

CHAT GPT PROMPT CHEATSHEET



Prompt's for HVAC business: Thought Leadership

1. CONTEXT: I'm a busy HVAC business owner, and I'm new to using ChatGPT, please give me a list of essential ChatGPT prompts that'll help my customers understand what I do every day to help keep them comfortable.

2. BLOG: Now write a 500 word blogpost as an experienced HVAC business owner, using this topic:

Continuing education and staying up to date with industry advancements is crucial for me. I constantly invest in training and knowledge to provide you with the most reliable, efficient, and cost-effective HVAC solutions available in Austin, Texas.

3. SOCIAL: From the information contained in #1, please write 10 social media posts of 160 words or less, to include appropriate hashtags mentioning our company: <https://www.championacaustin.com>

4. VIDEO: Now, using #1 and speaking as the business owner of a successful HVAC company in Austin Texas, please create a 30 second script for a Tik Tok video

Prompt's for HVAC business: EOS Kick Off Example:

1. CONTEXT: I'm a busy HVAC business owner, and I'm new to using ChatGPT, please give me a list of essential ChatGPT prompts that will support my implementation of EOS in my business.

2. TASK: Using #1, please set up a meeting agenda to introduce EOS to my entire organization.

3. SYSTEM: Using #1, expand on this concept and build out a bullet point list as a takeaway for our first meeting

4. SCHEDULE: Now create a full 1 year calendar with quarterly meeting schedule starting in Q3 of 2023



CHAT GPT PROMPT CHEATSHEET



THE
CONTRACTOR
FIGHT

Act as a (Role)	Create a (Task)	Show as (Format)
<ul style="list-style-type: none">• CEO/Business Owner• Office Manager/HR• Business Owner's Spouse• CSR• Warehouse Support• Accountant• Technician• Lead Technician• Project Manager• Social Media Manager	<ul style="list-style-type: none">• Email Sequence• Ad Copy• Headline• Analysis• Blog post• Sales Copy• Video Script• SEO Keywords• Social Media Post• Product Description	<ul style="list-style-type: none">• List• PDF• Graph• Table• Spreadsheet• Word Cloud• Gantt Chart• Presentation Slides• Plain Text Files

Acting as a **(Role)**, perform **(Task)** in **(Format)**

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THE
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FIGHT

<p>1. Explain like I'm a beginner. Prompt: "Explain {Topic} in simple terms, explain it to me as if I'm a beginner"</p>	<p>2. Learn and develop any skill. Prompt: "I want to learn/get better at {Insert desired skill}. I'm a complete beginner, create a 30-day learning plan that will help a beginner like me learn and improve this skill"</p>
<p>3. Make it easier for ChatGPT to help you. Prompt: "I'm a {Role}, and i'm new to using ChatGPT, please give me a list of essential ChatGPT prompts that'll help {Role} get more done and save time"</p>	<p>4. Enhance your problem solving skill. Prompt: "Share a step-by-step systematic approach to solving {Specific problem or Challenge}"</p>
<p>5. All in one prompt for you. Prompt: "You are GPT-4, Open AI's advanced language model. Today your job is to generate prompts for GPT-4. Can you generate the best prompt on ways to {What you want}"</p>	<p>6. Brainstorm unique content ideas. Prompt: "Topic: {Insert topic here}. Come up with unique and innovative content ideas that are unconventional for the topic above"</p>
<p>7. 80/20 principle to learn fast. Prompt: "I want to learn about {Topic}, identify and share the most important 20% of learnings from this topic that will help me understand 80% of it"</p>	<p>8. Consult an expert. Prompt: "I will give you sample of my writing, I want you to critique it as if you were a {Expert's Role}. {Writing samples}"</p>
<p>9. Create crash courses. Prompt: "I have 3 days free in a week and 3 months, create a crash study plan, diving into {Course Topic(s)}"</p>	

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THE
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FIGHT

ROLE	TASK	FORMAT
Marketing Coordinator	Creating a social media post	Plain text, image, video, carousel, story, GIF, infographic
Sales Manager	Developing a sales pitch	Presentation, video script, email, brochure, white paper
Content Creator	Writing a product description	Plain text, blog post, video script, infographic, social media
Social Media Manager	Creating an engagement post	Poll, quiz, contest, meme, GIF, caption, question
Customer Service Representative	Responding to customer inquiries	Email, chatbot, phone script, canned response, FAQs
Operations Manager	Creating a project timeline	Gantt chart, spreadsheet, presentation, Trello board
Accountant	Analyzing company financials	Balance sheet, profit and loss statement, graph, table
Human Resources Coordinator	Creating a job listing	Plain text, job board posting, email, social media post

Acting as a **(Role)**, perform **(Task)** in **(Format)**

