

CHATGPT CHEAT SHEET

FROM BEGINNER TO PRO

CHATGPT'S BEST USE CASES

BUSINESS ASSISTANT
For most office tasks

WRITING
From emails to essays or blogs

RESEARCH
Any topic you can imagine

BRAINSTORMING
Generating creative concepts and ideas

SYNTHESIZING/SUMMARIZING
Text and articles

PERSONAL PLANNING
Organizing schedules and plans

TRANSLATION
Translate content in any language

DATA ANALYSIS
Simplifying complex data insights

CHATGPT'S TOP FEATURES

CHATBOT
The classic ChatGPT mode

WEB BROWSING
Web access for real-time research

IMAGE CREATION
DALL-E 3 model

ADVANCED DATA ANALYSIS
Perform tasks by executing Python code

FILE UPLOADING
Upload and analyze files

GPTs
Customized ChatGPTs for various tasks

CODE WRITING
Writes code in various languages


APIs
Connect ChatGPT to your app

BEST PLUGINS

 Kayak

 Make A Sheet

 CoderPad

 AI Diagrams


 Zapier


 AI PDF

 Wolfram


 AskTheCode

BEST GPTs

 ConvertAnything

 Canva

 LogoGPT

 Grimoire

 ResearchGPT

 Bloggy

 DesignerGPT

 Sticker Whiz

OTHER CHATBOTS

 Claude 2

 Perplexity

 Bard

 Poe

 Bing Chat

 Llama 2

 Grok

 Character.ai

FRAMEWORKS

R.C.A.F.
Role, Context, Action, Format

R.I.S.E.
Role, Input, Steps, Expectation

A.P.E.
Action, Purpose, Execution

C.O.A.S.T.
Context, Objective, Actions, Scenario, Task

T.A.G.
Task, Action, Goal

T.R.A.C.E.
Task, Request, Action, Context, Example

C.A.R.E.
Context, Action, Result, Example

R.C.A.F. PROMPTING FRAMEWORK EXAMPLES

ROLE (act as a)	CONTEXT	ACTION	FORMAT
Marketing specialist	Digital marketing trends in 2023	Describe latest trends in digital marketing and their impacts	Concise, informative format for an annual report
Project Manager	Effective project management techniques	Explain key elements of successful project management	Structured guide with defined elements
Sales Expert	Strategies for improving sales performance	Describe effective sales techniques and customer relationship management	Series of tips for training sales staff
IT Support Technician	Common workplace IT issues	Provide troubleshooting steps for typical computer problems	Clear, step-by-step instructional format
Legal Advisor	Common legal issues faced by startups	List and explain common legal challenges and how to navigate them	Guideline with key points and brief explanations

FINAL PROMPTS

Act as a marketing specialist and provide an overview of digital marketing trends in 2023. Describe the latest trends in digital marketing and their potential impacts in a concise, informative format suitable for an annual report

Act as a project manager discussing effective project management techniques. Explain the key elements of successful project management, presenting your explanation as a structured guide with each element clearly defined.

Act as a sales expert discussing strategies for improving sales performance. Describe effective sales techniques and customer relationship management strategies, formatting your response as a series of tips suitable for training new sales staff.

Act as a IT support technician addressing common workplace IT issues. Provide troubleshooting steps for typical computer problems in an office setting, presenting the steps in a clear, step-by-step instructional format.

Act as a legal advisor discussing common legal issues faced by startups. List and explain common legal challenges and how to navigate them, presenting your response in a guideline format with key points and brief explanations.

