



CHATGPT CHEATSHEET

Prompt Structure

RACR +TV

Roles

Instructional Designer
New Manager
Facilitator
Customer Service
Senior Leader



Action

Create a list of
Write a process about
Create a table
Analyze this
Create a story about
Create a caption
Write a script



Context

I'm a new manager
Recently promoted
Limited knowledge
Expert in..
x years of experience

Result

Bullet list
Table
Compare and contrast
500 words or less
Summary
Graphic



Tone (optional)

Friendly
Casual
Business formal
No jargon
Persuasive

Verify (optional)

Does this make sense?
What questions do you have?
Do I need to supply more information?

Use for

Brainstorming
New Ideas
Problem Solving
Learning objectives
Summarize information
Data analysis
Simplify complex ideas

Assign ChatGPT a Role

Intern
Thought Partner
Teacher
Coach
SME
Graphic Designer
Data Analyst

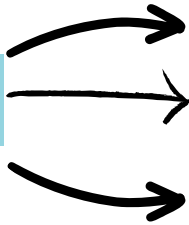
Additional Tips

Provide encouragement
Tell it when it's wrong
Ask it to be more insightful
when in doubt: provide more detail
Ask for a self-check
Always fact check

CHATGPT CHEATSHEET

LEARN FROM AI

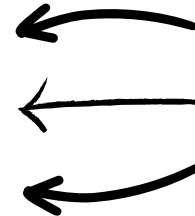
Explain



With an analogy
As a Subject Matter Expert
Like a sales person
As a finance expert to a novice
[X] process as a [insert role]
From a new hires perspective

- Create a list of books on [X] topic
- I want to learn more about [X] provide me with practical tips and tricks
- I want to create [X], provide me with step by step instructions
- I struggle with [X], provide me with suggestions on how to improve
- I want to be more creative, provide me techniques and exercises to practice

Teach



FUN WITH AI

Act as a



Travel Agent
Translator
Personal Trainer
Chef
Talk Show HOSt
Comedian
[Famous Actor/Actress]

Ask it to



Write a song
Gift ideas
Pretend it's on Chopped
Create captions
Plan a party
Plan a Netflix binge
Debate with you
Date night ideas