



Basic Structure of a Prompt

Act as a [Role], perform [Task] in [Format]

Act as a [Role]

Website Developer
 Marketer
 Therapist
 Lawyer
 Analyst
 Ghostwriter
 Project Manager
 Investor
 Copywriter
 Prompt Engineer
 Mindset Coach

Create a [Task]

SEO Keywords
 Sales Copy
 Headline
 Cover Letter
 Blog Post
 Summary
 Video Script
 Product Description
 Essay
 Recipe
 Ad Copy

Show as [Format]

A Table
 A List
 Summary
 HTML
 Code
 PDF
 Markdown
 XML
 Spreadsheet
 Graphs
 Plain text file

Top ChatGPT prompts that will save you hours a day:

Simplify Complex Information

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

Learn From Mistakes

Prompt: “I made a mistake while practicing [skill]. Can you explain what went wrong and how I can avoid making the same mistake in the future?”

Memorize Key Information

Prompt: “What are the most important facts, dates, or formulas related to [topic]? Help me create a memorization technique to remember them

Train It To Learn Your Writing

Prompt: “Analyze the text below for style, voice, and tone. Create a prompt to write a new paragraph in the same style, voice, and tone: [Insert your text]”

Apply Your Knowledge

Prompt: “Use your knowledge of [topic] to solve a real-world problem. Explain your thought process and share your solution.”

Compare And Contrast

Prompt: “Compare and contrast [concept 1] and [concept 2] to better understand their similarities and differences. Use examples to illustrate your points.”

Instructions and How-Tos

Prompt: “Provide a concise step-by-step guide on how to create Instructions and How-tos about [topic], and also highlight the fastest approach?”

Connect With Others

Prompt: “Connect me with a community of experts in [topic]. How can I join a forum, social media group or other online community to share knowledge and learn from others?”

Summarize Complex Texts

Prompt: “I need to read a complicated article related to [topic]. Can you help me summarize the key points and takeaways from the text?”