ZERO TO PRO:
CHATGPT PLUS CHEAT SHEET

INSPIRATION

Transform your work with ChatGPT, your versatile personal assistant. Speed up routine tasks, improve your projects, and help your team achieve more. ChatGPT is a game-changer, offering a range of tools in one package. It's all about working smarter, ensuring better results with less effort. This guide is your first key to tapping into these benefits every day.

KEY TERMS

- **Prompt:** Initial user message that starts a ChatGPT interaction.
- **Session:** Ongoing ChatGPT conversation that remembers and maintains context.
- **Context:** Background information used by ChatGPT in responses.
- **Knowledge cut-off:** ChatGPT has information about the world up to a specific date.

KEY USE CASES

- Summarize extensive texts: articles, reports, transcripts
- Extract insights from text analysis
- Clean and organize data: bullet points, tables
- Website research: key point summaries
- Write diverse documents: reports, articles, SOPs, press releases
- Generate ideas and facilitate brainstorming
- Draft communications: professional emails
- Automate tasks: convert drafts to reports
- Augment thinking: develop strategies
- Simplify tasks: break down complex projects

BEST WAYS TO INTERACT

- **Provide Details and Examples:** Specific information and examples lead to sharper, more relevant GPT responses.
- **Specify Response Format:** Indicate your preferred response format, such as "a numbered list," "a detailed summary," or "a series of questions and answers."
- **Engage Conversationally:** Interact with it like a knowledgeable co-worker.
- **Challenge Responses:** Questioning it can refine and improve results.
- **Iterate Across Sessions:** Use insights from one session to get more specific on the next. Continuous iteration leads to more applicable results.
- **Structure Prompts Clearly:** Use special characters and markdown to organize prompts for better clarity.
- **Know the Limits:** It relies on existing data, not live updates or personal experience.

PROMPT STARTERS

- **Summarization:**
  "Please summarize..."
  ➤ "Please summarize the main points of this report?":
- **Exploratory:**
  "What are the key factors to consider when..."
  ➤ "What are the key factors to consider when developing a digital marketing strategy for a small business?"
- **Solution-Focused:**
  "How can I improve..."
  ➤ Example: "You are an experienced HR consultant. How can I improve team communication in a remote work environment?"

LIMITATIONS

- **Accuracy and Hallucinations:** GPT can sometimes generate incorrect information or "hallucinations."
- **Static Knowledge Base:** GPT's knowledge is static and cut off at a certain point, meaning it may not have the latest information or understand recent events.
- **General Responses:** While GPT strives for relevance, it may provide responses that seem general or not fully tailored to very specific or niche inquiries.
- **Input Length:** There's a limit to the amount of text GPT can process at once, so keep sessions shorter to avoid overwhelming the system.
- **Document Uploads:** It's best to upload one document at a time and tell GPT if you plan to upload several.

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