

ChatGPT Cheat Sheet

Essential commands, role prompts and prompting tips. A quick reference you can print or keep open while you work.

THE PROMPT FORMULA

Role → Task → Context → Format → Limits

Example: Act as a travel planner (**role**). Plan a 3-day trip to Lisbon (**task**) for two adults who like food and walking (**context**). Use a day-by-day table (**format**). Keep each day to five stops (**limits**).

01 Role & System Prompt Examples

Replace the [brackets] with your details

EDITOR

Act as a careful editor. Improve the clarity and flow of the text below without changing my meaning. Return only the revised text.

TUTOR

Act as a patient tutor. Explain [topic] to a beginner in simple words, then ask me three questions to check my understanding.

ANALYST

Act as a business analyst. Review the notes below and list the key risks, assumptions and open questions.

INTERVIEWER

Act as an interviewer for a [job title] role. Ask one question at a time and wait for my answer before continuing.

PLANNER

Act as a project planner. Turn this goal into a weekly plan with clear milestones and a short checklist for each week.

CRITICAL REVIEWER

Act as a critical reviewer. Point out the weakest part of my idea first, then suggest specific improvements.

02 Output Format Control

Add one of these to the end of any prompt

Answer in 5 bullet points.	Short, scannable summary
Use a table with the columns: [A], [B], [C].	Side-by-side comparisons
Keep it under 100 words.	Hard length limit
Give the answer first, then the reasoning.	Saves reading time
Explain it as if I am new to this topic.	Plain language, no jargon
Use headings and short paragraphs.	Easy-to-read documents
Return the result as JSON with the keys [x], [y].	Structured data output
Write in a [formal / friendly / direct] tone.	Matches your audience

03 Common Useful Instructions

Copy, paste, adapt

Ask me clarifying questions before you answer.

If you are not sure, say so instead of guessing.

Give me three options and explain the trade-offs.

Use only the information I provided above.

Summarize this in three sentences, then list the action items.

Rewrite this for [audience] and keep the key points.

Check your answer for errors before you reply.

Continue from where you stopped.

04 Prompt Improvement Techniques

Fix weak results fast

1 Add context

Say who the answer is for and what it is used for.

2 Show an example

Paste a sample of the style or format you want.

3 Set limits

State length, tone and anything to avoid.

4 Split big tasks

Ask for an outline first, then each section.

5 Give specific feedback

"Make the intro shorter" beats "make it better".

6 Critique, then rewrite

Ask for weaknesses first, then a revised version.

WEAK PROMPT

Write about time management.

STRONGER PROMPT

Write a 150-word tip on time management for college students. Friendly tone, one concrete example, and end with a single action step.

05 Quick Reference for Daily Tasks

Ready to use

WRITE AN EMAIL

Write a polite email to [person] asking for [request]. Keep it under 120 words and end with a clear next step.

SUMMARIZE A TEXT

Summarize the text below for a busy reader. Give a one-line takeaway, then five key points.

LEARN A TOPIC

Teach me [topic] in four steps. After each step, give one short example and one practice question.

BRAINSTORM IDEAS

Give me 10 ideas for [goal]. Group them by effort (low, medium, high) and mark the three best.

MAKE A DECISION

Compare [option A] and [option B] for [situation]. Use a table covering cost, time, risk and benefits.

PLAN YOUR WEEK

Here are my tasks: [list]. Organize them into a realistic weekly schedule and flag anything that may not fit.

Results vary by model version and settings. Review the output and verify important facts before relying on it. Never paste passwords or sensitive personal data into a prompt.