

Your ChatGPT Prompt Cheat Sheet

You don't need special wording. Start with what you want, then add one of these instructions to shape the answer.

THE MOST USEFUL PROMPT WHEN YOU DON'T KNOW WHAT TO ASK

"I don't know enough about this subject to know what questions to ask. Explain what I need to know, then tell me what questions I should be asking."

EXPLAIN IT TO ME

- Explain this like I'm 5.
- Explain this in plain English.
- Break this down step by step.
- Give me the short version first, then explain it.
- What does this actually mean for me?
- Use an analogy or an example.
- Pretend I've never done this before.

SUMMARIZE & ORGANIZE

- Summarize this in 5 bullet points.
- Tell me what's important and what I can ignore.
- Turn these messy notes into something organized.
- Pull out the key dates, deadlines, names, and action items.
- Make me a checklist or a table I can scan.

RESEARCH & FACT-CHECK

- Fact-check this. Is it true, misleading, or false?
- Research this before you answer me.
- Find the most current information and tell me what changed.
- What are the strongest sources for this?
- Separate what is known from what is speculation.

COMPARE & DECIDE

- Compare these side by side.
- Give me the pros and cons.
- What are the biggest differences?
- What am I missing? Challenge my thinking.
- Give me three options and explain the trade-offs.
- What questions should I ask before I decide?

WRITE & REWRITE

- Make this sound professional but still like me.
- Make this shorter and more direct.
- Make this firm without sounding rude.
- Don't add anything I didn't say.
- Give me exact wording I can copy and paste.
- Fix the grammar but keep my tone.

TECH & TROUBLESHOOTING

- Walk me through exactly what to click.
- Give me one step at a time.
- Tell me what this error message means.
- What is the most likely cause?
- Start with the easiest fix first.
- Tell me what NOT to change so I don't make it worse.

WORK & SALES

- Help me respond to this without overexplaining.
- Make this urgent and professional.
- What is the strongest follow-up without sounding pushy?
- Pull out the objections and tell me how to address each.
- Turn this into talking points for a call.
- What should my next action be?

GET A BETTER ANSWER

- Before answering, tell me if I'm misunderstanding something.
- What information would make this answer more accurate?
- Give me the answer first, then the explanation.
- Make it specific to my situation, not generic advice.
- Tell me what you know, what you're unsure about, and what you'd verify.
- If there's a better way to ask this, tell me.

A SIMPLE FORMULA

What I have

[paste it]

What I need

[your goal]

How I want the answer

short / step-by-step / plain English / professional / comparison

Tip: Combine them. "Explain this in plain English, give me the short version first, then tell me what to do next."

Want help putting AI to work in your business?

Book a discovery call with Ajourva Advisory at ajorva.com.