ChatGPT Prompt Cheatsheet

Business efficiency

1) I need to [describe the project]. Can you help me break this down into smaller steps?

2) I have a meeting with [PUBLIC] to discuss [SUBJECT]. Help me prepare with potential topics and relevant information.

3) I am most energetic during [time/situation] and least when [time/situation]. How can I align crucial tasks of [tasks] with high-energy times given today's schedule [schedule details]?

4) Generate a proposal for a business collaboration with a potential partner in [SECTOR].

Self-development

1) I want to define my personal values to use as guidelines in my life and career. Can you guide me in identifying core values that resonate with my experiences and aspirations?

2) Assist me in clearly articulating my goals for the coming year. How can I set specific, measurable goals?

3) Can you provide a detailed explanation of a 12-step strategy for personal development and success inspired by proven methodologies such as SMART goals, the Pomodoro technique, and the principles of emotional intelligence?

Job search - applying

1) I am applying for the position [Job Title] at [Company Name]. Can you help me prepare a compelling cover letter that includes my skills in [Your Skills] and my experience with [Your Experience]?

2) I have a resume tailored for the [Industry]. Can you help me optimize it for job applications [e.g., remote]? Here is my resume [attach your resume]. What keywords should I emphasize and how can I make my experience more relevant to [Work / position].

3) I have a job interview soon for a position in the [industry]. Can you give me common interview questions and answers for positions in this industry?

Optimize Skillset

1) Act like an expert in [TOPIC.] My goal is to learn [SKILL] as quickly as possible. List the most important things I need to know to master this subject.

2) Suggest a series of projects that I can do to gain practical experience and improve my skills in [Enter subject].

3) What study materials and resources are essential for someone who wants to quickly become an expert in [Enter topic]? Please list and prioritize what I need to study.

Creating diagrams & mind maps

Step 1: Prompt > "Create a [Diagram / mind map] of [process or topic]. Create it in a Mermaid code format."

Step 2: Copy the Mermaid code for further use. (upper right corner of the plane)

Step 3: Visit the Mermaid live editor: 🔗 Click here

Step 4: Paste your Mermaid code content into the editor

*Tip: Click on "Sample Diagrams" to see what types of diagrams you can generate

Problem solving: thinking patterns

1) I need to analyze my company's product portfolio. Can you explain how the BCG matrix can help me with this analysis?

2) I need to develop a new product, but I don't know where to start. Can you explain how Design Thinking can guide my creative process?

3) I'm trying to evaluate a project, but I don't know how to assess its strengths, weaknesses, opportunities and threats. Can you explain how a SWOT analysis can help me?

4) I am a coach trying to help my client set goals and achieve them. Can you explain how the GROW Model can guide my coaching sessions?

Getting ChatGPT to write like you

Prompt > "Act like a professional writer. I'm going to show you a text I wrote and your goal is to imitate it.

You start by saying "START." Then I'll show you a sample text and you'll say "NEXT." Next, another example and you'll say "NEXT," and so on. I will give you many examples, more than two. You will never stop saying "NEXT." You may say something else only when I say "NEXT," not before.Then you will analyze my writing style, tone and style of the sample texts I have given you. Finally, I will ask you to write a new text on a given topic, using exactly my writing style."

Tip: Use GPT-4 / 4o or Copilot chat Creative Mode. But if you use GPT 3.5, it works too.