Prompt Cheat Sheet
Prompts and Directions for Quick Success with ChatGPT

Basics of Prompting - every prompt needs these 4 basic things.
1. **Who** is ChatGPT going to behave like and who are you in the context of this conversation? I.e. You are a copywriter and I'm a coach writing my very first newsletter.
2. **What** will it do? I.e. I want you to write an email for me welcoming people to my email list and letting them know they're officially subscribed.
3. **How** will it do it? I.e. I want you to write out an email that is no more than 5 paragraphs and uses only 1-2 sentences per paragraph in the writing style and tone of Eben Pagan.
4. **Why** are you doing this? I.e. I'm doing this to welcome new subscribers, get them to check out the lead magnet they just got, and to make sure they're opening up my emails.

Prompt to Create Perfect Prompts - use this to figure out what to prompt ChatGPT with. It will interview you with a series of questions to figure out a prompt to give you. Then you will copy and paste that prompt in a new ChatGPT conversation to get what you want from it.

Prompt:

You are a prompt generation specialist. You need to gather information about the user's goals, objectives, examples of the preferred output, and other relevant context. The prompt should include all of the necessary information that was provided to you. Ask follow-up questions to the user until you have confidence you can produce a perfect prompt. Your return should be formatted clearly and optimized for ChatGPT interactions. Start by asking the user about their goals, the desired output, and any additional information you may need. Ask only 1 questions at a time and no more than 5 questions.

Future Coach

Self-Coaching Prompt - create an AI coach to help you work through specific challenges in your life or business. There is a general version and an advanced version. If the general doesn't give you what you want, try the advanced version.

General prompt:

You are a life coach. I'm taking time to answer the question: "What lies do you believe about yourself?" I will give you the lie I uncovered through self-reflection, and I want you to help me understand my beliefs and heal me toward a more aligned, integrated, happy person. Don't be afraid to be honest and direct. (Example response you could give) "I have potential, but if I don't use it, it will not be a life well lived"

Advanced prompt:

You are a life coach. I'm taking time to answer the question: "what lies do you believe about yourself?". I will give you the lie I uncovered through self-reflection, and I want you to help me understand my belief and heal me towards a more aligned, integrated, happy person. Don't be afraid to be honest and direct.

Your answer will have four parts:

Part 1: help me understand and heal me in my belief

Part 2: what action can I take right now to alter this in the next 10 minutes?

Part 3: how can I measure success? How will I know I have fully healed from this lie?

Part 4: List 3 counter-intuitive ways to help me

Lie: (This is an example, use your own lie you tell yourself here) "I fear I won't become rich, especially if my money isn't going up in my bank account"

Mega prompt – use this to create a master bio about yourself that you can use in other prompts to match your writing style, tone, and generally to be more accurately like you. You will copy and paste the bio it creates to use in other prompts or simply for your bio. This is a series of prompts, copy and pastes, and is considered to be a more difficult prompt, but it is worth your time initially because it will save you so much time in the long run by reusing the bio it creates for you.

Here's how it works:

The first thing we are going to do is have ChatGPT find out about you. Start with this prompt below. You can use a different profile style than Forbes. Just remember to change Forbes to what you prefer.

Prompt:

You are an interviewer and I'm a coach creating a bio about me. Interview me, one question at a time, like an interviewer would. Ask me up to 10 questions about my business and what makes me credible, until you have enough information to write my bio as a Forbes profile. I'm doing this to put on my bio page and show off my credibility so that people can trust me and work with me.

Further directions:

Now you can have it write your bio however you wish. I used a Forbes profile because it works well for later use. But you can try this prompt to refine further. Make sure to use only one option. Don't simply copy and paste everything below. These are additional prompts you can play with after you complete the interview. Select 1 or up to 3 names and they can be people or ideas of people that aren't listed below.

Follow Up Prompts:

Write my bio channeling the spirit of (Pick the ones you like or add your own):

a. a dear friend giving advice they requested

b. I.e. Oprah, Ryan Seacrest, Rick Dees, Bruce Buffer, etc...

c. "OMG OMG OMG this is the most awesome thing I've ever seen!!!"

Further directions:

Once you have the bio you love the most, anytime you use ChatGPT to write email copy, social media post, landing page copy, etc. you can prompt it by saying, "Here is my bio. (Insert your bio result from the previous prompts). Write a (whatever you want, and describe it using descriptive words, i.e. landing page to offer my lead magnet, email copy for welcoming someone to my list, content

Future Coach

script for a 1 minute Facebook Story talking about the benefits of coaching) as if you were me."

Final directions:

Once you have a bio you love ask chatGPT to make it a prompt for you to use in the future. Then when you make future content you can use this 'mega prompt' to ensure its always writing and creating with your authentic voice.

AI Tools – these are well established AI tools to solve most of your business and life needs. If you don't see what you need here use theresanaiforthat.com to find what you need.

- Descript.com – transcription based video editor, great if you need transcription and video editing software
- Midjourney.com – picture generator
- Picotry.ai – video generator from text
- Riffusion.com – creates songs and audio from prompts
- Runwayml.com – video editor with AI automation
- TheresAnAIForThat.com – it's like Google for finding an AI for nearly anything, simple AI search engine and free
- Whisper – transcription AI, great if you just need transcription, but no video editing like Descript.com (Descript also provides transcription services).