Teasoft

ChatGPT Cheat Sheet

110 copy-and-paste prompts for work, study and business, plus the 5-part prompt formula and 10 follow-up power phrases.

110 ready-to-use prompts

11 categories

5-part prompt formula

- Email & Communication
- Writing & Editing
- Business & Strategy
- Exams, Essays & Research
- Coding & Tech
- Everyday Life
- Meetings & Productivity
- Marketing & Social Media
- Study & Learning
- Career & Job Search
- Excel, Sheets & Data

Free resource from teasoft.in

teasoft.in/resources/chatgpt-cheat-sheet

The 5-Part Prompt Formula

Role
Who should ChatGPT act as?
"Act as a career coach"

Task
What exactly do you want?
"rewrite my resume summary"

Context
Who is it for, and why?
"for a junior data analyst role"

Format
How should it look?
"in 3 bullet points"

Tone
How should it sound?
"confident but not boastful"

Full prompt: Act as a career coach. Rewrite my resume summary for a junior data analyst role in 3 bullet points. Keep it confident but not boastful. Here's my current summary: [paste]

Email & Communication

1. Write a polite follow-up email to **[name]** about **[topic]**. They haven't replied in **[X]** days. Keep it under 80 words and friendly.
2. Rewrite this email to sound more professional but still warm: **[paste email]**
3. Turn these rough notes into a clear email to my team: **[notes]**. Add a subject line and bullet points for action items.
4. Write a cold email to **[role]** at **[company type]** offering **[service]**. Lead with their problem, not my product. Under 120 words.
5. Help me say no to **[request]** politely without damaging the relationship. Give me 3 versions: short, medium and detailed.
6. Reply to this customer complaint with empathy, a clear fix and next steps: **[paste complaint]**
7. Make this message shorter and clearer without losing any key details: **[paste text]**
8. Write a thank-you email to **[name]** after **[meeting/interview/event]**, mentioning **[one specific detail]**.
9. Draft a LinkedIn message to reconnect with **[name]**, a former **[colleague/classmate]**, that doesn't feel salesy.
10. Check this email for tone. Could anything sound rude, passive-aggressive or unclear? Suggest fixes: **[paste email]**

Meetings & Productivity

11. Here's my to-do list: **[list]**. Sort it using the Eisenhower matrix and tell me what to do first today.
12. Create a 30-minute meeting agenda for **[topic]** with **[number]** people. Include time for each item and the goal of the meeting.
13. Summarize these meeting notes into decisions, action items (with owners) and open questions: **[paste notes]**
14. I have **[X]** hours this week for **[project]**. Build me a realistic day-by-day plan with breaks.
15. Turn this long document into a one-page brief with the 5 most important points: **[paste text]**
16. Write a weekly status update for my manager based on these notes: **[notes]**. Keep it under 150 words.
17. I keep procrastinating on **[task]**. Break it into 10-minute steps I can start right now.
18. Create a simple checklist for **[recurring process]** so anyone on my team can follow it.
19. Act as my productivity coach. Ask me 5 questions about my work habits, then suggest 3 changes.
20. Draft a clear, short Slack message asking **[person]** for **[help/info]** by **[deadline]**.

Writing & Editing

21. Give me 10 headline ideas for an article about **[topic]** aimed at **[audience]**. Mix curiosity, numbers and how-to styles.
22. Write an outline for a **[word count]**-word blog post on **[topic]** with H2 and H3 headings and a short FAQ.
23. Edit this text for grammar, clarity and flow. Keep my voice. Show the main changes as a list: **[paste text]**
24. Rewrite this paragraph for a **[10-year-old / expert / busy executive]** reader: **[paste text]**
25. Write an introduction for **[topic]** that hooks the reader in the first sentence and promises a clear benefit.
26. Here is a sample of my writing: **[paste]**. Describe my style in 5 bullet points, then write **[new piece]** in that style.
27. Turn this blog post into 5 tweet-length key takeaways: **[paste post]**
28. Find weak or vague sentences in this draft and suggest stronger, more specific versions: **[paste draft]**
29. Write 3 versions of a product description for **[product]**: one short, one storytelling, one feature-focused.
30. Act as a tough editor. What would a reader find boring, confusing or missing in this piece? **[paste text]**

Marketing & Social Media

31. Create a 30-day social media content calendar for **[business]** on **[platform]**. Include post ideas, formats and hooks.
32. Write 5 Instagram captions for **[product/post]** with a strong first line, a call to action and 5 relevant hashtags.
33. Give me 10 LinkedIn post ideas for a **[job title]** who wants to build authority in **[topic]**.
34. Write a 45-second Reels/Shorts script about **[topic]** with a hook in the first 3 seconds and on-screen text ideas.
35. Describe the ideal customer for **[product]**: their goals, frustrations, objections and where they spend time online.
36. Write 5 Google Ads headlines (max 30 characters) and 3 descriptions (max 90 characters) for **[product]**.
37. Suggest 10 blog topics that **[target audience]** is searching for about **[niche]**, with the search intent for each.
38. Turn this customer review into a short testimonial post and a carousel outline: **[paste review]**
39. Write a promotional email for **[offer]** with 3 subject line options, a short body and one clear CTA.
40. Analyze this landing page copy and suggest 5 changes to improve conversions: **[paste copy]**

Business & Strategy

41 Do a SWOT analysis for **[business/idea]** in **[market]**. Be specific and realistic.

42 I want to start **[business idea]**. List the 10 biggest risks and how I could test each one cheaply.

43 Write a one-page business plan for **[idea]** covering problem, solution, customers, pricing and marketing.

44 Compare **[option A]** and **[option B]** for **[decision]**. Make a pros and cons table and give your recommendation.

45 Suggest 3 pricing models for **[product/service]** and explain who each one works best for.

46 Act as an investor. What questions would you ask about this pitch, and where is it weakest? **[paste pitch]**

47 Create a simple 90-day growth plan for **[business]** with weekly goals and metrics to track.

48 Write a clear job description for a **[role]** at a **[company size/type]** company, including must-have skills.

49 Help me prepare for a negotiation with **[person/company]** about **[topic]**. What do they want, and what are my best arguments?

50 Explain **[business concept, e.g. unit economics]** in simple terms with an example from **[industry]**.

Study & Learning

51 Explain **[topic]** like I'm a complete beginner, then give me a slightly more advanced explanation.

52 Create a 2-week study plan for **[subject/exam]** with 1 hour per day. Include revision days.

53 Quiz me on **[topic]** with 10 questions, one at a time. Wait for my answer and explain any mistakes.

54 Turn these notes into flashcards (question on one side, answer on the other): **[paste notes]**

55 Give me a memory trick or mnemonic to remember **[list/concept]**.

56 What are the 5 most common mistakes students make with **[topic]**, and how do I avoid them?

57 Summarize this chapter in 10 bullet points, then list 5 key terms with definitions: **[paste text]**

58 Explain the difference between **[concept A]** and **[concept B]** using a simple table and a real-life example.

59 Act as a Socratic tutor. Help me understand **[topic]** by asking questions instead of giving answers.

60 I learn best with **[examples/visuals/stories]**. Teach me **[topic]** in that style.

Exams, Essays & Research

61 Help me pick a research topic about **[subject]**. Give 5 ideas with a research question for each.

62 Create an essay outline on **[topic]** with a thesis statement, 3 main arguments and counterarguments.

63 What are the strongest arguments for and against **[position]**? Present both sides fairly.

64 Give me feedback on my essay's structure and argument. Don't rewrite it, just tell me what to improve: **[paste essay]**

65 Make a list of practice questions for my **[subject]** exam, from easy to hard, with answers at the end.

66 Explain how to solve this problem step by step, so I can solve similar ones myself: **[problem]**

67 Suggest keywords and search terms I should use to find academic sources on **[topic]**.

68 Help me write a clear abstract (under 200 words) for my paper about **[topic]**: **[paste summary]**

69 Check my reasoning in this argument. Are there logical gaps or unsupported claims? **[paste text]**

70 Create a revision timetable for **[number]** subjects with exams on **[dates]**.

Career & Job Search

71 Rewrite these resume bullet points to show results with numbers and strong action verbs: **[paste bullets]**

72 Compare my resume with this job description. What keywords and skills am I missing? **[paste both]**

73 Write a short, personal cover letter for **[role]** at **[company]** using my experience in **[X]**.

74 Give me the 10 most likely interview questions for a **[role]**, with tips for answering each.

75 Run a mock interview for **[role]**. Ask one question at a time and give feedback on my answers.

76 Help me answer "Tell me about yourself" in under 60 seconds for a **[role]** interview.

77 Write a LinkedIn headline and About section for a **[job title]** with **[X]** years of experience in **[field]**.

78 I want to move from **[current role]** to **[target role]**. Make a 6-month plan with skills, projects and networking steps.

79 Help me prepare to ask for a raise. What should I say, and how do I handle pushback?

80 Write a polite email to follow up after a job interview I had **[X]** days ago for **[role]**.

Coding & Tech

81 Explain what this code does line by line in simple terms: **[paste code]**

82 Find the bug in this code and explain why it happens: **[paste code + error message]**

83 Write a **[language]** function that **[does X]**. Add comments and one example of how to use it.

84 Refactor this code to be cleaner and easier to read without changing what it does: **[paste code]**

85 Write unit tests for this function, including edge cases: **[paste function]**

86 Explain this error message and give me 3 likely fixes: **[paste error]**

87 Convert this code from **[language A]** to **[language B]**: **[paste code]**

88 Write a regular expression that matches **[pattern]** and explain each part.

89 I want to build **[app idea]**. Suggest the tech stack, main features and a step-by-step build plan for a beginner.

90 Write a clear README for this project, including setup steps and usage examples: **[describe project]**

Excel, Sheets & Data

91 Write an Excel formula that **[goal, e.g. sums sales in column C when column A says "North"]**. Explain how it works.

92 My data is in columns **[list]**. Which chart should I use to show **[insight]**, and how do I make it?

93 Explain what this formula does and how to fix the error: **[paste formula]**

94 Give me step-by-step instructions to create a pivot table that shows **[summary]** from my data.

95 Write a Google Sheets formula to remove duplicates and extra spaces from column **[X]**.

96 Here is a sample of my data: **[paste]**. What 5 insights or trends do you see?

97 Create a simple monthly budget template with categories, formulas and a summary row.

98 Write a VLOOKUP or XLOOKUP formula to pull **[value]** from **[sheet]** based on **[key]**.

99 Explain how to use conditional formatting to highlight **[condition]** in my sheet.

100 Turn this messy list into a clean table with columns for **[fields]**: **[paste data]**

Everyday Life

101 Plan a 7-day vegetarian meal plan for **[number]** people with a shopping list, under **[budget]**.

102 Create a **[number]**-day travel itinerary for **[city]** for someone who loves **[interests]**. Include rough costs.

103 Help me make a simple monthly budget. I earn **[amount]** and spend on **[list]**. Where can I save?

104 Suggest 10 gift ideas for **[person]** who likes **[interests]**, under **[budget]**.

105 Create a beginner workout plan I can do at home in 20 minutes, 3 times a week, with no equipment.

106 Write a kind but firm message to my **[landlord/neighbour]** about **[issue]**.

107 I have **[ingredients]**. What can I cook in under 30 minutes?

108 Help me compare **[product A]** and **[product B]**. Make a table of key differences and tell me which suits **[my needs]**.

109 Plan a birthday party for a **[age]**-year-old with a theme, games and a simple timeline.

110 Explain **[confusing bill/document/term]** in plain language and tell me what I need to do: **[paste]**

10 Follow-Up Power Phrases

Make it shorter	"Cut this to half the length. Keep only what matters."
Change the tone	"Rewrite this in a friendlier / more formal / more confident tone."
Ask me first	"Before you answer, ask me 3 questions to understand what I need."
Give options	"Give me 3 different versions so I can choose."
Use a format	"Put this in a table / checklist / step-by-step list."
Add examples	"Add a real-world example for each point."
Explain simply	"Explain this as if I'm new to the topic."
Critique it	"What's weak or missing in this answer? Improve it."
Keep my voice	"Edit for clarity, but keep my words and style."
Go step by step	"Think it through step by step before giving the final answer."

5 Rules for Better Answers

- Replace every [bracket] with real details.
- Paste examples of what "good" looks like.
- Ask for a format: table, list or steps.
- Always fact-check numbers, names and dates.
- Never paste passwords or private data.

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