

ChatGPT Mastery Cheat Sheet

Beginner to Pro

KEY TERMS

Prompts: Written instructions given to ChatGPT

GPT-4: The latest AI model powering ChatGPT

OpenAI: The company that built ChatGPT and GPT-4

Prompt Engineering: The technique of crafting the correct prompts to get your desired output

Generative AI: A category of AI that generates media like text, images, music, and movies

KEY FEATURES

Prompting: Instruct ChatGPT to produce text output that you want. Examples: blogs, emails, essays, code, and more

Web Browsing: Enables ChatGPT to access the internet and obtain up to date information to generate prompts

Plugins: Similar to Chrome plugins, these are add ons you can install to extend the capability of ChatGPT

Note: Web browsing and Plugins require a ChatGPT Plus subscription

KEY USE CASES AND PROMPTS

Improve your writing: Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions that will improve the clarity of my writing.

Delegate your research: I am creating a report about [insert topic]. Research and create an in-depth report with a step-by-step guide that will help readers understand how to [insert outcome].

Learn new skills: I want to learn [insert desired skill]. Create a 30 day learning plan that will help a beginner like me learn and improve this skill.

Use 80/20 to learn faster: 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.

Summarize long texts, articles, and reports: Summarize the text below and give me a list of bullet points with key insights and the most important facts.

Simplify and understand complex documents: Rewrite this text and make it easy for a beginner to understand: [insert text].

Generate new ideas: I want to [insert task or goal]. Generate [insert desired outcome] for [insert task or goal].

Simplify and learn complex topics: Explain [insert topic] in simple and easy terms that any beginner can understand.

TONES

Write using [x] tone

Persuasive	Professional	Firm
Formal	Descriptive	Confident
Informal	Humorous	Poetic
Friendly	Academic	Narrative

FORMAT

Table	Essay	Code
Blog	Report	Tweet
Email	Presentation	Social media post
Bullets	Research	

MODES AND ROLES

Intern: Find research on [insert topic]

Idea generator: Generate ideas on [x]

Editor: Edit and fix this text: [insert text]

Teacher: Teach me about [insert topic]

Critic: Critique my argument: [argument]

10 BEST PLUGINS



Video Insights



Wolfram



Scholar AI



WebPilot



KeyMate Search



VoxScript



Zapier



Create QR Code



Pixellow

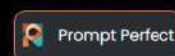


AskYourPDF

ALTERNATIVE CHATBOTS



PROMPT GENERATION APPS



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