

ChatGPT CHEAT SHEET FOR SMALL BUSINESS

Generate Engaging Prompts with AI Assistance

Are you looking to take your business communication to the next level? Are you ready to take this AI everyone is talking about for a spin? Look no further than our ChatGPT cheat sheet for businesses – Unlock the full potential of an AI to enhance customer experience, streamline workflows, and boost productivity!

How to get started:

- Go to <https://chat.openai.com/> and sign up for a FREE account.
- Start writing and asking questions!

HERE ARE SOME EXAMPLE PROMPTS AND QUESTIONS TO TRY

HIRING:

- Create a job description for an admin position at a real estate company?
- I am interviewing for an admin person for my real estate company; can you give me some common interview questions?



MICROSOFT EXCEL:

- Can you create a formula to calculate the sum of cells A1 to A20 and put the result in cell B1?
- Can you generate 10 rows of dummy data for my excel spreadsheet? The 1st column will have first name, 2nd column will have last name, 3rd column will have their age.



ADVERTISING and MARKETING:

- Suggest an ad copy for a travel business.
- Create audience personas for my personal fitness business.



SOCIAL MEDIA:

- Generate a social media post for our travel business about our discounted holidays to New Zealand for this month only.
- Create a social media giveaway post about a holiday to the Gold Coast.



GENERAL BUSINESS:

- Write a business plan for my startup that develops property management software.
- Create a social media giveaway about a trip to Cairns.



While ChatGPT may not always get it 100% right for you needs, it can be used as a great starting point and first draft.

WARNING: Do not enter private information such as client details, email addresses and other data unique to your business.