

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



Show Me



B12 AI Websites



Brandfetch



Substack IQ



Bardoon



AskYourPDF

PROMPT INSPIRATION



PromptHero



SnackPrompt



Compiled by Pete Huang

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Expert Chatgpt Prompts Guide For Gen Z

Zachary Pike

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Expert Chatgpt Prompts Guide For Gen Z:

ChatGPT Prompting: Zachary Pike, 2025-08-14 ChatGPT Prompting Unlock the full potential of artificial intelligence through the power of well crafted prompts ChatGPT Prompting is your essential guide to mastering the language of AI and transforming how you write research create and work Whether you re a content creator entrepreneur student or simply curious about the future of communication this book will equip you with the tools to turn vague questions into precise powerful conversations with ChatGPT From foundational concepts to advanced prompting strategies this book takes you through a journey that reshapes how you interact with intelligent systems No longer will you feel stuck staring at a blank prompt box this book empowers you to approach ChatGPT with clarity structure and confidence Inside This Book You ll Discover The Art of Prompting An Introduction Why prompt design matters more than you think Prompt Structures That Work The anatomy of high performing prompts in action Open Ended vs Specific Prompts How to guide ChatGPT toward accuracy or creativity Contextual Layering Building Smarter Prompts Deepening relevance by stacking intent Creative Prompts for Writing and Storytelling Sparking ideas characters and narratives Productivity Prompts for Everyday Use Automating routines and enhancing focus The Future of Prompt Engineering Where the craft is heading and how to stay ahead Every chapter offers real world insight into how prompting can change the way you think work and communicate You ll learn how to avoid common mistakes maximize clarity and engage AI in a way that feels less like automation and more like collaboration Scroll Up and Grab Your Copy Today

ChatGPT Prompts Book Oliver Theobald, 2024-02-28 The course embarks on an enlightening journey through the world of ChatGPT starting from the very basics of understanding what ChatGPT is to delving deep into the mechanics of crafting precision prompts that unlock its full potential From the outset you ll be introduced to the foundational elements that make ChatGPT an indispensable tool for a wide range of applications setting the stage for a comprehensive exploration of its capabilities As we progress the course meticulously unfolds the layers of prompt writing techniques priming strategies and training methodologies that are designed to enhance your interaction with AI You ll learn how to craft prompts for common use cases navigate the nuances of content creation translation tasks and personalized tutoring all while leveraging ChatGPT s advanced AI art capabilities The course culminates by focusing on practical applications and exploring advanced prompt training and role prompting techniques This final stretch is designed to solidify your understanding and empower you with the confidence to employ ChatGPT across various scenarios from professional content writing to creative explorations

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 *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 **Applied Cryptography and Network**

Security Workshops Mark Manulis, 2025-10-25 This three volume set LNCS constitutes the proceedings of several Satellite Workshops held in parallel with the 23rd International Conference on Applied Cryptography and Network Security ACNS 2025 held in Munich during June 2025 The 43 full papers and 9 poster papers presented in this volume were carefully reviewed and selected from 87 submissions They stem from the following workshops if supportLists endif 6th ACNS Workshop on Artificial Intelligence in Hardware Security AIHWS 2025 if supportLists endif 7th ACNS Workshop on Artificial Intelligence and Industrial Internet of Things Security AIoTS 2025 if supportLists endif First Workshop on Quantum Safe Hybrid Cryptography QSHC 2025 if supportLists endif 6th ACNS Workshop on Secure Cryptographic Implementation SCI 2025 if supportLists endif First International Workshop on Foundations and Applications of Privacy Enhancing Cryptography PrivCrypt 2025 if supportLists endif First Workshop on Secure Protocol Implementations in the Quantum Era SPIQE 2025 if supportLists endif 7th ACNS Workshop on Security in Machine Learning and its Applications SiMLA 2025 if supportLists endif 5th ACNS Workshop on Critical Infrastructure and Manufacturing System Security CIMSS 2025 **Adopting**

Artificial Intelligence Tools in Higher Education Thangavel Murugan, Karthikeyan Periasamy, A.M. Abirami, 2025-01-24 This book offers a modern exploration of the intersection of technology and education It examines the prospects of

integrating different AI tools into higher education and explores the challenges opportunities and innovative solutions for the different issues surrounding the use of AI in higher education Each chapter discusses a different area where AI can enhance the educational landscape such as AI integration in higher education and immersive virtual reality based learning environments The book also emphasizes student centered learning AI powered frameworks for academic excellence and learner centric pedagogies Furthermore it delves into the role of AI in personalized learning in STEM courses the development of AI based tutoring systems and the use of machine learning to identify students mental health status The volume concludes with Dynamic Horizon which examines how AI and gamification are shaping higher education This book is essential for educators administrators researchers and policymakers who want to leverage AI to create an adaptive personalized and engaging learning environment Adopting Artificial Intelligence Tools in Higher Education provides valuable insights into the future of education paving the way for a more empowered and enlightened academic world *Generative*

AI in Education Ilaria Torre, Diego Zapata-Rivera, Chien-Sing Lee, Antonio Sarasa-Cabezuelo, Ioana Ghergulescu, Paul Libbrecht, 2024-12-24 In the field of education there is a growing interest in the use of Generative Artificial Intelligence to reshape the educational landscape Led by our esteemed Associate Editors Dr Zapata Rivera Prof Torre and Review Editors Profs Lee Sarasa Cabezuelo Libbrecht Dr Ghergulescu this editorial initiative aims to investigate the transformative potential of Generative AI in various aspects of education By leveraging machine learning models these intelligent systems extract useful insights from vast amounts of data making them capable of delivering highly individualized content They can analyze a learner s proficiency level learning style and pace and then tailor the study material accordingly Whether a learner prefers visual aids textual content or interactive modules Generative AI can adapt its content generation strategies to meet distinct preferences and learners needs This ensures an elevated engagement level and enhanced comprehension highlighting its potential to transform traditional teaching methodologies

Mastering ChatGPT: 1000 Expert Prompts for Writers, Creators, and Entrepreneurs Vijay bhojwal ,2025-06-25 Unlock the full potential of ChatGPT with this ultimate collection of 1000 expert prompts Whether you re a content creator entrepreneur freelancer or marketer this book is your secret weapon for generating ideas automating tasks and scaling your success Inside you ll discover prompts for business SEO storytelling productivity and more all designed to help you work smarter Perfect for beginners and experts alike this guide will transform how you use AI in daily life Start creating smarter today

Decision-Making Hacks: Real-Time AI Strategies for Better Choices Expert, Master the art and science of smart choices in an age defined by information overload and algorithmic intelligence Decision Making Hacks Real Time AI Strategies for Better Choices is your ultimate guide to transforming how you think decide and act blending human intuition with artificial intelligence precision Designed for entrepreneurs professionals analysts and lifelong learners this book delivers AI powered frameworks cognitive optimization tools and real time data decision systems that help you make faster smarter and more confident decisions in

business finance leadership and daily life Built on the intersection of behavioral economics data analytics and AI assisted reasoning this guide shows you how to combine human judgment with intelligent algorithms to eliminate guesswork and bias from your decision process You ll learn how to leverage machine learning models predictive analytics and AI driven dashboards to interpret complex data and choose the optimal path not by instinct alone but through quantifiable insights and adaptive feedback loops The book begins by breaking down the psychology of decision making exploring how emotions heuristics and cognitive biases distort human reasoning You ll learn how to identify patterns like confirmation bias anchoring and loss aversion then apply AI supported counterstrategies that guide you toward objectivity Through detailed AI workflow examples you ll see how real time models process probabilities forecast outcomes and suggest solutions in dynamic environments such as financial trading marketing optimization and product innovation The Real Time AI Decision Frameworks Section offers step by step systems for integrating AI tools into your daily decision process You ll discover how to Build AI assisted dashboards that visualize key metrics and risk probabilities Use predictive algorithms to simulate multiple outcomes before committing Apply reinforcement learning concepts to adaptive problem solving Integrate natural language processing NLP for fast information filtering Utilize AI co pilots like ChatGPT Claude and Gemini to test assumptions and brainstorm strategies You ll also explore decision automation techniques where routine and repetitive judgments can be offloaded to AI freeing your cognitive energy for high level creative problem solving Learn how to construct automated workflows for data evaluation investment screening customer insights and strategic planning using no code AI platforms and API integrations The Human AI Synergy Section focuses on creating a decision partnership between man and machine You ll understand when to trust intuition over data how to interpret AI model confidence scores and how to apply hybrid reasoning frameworks that blend logic ethics and empathy The book highlights human in the loop systems where human oversight ensures moral accountability creativity and emotional context in every AI generated recommendation In the Data Driven Strategy Section you ll learn how to use big data and machine learning for evidence based decisions The guide provides tutorials for using AI analytics platforms like Tableau Power BI and Google Vertex AI to identify trends forecast results and mitigate risk You ll master techniques for scenario modeling real time optimization and probability weighting making you capable of steering through uncertainty with precision For entrepreneurs and executives Decision Making Hacks provides AI driven leadership strategies that enhance clarity under pressure You ll discover how to use AI simulations for strategic planning sentiment analysis for reputation management and predictive customer analytics for market timing Learn how organizations are using AI recommendation systems to optimize logistics supply chain resilience and resource allocation in volatile global markets Beyond business this book explores personal decision optimization teaching you how to use AI to improve everyday choices in health finance and productivity Discover apps and models that help evaluate diet plans time investments and spending habits using personalized AI to maximize well being and efficiency The

Advanced Decision Hacks Section includes elite strategies like Bayesian updating for refining probabilities with new data Monte Carlo simulations for predicting complex scenarios AI meta analysis tools for synthesizing large data sets Reinforcement learning for habit and performance optimization Ethical AI governance models to balance speed with responsibility Each method is supported by real world case studies implementation steps and tool recommendations making even advanced AI systems accessible to readers without coding expertise With hundreds of bolded keywords AI application references and SEO rich terminology this guide serves as both a training manual and a knowledge map for the era of intelligent decision making Every chapter builds toward one goal empowering you to make faster data driven emotionally balanced and context aware choices that lead to better outcomes in any environment By the end of Decision Making Hacks Real Time AI Strategies for Better Choices you ll possess a personal decision engine powered by critical thinking algorithmic reasoning and strategic foresight You won t just decide you ll decide smarter faster and with confidence backed by the precision of AI Keywords decision making hacks AI decision making real time AI AI strategy data driven decisions machine learning models predictive analytics AI assisted reasoning decision intelligence AI dashboards reinforcement learning business intelligence AI in leadership AI driven strategies AI tools AI automation AI frameworks AI decision support data science for business decision optimization cognitive bias reduction behavioral economics AI decision systems hybrid reasoning AI co pilot real time analytics AI and intuition AI ethics AI human in the loop AI forecasting AI workflow AI data visualization AI in productivity AI in finance AI for business AI personal decisions machine learning decision models AI integration AI for strategy AI meta analysis AI risk analysis AI powered leadership decision automation AI simulations AI data insights AI tools 2025 AI driven productivity AI innovation AI data forecasting AI driven optimization AI management guide AI best practices AI success strategies AI and critical thinking AI transformation AI real time strategy decision systems AI enhanced reasoning AI for entrepreneurs smart decision making intelligent automation strategic foresight AI decision mastery Revolutionize the art of choosing with Decision Making Hacks Real Time AI Strategies for Better Choices the definitive 800 page powerhouse that fuses cutting edge artificial intelligence with timeless human wisdom to dismantle indecision conquer cognitive pitfalls and architect flawless decisions in the blink of an eye This transformative blueprint synthesized from the labs of xAI OpenAI and Google s DeepMind alongside insights from Daniel Kahneman s behavioral economics and Shane Parrish s mental models delivers over 700 actionable decision making hacks real time AI prompts bias detection algorithms and scenario simulation blueprints to propel executives entrepreneurs everyday optimizers students and policy makers into a realm of unparalleled clarity and confidence In the hyper accelerated 2025 landscape where AI agents like Grok 4 orchestrate boardrooms quantum computing crunches probabilistic futures and agentic workflows automate 70% of routine choices this guide isn t a mere manual it s a neural accelerator engineering hybrid human AI cognition that slashes decision regret by 60% boosts ROI by 40% and unlocks exponential growth amid VUCA volatility Volatility Uncertainty

Complexity Ambiguity Whether you're navigating C-suite pivots during market crashes, personal crossroads like career leaps or relationship forks, or team dilemmas in agile sprints, harness prompt-engineered AI strategies that turn what-if paralysis into watch-this triumphs, ensuring every fork in the road leads to forged destinies. Anchor your arsenal in the foundational decision-making frameworks starting with OODA Loop evolutions: Observe, Orient, Decide, Act, supercharged by real-time AI sentiment scanners feeding live data from X-feeds or Google Trends into ChatGPT prompts like "Analyze this market tweet storm for sentiment shifts, paste data, output risk probabilities with 95% CI, yielding instant pros/cons matrices weighted by expected value calculations to outpace competitors in crypto volatility or supply chain snarls." Master multi-criteria decision analysis (MCDA) hacks via Excel-integrated AI tools like Claude's artifact builder ranking options on axes like cost, impact, and ethics, e.g., "Prioritize these 5 hiring candidates: criteria list, generate Pareto frontiers with sensitivity analysis, proven to elevate hire success by 35% per Harvard Business Review benchmarks." Boldly wired into your wiring, real-time AI strategies demand agility: deploy Bayesian updating rituals where Grok 3's voice mode narrates prior belief adjustments in real time, like "Update my 60% confidence in Project Alpha post this new RFP details, visualize posterior distributions, transforming gut feels into data, demolished certainties for investor pitches or dating app swipes." Elevate to specialized cognitive bias mitigation tools dissecting 20 fallacies with AI-powered debiasers, counter confirmation bias via adversarial prompting: "Argue the opposite of my thesis on EV adoption, my view, cite 3 counter studies with rebuttals, drawing from Perplexity AI's sourced rebuttals to foster antifragile thinking." For anchoring traps in negotiations, use Gemini 2.0's randomization engines: "Generate 10 anchor-free valuations for this startup at 5M ARR metrics average, with volatility bands slashing overpay risks by 25% in M, assign transition probabilities, recommend hedges mirroring McKinsey's quantum-ready playbooks for resilient portfolios." Entrepreneurs: unlock lean startup validation loops with real-time A/B testing agents on Zapier integrations. Design Grok-prompted surveys for MVP feedback, hypothesis auto-analyze responses for pivot signals, compressing months into minutes for unicorn trajectories. For personal finance forks, harness Robinhood AI advisors fused with custom Monte Carlo sims in Python via Grok's code interpreter: "Run 1000 iterations on my portfolio: 60% BTC, 30% ETH, 10% SOL at current volatility, output VaR and optimal rebalances navigating halving hype and rate cut rallies with precision." Policy pros: Deploy ethical AI audits for public choices. Evaluate this climate policy details, score on utilitarian/deontological axes with stakeholder impacts via Rawlsian veils, ensuring equitable outcomes in EU AI Act compliance eras. What immortalizes this intellect as indispensable? It's a symbiotic swarm of immersive interactives: QR-linked prompt libraries for 100 AI decision engines, our GitHub repo, printable bias checklists with scannable trackers, Notion-duplicable dashboards auto-syncing with Zapier AI workflows, and podcast-style audio guides via Grok's voice mode for on-the-go epiphanies. Overcome overthink with time-boxing diagnostics: if analysis paralysis hits, trigger 5-minute AI sprints. Summarize my dilemma in 3 bullets, rank solutions by feasibility, paste, culling choices like a digital Occam's razor. Case constellations illuminate: chronicle a NYC founder's AI

prompted pivot from SaaS to Web3 that 10x'd valuation or a Berlin therapist's bias busting sessions slashing client regret by 50% Horizon hunt to 2030 neuro AI symbioses prep for BCI integrations like Neuralink's thought to prompt pipelines or holographic decision trees for immersive what ifs SEO supernova saturated to skyrocket serendipity and seize sales decision making hacks 2025 real time AI strategies Grok Claude cognitive bias mitigation tools prompts OODA Loop AI evolutions MCDA matrices Excel integrations Bayesian updating voice mode confirmation bias adversarial arguing anchoring traps randomization engines pre mortem simulations multi agent scenario planning black swan tests lean startup A/B agents Zapier personal finance Monte Carlo sims ethical AI audits Rawlsian veils hybrid human AI cognition frameworks VUCA volatility choice blueprints prompt engineered decision engines expected value pros cons matrices dopamine priming mental models Kahneman Parrish insights DeepMind C suite pivots investor pitches dating app mindful choices team dilemma agile sprints quantum computing probabilistic futures agentic workflows automation 70% regret reduction ROI boosts eudaimonic flourishing burnout cures M-decree dominance Grasp this genius today glean greatness one AI augmented axiom at a time Brimming with 700 hacks strategies tools and frameworks it's the unassailable decision dynamo for unerring choice ecstasy where every election electrifies eternity

Master Prompt Patterns Prinx Kay, 2025-05-14 Unlock the True Power of AI One Prompt at a Time In a world where artificial intelligence is reshaping how we work learn and create the ability to communicate effectively with AI has become a superpower Master Prompt Patterns is your complete training guide to prompt engineering from foundational techniques to advanced systems thinking Whether you're a curious beginner a digital professional or a creative entrepreneur this 3 in 1 guide walks you through a proven framework for writing prompts that are clear structured and effective Inside you'll discover The 5 core elements of high quality prompts Templates for content creation education coaching and automation Real world use cases across business branding marketing and planning Advanced strategies like few shot prompting prompt chaining and meta prompting Tools to build your own prompt library and scalable AI workflows Written by Prinx Kay founder of ITPro LearnHub this book combines practical experience with step by step training giving you the confidence to prompt with clarity control and creativity Whether you're using ChatGPT Claude Gemini or any other AI platform this guide will help you think like a prompt designer not just a user

Mindgame Aviwe Melane, 2024

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