



CLICK HERE to Add Your Logo

Act as a [Persona]	[Action]	[Reference]	[Tone]
The persona you want to adopt.	Clearly define what you want ChatGPT to do.	Provide specific context, details, or examples.	The tone and format of the response.
		1.01	

Basic Prompt Structure

Act as a training designer and create a short lesson on goal setting for employees in a friendly tone.













Tone



Examples Act as an instructor, Act as customer support,
Advertiser Career Counselor [Topic] Coach Customer Support [Code] Developer [Famous Person] Editor Excel Expert
Graphic Designer [Topic] Influencer
Instructional Designer [Position] Job Interviewer [Position] Job Seeker
Marketer Manager
Sales Rep Researcher Web Designer

create a lesson write an email response

Create / Write

- Announcement
- Article
- Ad or Marketing Copy
- Code
- Cover Letter
- Email
- [Function] Formula
- · Graphic or Picture
- Lesson Plan / Outline
- Quotation
- Sales Pitch
- SEO Keywords
- Social Media Post

Analyze
Problem Solve
Proofread
Rewrite
Review and Improve
Summarize

about SMART goals to this: [pasted email & info]

Article Name
[Attached File]
Describe Scenario
List of Objectives or Key
Points
[Pasted Text]
Subject
[Website URL]

Be specific and detailed, consider adding instructions in a list.

More Information & Instructions = Better Results

at 10th grade reading level in a friendly tone.

Tone

Concise Friendly Grade Level (8th Grade) Persuasive

Audience

Adult Learners
Client
Employees
[Marketing Profile]

Don't Use

Jargon or technical terms Wordy language More than 500 characters

Output Format

[Specified File Type] List / Table Plain or Rich Text Summary

*Requires ChatGPT Plus (Paid)

your goal.

Or any other persona that fits

Features	Free	Plus	Pro
Cost	Free	\$20/month	\$200/month
Response Quality	Good	Highly accurate	Advanced
Web Access / Browsing	Limited	•	②
File Uploads / Generation	Basic	•	②
Voice / Image / Projects	8	•	②
Use Cases	Simple tasks & general knowledge	Complex tasks & long conversations	Heavy use & advanced work

Follow-Up Prompts
Provide additional instructions to improve ChatGPT's output.
Expand that initial Shorten that

Output to [specify output]
Rewrite that [provide instructions]

- Be more concise & less wordy
- Change tone, etc.



Prompting Tips

Be specific with your instructions. Instead of: Write an email. Use: Write an email to a client thanking them for their purchase.

Ask ChatGPT how it can help you or what its capabilities are. Can you create videos?

Download the ChatGPT app to your smartphone.



Custom Instructions

Instead of starting each chat from scratch, ChatGPT can remember your preferences and style across conversations.

Go to **Settings** → **Personalization** → Custom Instructions to set your Persona, Actions, References, and preferred Tone.

File and Web Access

Require Paid ChatGPT Plus

Proof and improve this document [upload].



Generate a sales report from this [upload].



Create a PowerPoint about [topic].



Summarize key points from this PDF [upload].



Save table as a CSV file.



Extract text from this image [upload].



Find top-rated project management tools online and compare features.



Give me a company overview, based on [URL].



Create a picture of [subject].



Prompts to Get Your Started

Include [Persona], [Action], [Reference], and [Tone] for better results:

Marketing



Training



Create a compelling social media post about [topic relevant to audience] that encourages engagement.

Write an engaging blog post on [topic relevant to audience], incorporating SEO best practices and internal links.

Come up with 5 hooks or subject lines for [campaign] that drive engagement.

Write a short, persuasive sales pitch for [product] aimed at [target audience].

Generate a list of SEO keywords to optimize content for [product/audience].

Develop a monthly content calendar for [brand/product], outlining post topics and posting schedule.

Write a course outline on [topic].

Design a lesson plan for [topic] that includes objectives, activities, & assessments. [Use follow-up prompts to expand and improve]

Develop clear, measurable learning objectives for [course, pasted text or URL].

Create assessment questions that align with [learning objectives].

Design an interactive activity to reinforce [learning objective].

Explain this to an 8th grader [text].

Give an example of [learning objective].

Writing & Editing



Reports



Write a friendly concise email that conveys the following [list of points].

Improve the clarity and conciseness of this: [text].

Rewrite this in a more friendly and approachable tone: [text].

Proofread and correct grammar, spelling, and punctuation in this: [text]

Cite your sources.



Summarize this in under 100 words, highlighting the key points: [text].

Analyze the following data and provide insights on trends.

Convert output to a format that can be easily copied to a spreadsheet.

Sort this by [specify sort order].

Help me with a [Function] Excel formula.

Brainstorming



General



Brainstorm a list of possible solutions to [describe problem].

Act as a hiring manager interviewing me for [job role]. Ask me related interview questions and provide feedback on my answers.

Translate this to [language]: [text].

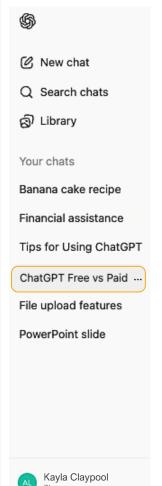
Specify math problems or conversions.

Ask for information.

Use as a thesaurus or dictionary.



Manage Your ChatGPT Chats



Start a New Chat: Click New Chat to start fresh without past context.

Find Chats: Recent chats appear in the sidebar.

Search Chats: Click Search chats, type a keyword, and pick the result.

Rename a Chat: Point to the chat, click the three dot button, choose Rename.

Delete a Chat: Use the three dot button and select Delete.

Archive a Chat: Hide a chat by selecting Archive from the menu.

Add to Project: Organize chats by selecting Add to Project.

Share a Chat: Open the chat, click Share, copy the link, then paste and send.

ChatGPT Projects

Create a Project: Click New project in the sidebar and give it a name.

Add Files: Upload PDFs, docs, sheets, and images for ChatGPT to use as reference.

Move Chats: Add past chats to your project to keep everything in one place.

Project Instructions: Add goals, notes, or style rules so ChatGPT understands your context.



Delete a Project: Open the project, click the More menu, and select Delete Project.

Project Memory: ChatGPT uses only the project's chats, files, and instructions to stay focused.

Share a Project: Open the project, click Share, invite people by email and set their permissions.

Customize ChatGPT

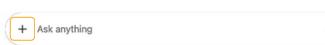
Tell ChatGPT your role, preferences, and writing style.

Role	Example customization	
Sales	Write prospecting emails in a friendly tone and keep outreach consistent.	
Marketing	Match my brand voice and keep a friendly, consistent tone across emails and social posts.	
Finance	Standardize reports with clear tables, summaries, and executive ready commentary.	
HR	Generate policy drafts and employee messages in a simple, approachable tone.	

Use Memory: Turn on memory so ChatGPT remembers

Use Image Features

your style in future chats.



Upload an Image: Tap the + icon and select Add photos and files, or drag an image into the text area, or paste one from your clipboard.

Generate an Image: Type a short description or upload a photo and describe the style you want. Great for logos, designs, and product concepts.

Use Voice Features

Dictate: Click the microphone icon, speak your message, stop recording, and send.

Use Voice Mode: Click the waveform icon to have a live two-way conversation with ChatGPT and choose a voice if you want.

ChatGPT Internet Access

Free	Paid
No internet browsing	Real-time web browsing
Uses past knowledge	Current news & updates
Can't read webpages	Reads webpages
No source links	Shows source links







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Sheets

Slides

Microsoft

Access

Copilot

Excel

OneDrive

Outlook

PowerPoint

Teams

Windows

Word

******* Leadership

Leadership

Management

Project Management

Technology

A.I.

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Software Applications

Wellness

Mental Health

Personal Growth

Well-Being

Work/Life Balance

Diversity & Citizenship

Bias

Diversity

U.S. Citizenship

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Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	in LinkedIn Learning
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