ChatGPT Cheat Sheet

Prompts, checks and shortcuts on one page

1 Build a prompt: 5 parts

Task	Start with a verb: write, summarize, compare, fix, plan.
Context	Who it is for, why you need it, what you already have.
Format	Table, bullets or steps, and an exact length.
Tone	One or two adjectives: friendly, formal, plain, upbeat.
Limits	What to use, what to leave out, when to ask you first.

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[Task]. Context: [who, why, what I have]. Format: [shape, length]. Tone: [adjective]. Limits: [use only X; ask me if unsure].
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2 Add context: lines to paste

- `I am a [role] writing for [audience].`
- `The goal is [result]. It matters because [reason].`
- `Here is what I have so far: """[paste]"""`
- `Use only the text between the triple quotes.`
- `I already tried [X]. It failed because [Y].`
- `Ask me up to 3 questions before you answer.`

3 Force a format

- `Answer in a table with columns: [A] | [B] | [C].`
- `Use exactly 5 bullets, one line each.`
- `Keep it under 120 words.`
- `Give numbered steps, one action per step.`
- `Start with the answer in one sentence, then details.`
- `Match this example: """[paste one sample]"""`

Numbers beat adjectives: “3 to 5 sentences” works better than “fairly short.”

5 Check an answer

- Treat every answer as a first draft, not a source.
- Ask: `Which parts of this are you least sure about?`
- Turn on web search, then ask: `Give a source link for each claim.` Open the links yourself.
- Check quotes, numbers, dates and citations against the original.
- For math: `Show each step.` Redo the key step by hand.
- Second opinion: paste the answer in a new chat and ask `Find the errors in this.`
- A confident tone proves nothing. Wrong answers sound sure too.

7 Mistakes to avoid

- A one-line ask with no context.
- Five tasks in one prompt. Split them and go one at a time.
- “Make it better.” Say better how: shorter, clearer, warmer.
- Only listing what not to do. Say what to do instead.
- Starting over. Follow up in the same chat: “shorter,” “more formal.”
- Copying quotes, numbers or citations without checking them.
- Pasting passwords, ID numbers or private client data.
- Asking “Did you write this?” ChatGPT cannot reliably tell.

4 Prompt formulas by task

Summarize	`Summarize the text below in 5 bullets for [audience]. Flag anything unclear. """[text]"""`
Explain	`Explain [topic] to a [beginner] in under 150 words, with one everyday example.`
Email	`Write a [polite] email to [person] asking for [thing]. Under 120 words. End with one clear next step.`
Rewrite	`Rewrite this to be [shorter / clearer / more formal]. Keep every fact. """[text]"""`
Proofread	`Fix grammar and spelling only. List each change in a table: before | after | why.`
Brainstorm	`Give me 10 ideas for [goal], one line each. Mark the 3 strongest and say why.`
Plan	`Make a [7]-day plan to [goal]. I have [30 minutes] a day. Table: day | task | time.`
Compare	`Compare [A] and [B] for [my use]. Table: criterion | A | B. End with a one-line pick.`
Decide	`List pros, cons and risks of [choice] for someone who [situation]. What would change your answer?`
Study	`Quiz me on the notes below, one question at a time. Wait for my answer, then correct me. """[notes]"""`
Spreadsheet	`Write a [Excel / Google Sheets] formula that [does X]. Column A = [..], B = [..]. Explain each part.`
Meeting	`Turn these notes into: decisions, action items (owner, due date), open questions. """[notes]"""`
Resume	`Tailor these resume bullets to this job post. Use only facts from my resume. """[resume]""" """[post]"""`
Critique	`Act as a tough editor. Name the 5 weakest points of this draft, worst first, with a fix for each.`
Research	`Search the web for [topic] from the last 12 months. Give a source link for every claim.`

6 Shortcuts and features

Ctrl + **/**	Web: show the full shortcut list (**⌘** + **/** on Mac).
Ctrl + **Shift** + **;**	Web: copy the last code block (**⌘** on Mac).
Option + **Space**	Mac app: open the Chat Bar from anywhere.
⌘ + **.** **⌘** + **F**	Mac app: stop a response; find text in a chat.
Alt + **Space**	Windows app: open the companion window.
+ › Web search	Search the web, or type @ and pick Web search. Then ••• › View sources.
+ › Add photos & files	Upload a PDF, spreadsheet, image or audio file.
@study	Type it first, pick Study: a tutor that asks you questions.
Temporary	New chat › Temporary: stays out of your history unless you save it.
Custom instructions	Settings › Personalization (mobile: Settings › Customize ChatGPT).
Memory	Settings › Personalization › Memory: see, delete or turn off.
New project	Sidebar: keeps related chats, files and instructions together.
Share	Share › Create link. Later messages are not added on a personal account.
••• on a chat	Pin chat, Archive or Delete. Find archives in Settings › Archived chats.
Microphone icon	Dictate your prompt, then edit the text before you send it.

Source: OpenAI Help Center (help.openai.com), read Nov 26, 2026. Menus vary by app, plan and region.