



TOP 10 CHATGPT TIPS



GET BETTER ANSWERS, SAVE TIME AND BOOST YOUR PRODUCTIVITY

1



BE CLEAR AND SPECIFIC

The more detail you provide, the better the answer. Include context, examples and your goal.

Instead of: "Write a blog post."

Try: "Write a 800-word blog post about eco-friendly home improvement tips."

2



GIVE CONTEXT

Share relevant background information so ChatGPT understands your situation better.



Context helps tailor responses to your needs.

3



ASK ONE THING AT A TIME

Focus on a single question or task to get clearer, more accurate answers.



Break complex tasks into smaller steps.

4



SPECIFY FORMAT

Tell ChatGPT how you want the answer, such as bullet points, table, list or steps.



E.g. "Give me a comparison table of SEO vs GEO."

5



DEFINE THE TONE

Mention the tone or style you want, such as professional, friendly, casual or witty.



E.g. "Write in a friendly and conversational tone."

6



USE EXAMPLES

Provide examples of what you like to help ChatGPT understand your expectations.



Examples lead to better results.

7



REFINE AND ITERATE

If the first answer isn't perfect, ask follow-up questions or request changes.



Small tweaks can greatly improve results.

8



ASK FOR SOURCES

For facts and statistics, ask for sources to verify the information.



E.g. "Include reliable sources and links."

9



USE CHATGPT'S STRENGTHS

Use it for brainstorming, writing, explaining, summarising, coding and problem-solving.



Focus on tasks where AI can save you time.

10



REVIEW AND VERIFY

Always review the answer and double-check important information.



AI is powerful, but your judgement matters.



GOOD PROMPTS = BETTER ANSWERS

Keep experimenting and you'll get the most out of ChatGPT!

