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ChatGPT Cheat Sheet

What is ChatGPT?

ChatGPT is an AI chatbot developed by OpenAI that can:
- Answer questions
- Help with writing and editing
- Generate ideas and stories
- Assist with coding and technical tasks
- Translate and summarize text
- Act as a tutor, coach, assistant, or creative partner

Versions

Version	Toke Limit	Features	Availability
GPT-3.5	4,096 tokens	Fast, affordable, decent reasoning	Free-tier ChatGPT, API
GPT-4	8k / 32k tokens	Strong reasoning, high accuracy	API (Pro users)
GPT-4-turbo	128,000 tokens	Faster, cheaper, supports tools & memory	ChatGPT Plus (Pro)

How to Ask Great Prompts

Use **"Role + Task + Context + Format"** formula:

"Act as a [role], help me [task], here's the context: [details], respond in [format]"

Common Terms

Term	Meaning
Prompt	The input or question you give to ChatGPT
Response	The reply ChatGPT gives based on your prompt
Token	A piece of text (word or word-part); there's a limit per conversation
Model	The version of the AI (e.g., GPT-3.5, GPT-4) that generates the response

ChatGPT Prompts

General Productivity

Summarize text	*Summarize the following text in bullet points: [paste text]*
To-do list creation	*Create a prioritized to-do list for [task/project]*
Brainstorming ideas	*Brainstorm 10 unique ideas for [topic/product/project]*
Meeting notes	*Turn these rough notes into a clean, professional meeting summary: [paste notes]*

Learning & Research

Explain a concept simply	*Explain [concept] like I'm 5 years old*
Compare two topics	*Compare [topic A] vs [topic B] — pros, cons, and key differences*
Quick fact-checking	*What are the main arguments for and against [topic]?*

Writing Assistance

Blog post outline	*Create an outline for a blog post about [topic]*
Rewrite for clarity	*Rewrite this to be clearer and more concise: [text]*
Tone adjustment	*Make this sound more professional/friendly/formal: [text]*
Grammar and style check	*Check this for grammar and improve the writing style: [text]*

Communication

Email drafting	*Write a polite email to [recipient] about [topic/purpose]*
Text response suggestion	*What's a thoughtful way to reply to this message: "[message]"?*
Apology note	*Write a sincere apology for [situation]*

Lifestyle & Personal Growth

Daily journal prompt	*Give me a journal prompt to reflect on my day*
Meal plan ideas	*Suggest a 3-day healthy meal plan for a vegetarian*
Workout routine	*Create a beginner home workout plan with no equipment*

Business & Work

Marketing copy	*Write a compelling product description for [product/service]*
Pitch deck summary	*Summarize this pitch into a 1-minute elevator pitch: [content]*
Customer support template	*Create a customer support response for a complaint about [issue]*

Tech & Coding

Code explanation	*Explain what this code does: [paste code]*
Debug help	*I'm getting this error: [error]. What's causing it?*
Script generation	*Write a script in [language] that does [task]*