



100 CHATGPT TIPS

BY NICOLAS BOUCHER



FRAMEWORK

1	COI-VR	Context, Specifics, Instructions, + Format, Background, Identity
2	ARIA	Attention, Interest, Desire, Action
3	CARE	Context, Action, Result, Example
4	TAB	Task, Action, Result
5	RTF	Role, Task, Format
6	PAS	Problem, Approach, Solution
7	MRSD	Role, Instructions, Steps, End Goal, Monitoring
8	DRAGD (Do get the best / Python coded)	Specify the type, Role, Goal, Context, Approach, Action, Key Data, Structure
9	STAR	Situation, Task, Action, Result
10	CRDPE	Capacity, Role, Insights, Statement, Personality, Experiment
11	APL	Action, Purpose, Expectation
12	SAB	Before, After, Bridge
13	SWOT	Strengths, Weaknesses, Opportunities, Threats
14	RISE	Results, Impact, Confidence, Effect
15	ROE	Objectives and Key Results
16	POEPLE	Political, Economic, Social, Technological, Legal, Environmental
17	POPCOM	Point, Name, Should have, Could have, Won't have
18	ABCD	Access, Benefits, Create, Develop, Evaluate
19	SPARC	Setting, Research, Analysis, Improve, Control
20	CARR	Challenges, Action, Results, Reflection
21	PPP	Progress, Plans, Problems
22	SPART	Specifics, Priorities, Actionable, Relevant, Time-bound
23	UPV	Product, Price, Place, Promotion
24	RODCE	Role, Objectives, Details, Examples, Same Check
25	IRRA	Instructions, Resources, Benchmarks, Additional Guidelines

DATA

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1	Convert Text to a Table	Provide data in plain text and ask, "Turn this into a table format"
2	Summarize Data	Provide a dataset and ask, "Summarize this data in key points"
3	Generate Excel Formulas	Describe what you want to calculate, which data you have and ask for the formula
4	Generate a CSV File Template	Request, "Generate a CSV format for tracking sales data"
5	Extract Data Patterns	Ask, "Extract specific patterns from this data"
6	Create an Excel Table	List the headers and the type of data you want inside. Then say "Generate file"
7	How to create a Pivot Table	Ask, "How would you structure a Pivot Table to analyze monthly sales?"
8	Generate Conditional Formatting Rules	Example: "How can I create a rule to highlight all cells with a value greater than 50,000?"
9	Automate Tasks with VBA	Example: "Write a VBA script to combine all data in one tab"
10	Visualize Data as Charts	Ask, "What type of chart should I use to visualize this data?"
11	Turn Data into Insights	Provide raw data and ask, "Summarize this into a key insights report"
12	Generate Data Comments	Ask for bullet points, "Summarize this content into 5 bullets for a presentation"
13	Create a Financial Dashboard Outline	Request, "Guide me in building a sales dashboarding report"
14	Create a Smart Chart Template	ChatGPT can outline tasks, durations, and dependencies in a structured format
15	Create Monthly Reports	Example: "Draft a monthly performance report with the following data"
16	Export Data to Excel	ChatGPT can generate text structured as Excel formulas like A1, C20:B25
17	Reveal Data Anomalies	Provide a dataset and ask, "Identify any outliers or inconsistencies in this data"
18	Generate Data Cleaning Steps	Ask, "What steps should I take to clean this dataset before analysis?"
19	Create Interactive Data Visualizations	Request, "Suggest interactive visualization tools for this dataset"
20	Compare Data Trends Over Time	Provide time series data and ask, "Identify key trends and changes over time"
21	Recommend the Best Chart for Data	Ask, "What type of chart best represents this dataset?"
22	Generate Forecasting Models	Ask, "What forecasting methods can I use for this data and how do I apply them?"
23	Transform Data for Further Analysis	Request, "Convert this unstructured data into an analysis-friendly format"
24	Create Automated Data Reports	Ask, "Generate a summary report from this dataset with key insights and visuals"
25	Translate Data Descriptions	Example: "Turn this description into SQL queries on database schema"

SHORTCUTS

26	Open new chat	Windows: Ctrl + Shift + Q Mac: Cmd + Shift + Q
27	Place cursor in chat input	Windows: Shift + Enter Mac: Shift + Enter
28	Copy last code block	Windows: Ctrl + Shift + J Mac: Cmd + Shift + J
29	Copy last response	Windows: Ctrl + Shift + E Mac: Cmd + Shift + E
30	Set custom instructions	Windows: Ctrl + Shift + I Mac: Cmd + Shift + I
31	Toggle sidebar	Windows: Ctrl + Shift + B Mac: Cmd + Shift + B
32	Refresh chat	Windows: Ctrl + Shift + Backspace Mac: Cmd + Shift + Backspace
33	Show all shortcuts	Windows: Ctrl + F Mac: Cmd + F
34	Undo Action	Windows: Ctrl + Z Mac: Cmd + Z
35	Redo Action	Windows: Ctrl + Y Mac: Cmd + Shift + Z
36	Zoom in	Windows: Ctrl + + Mac: Cmd + +
37	Zoom out	Windows: Ctrl + - Mac: Cmd + -
38	Reset Zoom	Windows: Ctrl + 0 Mac: Cmd + 0
39	Quit Application	Windows: Alt + F4 Mac: Cmd + Q
40	Submit Input	Windows: Enter Mac: Enter
41	Add a Line Break	Windows: Shift + Enter Mac: Shift + Enter
42	Cycle through interface elements	Windows: Tab Mac: Tab
43	Browser Specific Shortcut: Close Current Tab	Windows: Ctrl + W Mac: Cmd + W
44	Browser Specific Shortcut: Search Within Tab	Windows: Ctrl + F Mac: Cmd + F
45	Browser Specific Shortcut: Reload ChatGPT	Windows: Ctrl + R Mac: Cmd + R
46	Browser Specific Shortcut: Mark Tab/Chat as Favorite	Windows: Ctrl + B Mac: Cmd + B
47	Keyboard Navigation in ChatGPT: Scroll to Top	Windows: Page up Mac: Cmd + Up Arrow
48	Keyboard Navigation in ChatGPT: Scroll to Bottom	Windows: Page down Mac: Cmd + Down Arrow
49	In Text Editors w/ ChatGPT Plugins: Insert ChatGPT Command	Windows: Ctrl + Shift + F Mac: Cmd + Shift + F
50	In Text Editors w/ ChatGPT Plugins: Auto-complete Prompt	Windows: Tab or Ctrl + Space Mac: Tab or Ctrl + Space

ADVANCED

51	Refine Image ID for similar images	Refine image processing for refining or replication of the image, be specific about the id
52	How to prompt it	Check the cheat sheet in the footer tab
53	Create a GPT	Explore custom GPTs or tailor responses for your specific needs
54	Share Prompts for Complex Tasks	Break down tasks into smaller chunks and connect them with sequential queries
55	Use Role-Playing	Ask ChatGPT to act as a specific expert (e.g., CTO, developer, data scientist)
56	Ask for Counterarguments	Challenge outputs by requesting opposing views or alternative solutions
57	Refine with Iteration	Continuously refine outputs by asking for clarifications or adjustments
58	Automate Tasks with APIs	Integrate ChatGPT's outputs into workflows using tools like Zapier or APIs
59	Request Visual Suggestions	Ask for reports, table designs, or graphical ideas to enhance presentations
60	Generate Frameworks	Example: "Provide a step-by-step framework for budgeting processes"
61	Analyze Sentiment	Provide content and ask ChatGPT to determine its tone or sentiment
62	Generate Markdown	Example: "Format this text in Markdown for a README file"
63	Create Presentations via ChatGPT	Ask ChatGPT to create a PowerPoint (you can even say "Set it up" for repeat)
64	Explore GPTs	GPT Marketplace - search here before creating your own
65	Generate Conversations	Practice interviews, sales pitches, or client interactions
66	Generate JSON or XML Outputs	Example: "Convert this data into JSON for a database"
67	Generate Functionality in ChatGPT	Generate open in a separate window, allowing you and ChatGPT to collaborate on a project
68	Custom Instructions	Personalize responses by setting preferences for tone, or what it should know about you
69	Generate Functionality in ChatGPT	Organize files and chats for personal use and manage work across multiple conversations
70	Proactive writing in ChatGPT	Save key details for ongoing conversations for more context aware responses
71	Enable Functionality in ChatGPT	Schedule tasks, Ex: Prepare monthly financial statements/Checklist, etc of each month
72	Iterative Prompting	Using open-ended, probing questions to push the AI toward deeper thinking
73	Agent Prompting	Assigning roles or tasks, defining roles clearly for specialized outputs
74	Meta-Cognition	Enabling the AI to evaluate its responses for accuracy or coherence
75	Team Prompting	Collaborating with multiple AI models or personas to solve problems

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M.B. Chatfield



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