogies and real-life examples to simplify the concept and make it more relatable.

I need help organizing my study time for (subject). Can you create a study schedule for me, including breaks and practice exercises?

What are the most important facts, dates, or formulas related to (topic)? Help me create a memorization technique to remember them easily.

Compare and contrast (concept 1) and (concept 2) to better understand their similarities and differences. Use examples to illustrate your points.

ADVANCED TECHNIQUES

Temperature	PROMPT SHAPING
STACKING	GUIDED EXPLORE
TREE OF THOUGHT	FEEDBACK LOOP
CONTRASTIVE	ADD EXAMPLES

ROLE PLAYING

- Act like Alex Hormozi
- Act like a book character
- Act like an SEO specialist
- Act like a human
- Act like Bill Gates
- Act like a Pro Copywriter
- Act like Eminem
- Act like Elon Musk
- Act like a College Professor
- Act like a Famous Historian

VOCABULARY

- Inputs
- Text or Commands
- Outputs
- ChatGPT's response
- Training
- Programming ChatGPT
- Generative AI
- Capable of creating
- OpenAI
- ChatGPT creator
- Prompts
- What you provide ChatGPT

LEARNING

- "You are now a X"
- Summarize X
- Like a 5th grader
- Plagiarism Checker
- X Teacher
- Writing Tutor
- Career Counseller
- Translator
- Therapist
- Personal Trainer
- Travel Guide
- Financial Assistant
- Mentor
- Best friend
- AI Girlfriend

WRITING

- "Write in X style"
- Native
- Informal
- Persuasive
- Descriptive
- Visual
- Humorous
- Narrative
- Formal
- Confrontational
- Inspirational
- As a rapper
- Rude
- Funny
- Genius

EXTENSIONS

- ChatGPT + Internet
- WebChatGPT
- ChatGPT + Email
- ChatGPT Writer
- ChatGPT + Twitter
- TweetGPT
- ChatGPT + PDF
- Ask Your PDF
- ChatGPT + Shopify
- Speedy Marketing
- ChatGPT + Website
- Website Performance
- ChatGPT + Automations
- Zapier
- ChatGPT + Internet
- WebChatGPT

PLUGINS

- Expedia
- FiscalNote
- Instacart
- KAYAK
- Klarna
- Milo
- OpenTable
- Shopify
- Speak
- Wolfram
- PromptPerfect
- Scholar AI
- SpeechKi

CURRENT BIGGEST CHATGPT COMPETITOR CHATBOTS