

THE 6-PROMPT FORMULA (IN ORDER OF IMPORTANCE)

Task (mandatory): Clear articulation of end goal.
Context (important): Concisely explain the topic to tailor a response.
Examples (very helpful): Including examples improves output quality.
Persona/Role (nice to have): Who embodies the expertise you want?
Format (nice to have): Output format. Bullet points, CSV, table.
Tone (nice to have): Casual, formal, enthusiastic, etc. Adds emotional context.

THE CHATGPT CHEAT SHEET



AI Resources and
Links Here

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TASK	CONTEXT	EXAMPLES	PERSONA	FORMAT	TOPE
Action Verbs Tell AI What You Want	Provide Details Of Your Final Vision	Are There Examples You Can Provide?	Who embodies the expertise you want?	Your Final Output	What Emotion Should It Convey?
<ul style="list-style-type: none"> • Generate/Create Give/Write/Draft/Compose... <ul style="list-style-type: none"> ◦ Blog ◦ List ◦ Essay ◦ Headline ◦ Ad Copy ◦ Social Post ◦ E-mail ◦ Article ◦ Video Script • Rewrite • Paraphrase • Analyze • Predict • Summarize • Find • Research • Explain • Extract • Compare • Categorize • Define 	<ul style="list-style-type: none"> • Background Information • Specific Goal(s) • The Topic • Length of output • Target audience • Definition of success • Data points • Keywords • Niche (Focus) • Timeline • Desired outcome • Setting • Details • Guidelines • And 1000s more 	<ul style="list-style-type: none"> • Output Structure • Frameworks <ul style="list-style-type: none"> ◦ PAS ◦ AIDA ◦ PPPP ◦ Hero's Journey ◦ ADDIE • Writing Style • Quotations • Success Stories • Scenarios 	<ul style="list-style-type: none"> • Content Creator • Marketing Expert • Financial Advisor • Health Coach • Real Estate Agent • Educator • Blogger • Project Manager • Journalist • Travel Agent • Legal Consultant • Fictional Character • Famous Persons • Entrepreneur • Psychologist • Chef • Personal Trainer 	<ul style="list-style-type: none"> • Paragraph • Sentence • Table • List • Bullet Points • Reading Level • For a Child • Blog Post • Email • Summary • Analogy • Pros and Cons • HTML • CSV File • Emojis • Plain Text • Hashtags 	<ul style="list-style-type: none"> • Formal <ul style="list-style-type: none"> • Professional • Informative • Authoritative • Neutral • Informal <ul style="list-style-type: none"> • Conversational • Humorous • Enthusiastic • Motivational • Persuasive <ul style="list-style-type: none"> • Confident • Urgent • Compelling • Emotional <ul style="list-style-type: none"> • Happy • Sad • Angry • Other <ul style="list-style-type: none"> • Sarcastic • Nostalgic • Mysterious

FOLLOW-UP PROMPTING

More: "More"

Clarification: "Clarify..."

Expansion: "Elaborate on..."

Insight: "Give insights about..."

Examples: "Provide examples of..."

Comparison: "How does this compare to..."

Impact: "What impact does this have on..."

Application: "How can this be applied to..."

Recommendation: "What would you recommend for..."

Challenge: "What challenges might arise..."

Future Trends: "What are the future trends in..."

Best Practices: "What are the best practices..."

Success Stories: "Share success stories about..."

Potential Pitfalls: "What are the potential pitfalls of..."

Opportunities: "What opportunities exist for..."

Feedback: "Give feedback on..."

MORE ChatGPT TIPS & EXAMPLES



PUNCTUATION MARK USES

Period (.): End a sentence, indicates full stop.

Comma (,): Separate items in a list or to indicate a pause.

Question Mark (?): Indicates a question.

Exclamation Mark (!): To express strong emphasis.

Colon (:): Introduce a list, a quote, or explanation.

Semicolon (;): Used to link independent clauses that are closely related or to separate items in a list.

Quotation Marks (" "): Used to denote direct speech or to highlight a specific word or phrase.

Apostrophe ('): Indicate possession or to form contractions.

Parentheses (()): Enclose additional information or an aside that is not essential to the main point.

Hyphen (-): Join words in a compound term or to indicate a range

Brackets []: Enclose explanatory or clarifying material.

Ellipsis (...): Indicate an omission or trailing off thought.

PROMPT EXAMPLES FOR REAL ESTATE AGENTS

- Generate a list of key real estate terms and their definitions for first-time homebuyers.
- Provide a checklist for home sellers to prepare their property for showings and open houses.
- Generate a list of engaging questions to ask followers on social media to encourage interaction and discussion about real estate topics.
- Compose a casual and conversational blog post sharing tips for staging a home for sale, using a friendly and approachable tone to engage readers.
- As a top real estate coach, give me a bullet list of strategies can I use to generate leads through local community involvement?
- Compose a series of case studies showcasing successful real estate transactions, highlighting the challenges faced and the strategies used to overcome them.
- Imagine you're a seasoned real estate investor with a deep understanding of the Albuquerque market.
- What advice would you give to a first-time homebuyer looking to make a smart investment in the area?
- As a real estate broker, I'm looking to attract more first-time homebuyers. Can you generate a series of blog post titles that focus on tips for navigating the local real estate market, with an emphasis on affordability and the home buying process?
- As part of my marketing strategy, I'm focusing on social media to engage with a younger demographic interested in buying their first home. Can you create a series of social media posts that highlight the benefits of homeownership and the services my team offers to first-time buyers?