

50+ INTRO TIPS FOR USING CHATGPT

... OR YOUR FAVOURITE AI CHATBOT

If you want further instruction about any of the tips in this document, just take a screenshot of the tip, drag-drop it into ChatGPT, and ask for instructions or guidance.

TIP #1

You can upload screenshots of smaller files, rather than the whole file, for easy analysis. This is handy for quick reviews or insights.

TIP #2

Always verify the information ChatGPT provides. Remember, you're ultimately responsible for the outcome.

TIP #3

ChatGPT is NOT just a writing tool. It's so much more. Use it as a collaborative partner to refine your ideas. Brainstorm together, expanding and enhancing your concepts.

TIP #4

If you don't have real data, ask ChatGPT to generate sample data (eg “Create a highly detailed, fictional 12 month P&L account for a semi-successful clothing retail store). This is useful for testing ideas or concepts.

TIP #5

Ask ChatGPT to suggest different styles it could make of an image, that are relevant to the use you have for that image. It's a quick way to explore multiple design options.

TIP #6

Request ChatGPT to format responses in markdown for better readability. This can be easily converted to HTML for other uses.

TIP #7

You can have voice conversations with ChatGPT in a foreign language. It's a great way to practice or learn new languages.

TIP #8

Use the pencil icon to edit previous prompts that you made earlier in the chat, to shift the whole conversation in a new direction. This can reveal new insights or ideas, in ways that simply continuing the chat down the page often won't.

TIP #9

Encourage ChatGPT to offer different perspectives, even if it disagrees with you. A balanced viewpoint leads to more nuanced insights.

TIP #10

For feedback, ask ChatGPT to rate your work against specific criteria (that you provide, that's meaningful to you and the task). Specify the tone of feedback, whether encouraging, constructive, or critical.

TIP #11

Use hashtags in your prompts to signal subtitles, and bullet points to break up dense content. This helps to keep prompts organised and clear. Well formatted prompts lead to better responses.

TIP #12

Ask ChatGPT to analyse text for sentiment, identifying positive, negative, or neutral tones. This can be useful for understanding customer feedback or social media comments.

TIP #13

Use ChatGPT to summarise large Excel or CSV datasets into “key insights”. This helps you get a ‘first-scan’ summary of the most important information without getting lost in the details.

TIP #14

Provide positive or constructive feedback on ChatGPT's responses, where applicable, regularly throughout a chat. This encourages better performance.

TIP #15

Ask ChatGPT to compile information from multiple sources to provide a comprehensive overview. This is useful for gathering diverse perspectives on a topic.

TIP #16

To understand ChatGPT's logic, ask about its decision-making process. Knowing how it arrives at answers can help you, and it also gets a better output from the AI, as it effectively makes it “think” more logically and slowly.

TIP #17

Break down complex tasks/prompts into smaller steps for more focused and effective responses. This ensures thoroughness in the output.

TIP #18

For brainstorming sessions, ask ChatGPT to suggest alternative perspectives or approaches. This can lead to more innovative solutions.

TIP #19

If you're grappling with complex ideas, ask ChatGPT to explain them in simple terms. Asking for it to "talk to me like a 15 year old" can be effective.

TIP #20

To fact-check and verify ask ChatGPT to show its specific sources or references. Verifying information ensures accuracy, both for the AI, and for you.

TIP #21

For complex problems, ask ChatGPT to break down the issue into smaller, manageable parts. This makes problem-solving more approachable.

TIP #22

Check if ChatGPT needs clarification to ensure it fully understands your prompt, or if it needs to ask you questions to get more information before it begins. This leads to more accurate and relevant responses.

TIP #23

Ask for pros and cons of a topic to get a balanced view. This approach ensures that you consider all angles.

TIP #24

Keep a library of prompts that have
worked well for you!

(I highly recommend the “ChatGPT
Prompt Manager” Chrome extension)

TIP #25

Ask ChatGPT to convert raw data into graphs in “ways that my target readership will find visually engaging”. This makes data easier to understand and share with others.

TIP #26

For the most up-to-date information,
specifically ask ChatGPT to use its web
browsing function, especially for data
from after June 2024.

TIP #27

Use ChatGPT to combine multiple ideas from an unstructured 'brain dump' into a cohesive concept or strategy. This helps in refining and developing initial thoughts into actionable plans.

TIP #28

You can share a link to your ChatGPT conversation with others (top right of your ChatGPT chat window). It's a simple way to collaborate or get feedback.

TIP #29

You can ask ChatGPT to edit parts of an image it created. This flexibility allows for more precise adjustments.

TIP #30

Share ChatGPT's output with another AI assistant for a second opinion. This can enhance or refine the original ideas.

TIP #31

Ask ChatGPT to listen to your speech/presentation and act as a public speaking coach. It's a low-pressure way to rehearse and get feedback.

TIP #32

You can connect ChatGPT with external apps like email or Slack using platforms like Zapier. This can automate tasks and improve workflow efficiency.

TIP #33

Use ChatGPT to prioritise tasks by ranking them based on impact, urgency, or other criteria. It's a helpful way to manage your workload effectively.

TIP #34

When you disagree with ChatGPT,
explain your viewpoint. This helps refine
its reasoning and future responses.

TIP #35

If unsatisfied with a response, request ChatGPT to improve it using all its available skills and tools. This iterative approach can yield better results.

TIP #36

Ask ChatGPT to create a “best practice structured outline” for a report or presentation you’re making. This can help you organise your thinking and ensure that all key points are covered.

TIP #37

If a response is too lengthy, ask ChatGPT to condense it by “X percent” while keeping the key insights. This ensures you get the essence without the excess.

TIP #38

If a response is too brief, ask ChatGPT to expand it by “X percent while keeping the key insights”.

TIP #39

Give ChatGPT a specific process or framework to follow. This ensures alignment with established best practices. eg. “Apply Michael Porter's Five Forces framework to this task...”

TIP #40

Say “please” and “thank you” to ChatGPT. Lots of research suggests this yields a better output.

TIP #41

Ask ChatGPT to summarise long documents into concise bullet points. This saves time and helps you grasp the essential information quickly.

TIP #42

Ask ChatGPT about its confidence level in its responses and to double-check its work. This helps with accuracy and reliability.

TIP #43

Experiment with different tones or personas, to find your preferred writing/creation style. Adjusting tone will alter your conversations significantly.

TIP #44

Use ChatGPT to create custom workflows or step-by-step guides. This is particularly useful for complex processes that require clear instructions.

TIP #45

If you don't know how to describe your writing style, in order to ask ChatGPT to replicate it, simply feed ChatGPT a sample of your best writing and ask it to “describe my writing tone and style in one detailed paragraph”. Then use that paragraph in future prompts and/or your Custom Instructions.

TIP #46

Provide ChatGPT with a template to fill out for more structured and relevant answers. Templates guide the conversation and keep it on track.

TIP #47

Upload graphs or diagrams and ask ChatGPT to explain or analyse them. It can provide insights or highlight areas for improvement.

TIP #48

Use ChatGPT for problem-solving by asking it to identify potential solutions and evaluate their pros and cons. This approach can help you make more informed decisions.

TIP #49

If you're not happy with a response, ask ChatGPT to try again. Persist until you get the answer you need. Be forceful and don't settle for mediocrity.

TIP #50

Ask ChatGPT to simulate different user scenarios to give feedback on your products or services. This helps identify potential issues before launch.

TIP #51

Ask ChatGPT to suggest various ways to
visually/engagingly/innovatively
present data, such as charts, tables, or
word clouds.

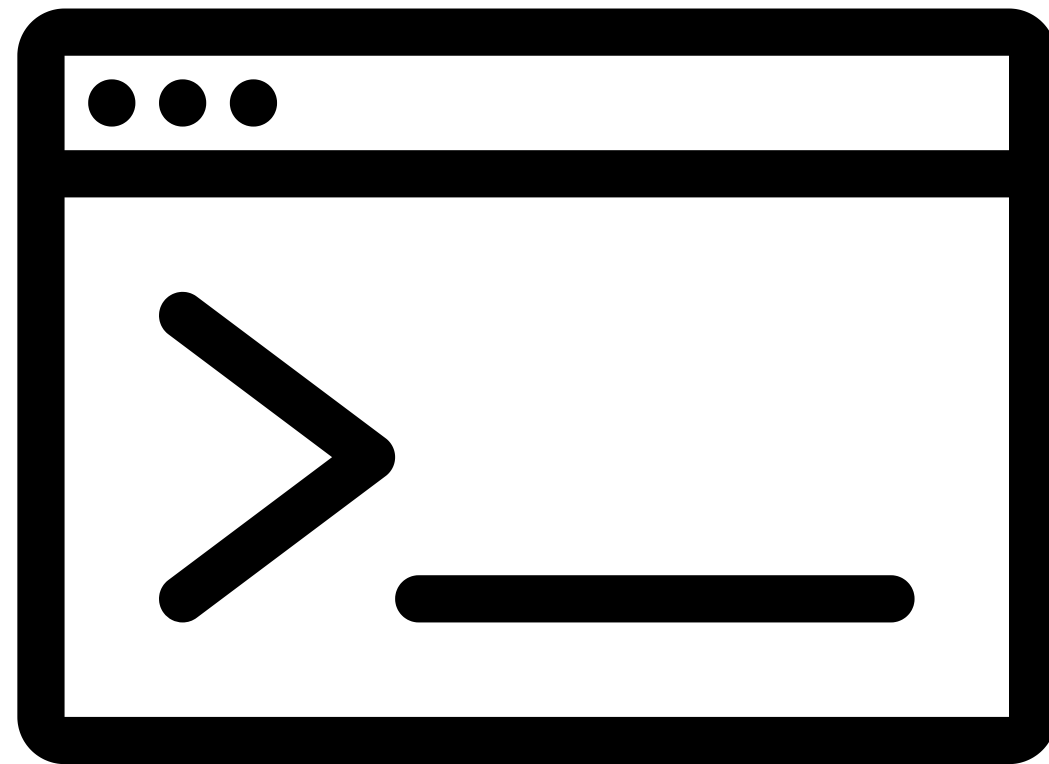
TIP #52

When faced with a tough decision, ask ChatGPT to simulate different scenarios and outcomes. This can help you think through the potential consequences of each option.

TIP #53

Fill out your Custom Instructions in
ChatGPT!

TIP #54



WHAT MAKES A GREAT CHATGPT PROMPT?

INGREDIENT #1 - A DEFINED ROLE

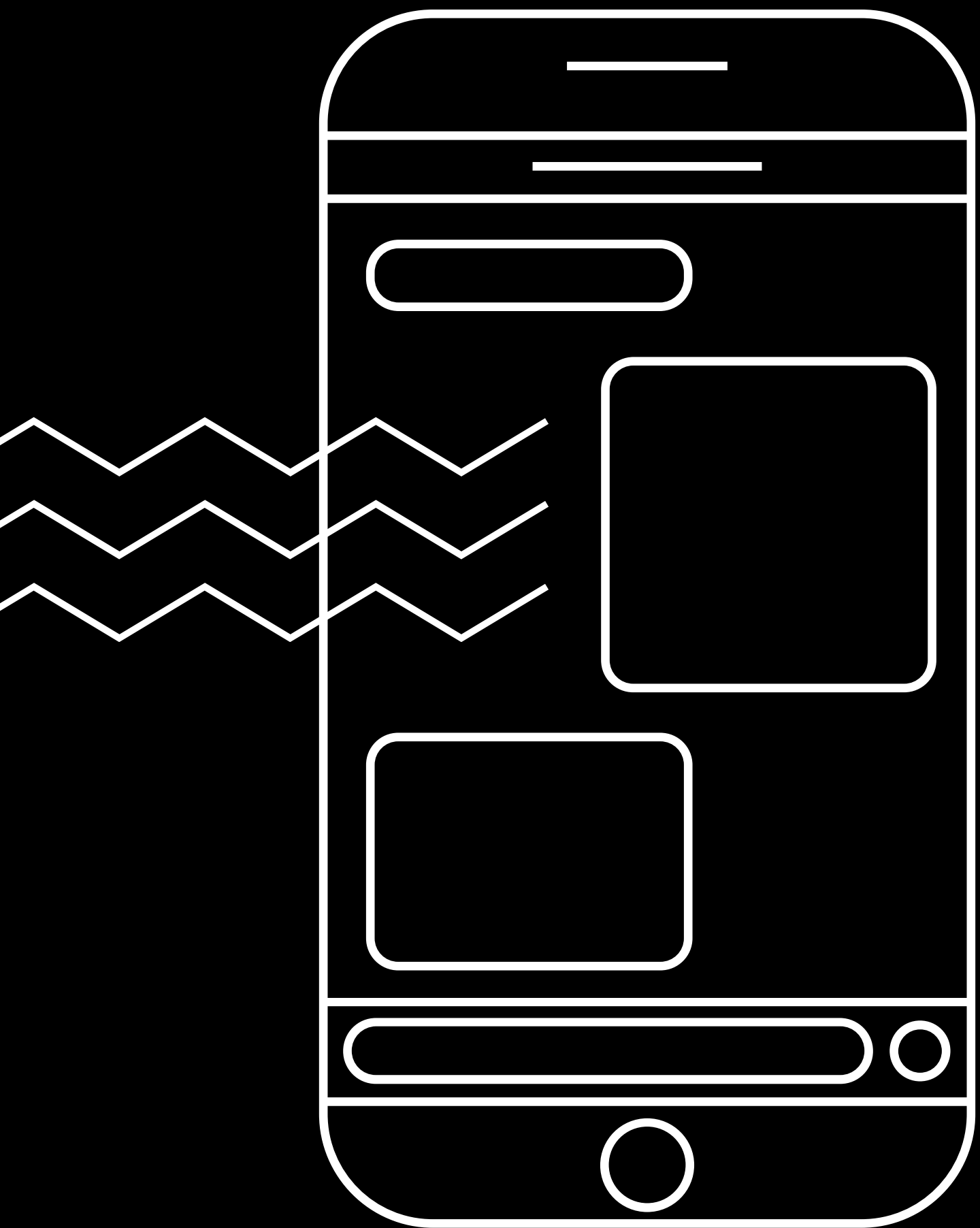
INGREDIENT #2 - CONTEXT

INGREDIENT #3 - TARGET AUDIENCE

INGREDIENT #4 - TONE OF VOICE

INGREDIENT #5 - OBJECTIVES & FORMAT

TIP #55



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