

# Cheat Sheet

## 100+ prompts for productivity

### Act as [Role]

- Marketer
- Auditor
- Advertiser
- Mystery Solver
- Professional Coach
- Sales Representative
- Copywriter
- Data Analyst
- Project Manager
- Futurist

### Tones (Write in [X] tone)

- Persuasive
- Formal
- Informal
- Friendly
- Professional
- Descriptive

### Best ChatGPT Plugins

-  Wolfram Alpha
-  AskYourPDF
-  ScholarAI
-  WebPilot
-  Zapier
-  Video Insights

### Thinking Framework (Use [X] framework while responding)

- Chain-of-Thought
- SCQR
- Critical Thinking
- Design Thinking
- Logical Thinking
- Socratic Mode

### Best ChatGPT Plugins

-  Google Bard
-  Bing Chat
-  Hugging Face
-  Claude by Anthropic



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# Prompts tailored to various departments/functions



## Marketing

1. "Generate a catchy tagline for our upcoming [enter service name] service."
2. "Write a script for a 30-second digital ad promoting our new digital [banking/insurance/investment] app."
3. "Create engaging Instagram captions for a series of posts about [enter topic]"
4. "Craft an email campaign targeting millennials, promoting the [benfits] of [service/product]"
5. "Design a storyboard for an explainer video about our new [enter service/product] service."
6. "Provide 5 interesting blog topic ideas around the theme of [topic]"
7. "Describe a gamified loyalty rewards program for [enter service/product] to increase customer engagement."
8. "Outline an influencer marketing strategy to boost our brand visibility among Gen Z."
9. "Write a persuasive op-ed on why [enter topic that complements your service/product]"
10. "Create a 'day-in-a-life' social media post from the perspective of our AI chatbot."



## Sales

1. "Craft a persuasive sales pitch for our new [product/scheme/service] targeting [target audience]"
2. "Generate a list of powerful rebuttals to common objections to buying our [insurance/banking/investment] products."
3. "Write a compelling upsell script to introduce our [new services] to existing customers."
4. "Construct an enticing proposal to a high-net-worth individual for our [services/product]"
5. "Create a sequence of text messages to re-engage a prospective client who has gone silent."
6. "Write a follow-up email after a product demo to a potential corporate client."
7. "Compose a series of push notification texts to promote our time-limited [product/service] offers."
8. "Draft a narrative around customer success stories to showcase in sales presentations."
9. "Design an engaging 'did you know' series about our services for quick sales pitches."
10. "Provide a persuasive argument on why our [service/product] service is superior to [competitor's service/product]."



## Customer Support

1. "Draft empathetic responses to common customer complaints about our [product/service]"
2. "Write a series of onboarding emails for new customers, introducing them to our [product/service]"
3. "Create an engaging FAQ section to address queries about our new [product/service]"
4. "Generate conversation scripts to guide customers who are struggling with [common problems customers face]"
5. "Craft a customer satisfaction survey to gauge the success of our recent [product/service] overhaul."
6. "Compose an announcement about a scheduled system maintenance without causing panic."
7. "Draft a guide on how to use our [product/service] tool for first-time users."
8. "Write an empathetic response to a customer who has faced a [problem]"
9. "Create a script for a support chatbot to handle inquiries about our new [product/service]"
10. "Devise an escalation email to a superior in case of complex or unresolved customer issues."



## Business Strategy

1. "Devise a SWOT analysis of our company in the current [industry] landscape."
2. "Draft a growth strategy to scale our [product/service] platform over the next two years."
3. "Outline a business plan to attract venture capital for our [new technology] based [new product/service]"
4. "Predict the impact of the rising trend of [new threat/disruptor] on our business."
5. "Write a proposal to leverage AI and Machine Learning for our [product/service]"
6. "Develop a go-to-market strategy for our AI-powered [product/service]"
7. "Formulate a business model for a new venture in [product/service] for the [new target audience]"
8. "Create a contingency plan to address potential cybersecurity threats to our [product/service]"
9. "Design an innovative partnership strategy to work with tech startups in enhancing our [product/service]"
10. "Generate a plan to reposition our brand to appeal more to the growing gig economy workers."



## Credit Underwriting

1. "Construct a credit risk assessment model for self-employed individuals."
2. "Outline a machine-learning based system to automate credit scoring."
3. "Compose a policy to address potential bias in our credit underwriting process."
4. "Formulate a strategy to incorporate non-traditional data in credit risk assessment."
5. "Draft guidelines to evaluate the creditworthiness of a startup applying for a business loan."
6. "Create a plan to incorporate real-time financial data into our underwriting process."
7. "Write a proposal to train underwriters on AI-powered tools and platforms."
8. "Propose a risk mitigation plan for extending credit services in economically volatile regions."
9. "Design a predictive model to forecast potential loan defaults in the next quarter."
10. "Construct a credit underwriting checklist for commercial real estate loans."



## Product Management

1. "Suggest a new feature for our [product/service] to improve user experience."
2. "Draft a customer survey to gather feedback about our new [product/service]"
3. "Create a roadmap for the development of a [new technology] based [product/service]"
4. "Generate user stories to enhance the customer support section of our [product/service]"
5. "Design a Minimum Viable Product (MVP) for a [product/service] targeting [audience]"
6. "Write a competitive analysis of our [product/service] versus other market leaders."
7. "Propose a plan to improve onboarding experience on our [product/service]"
8. "Formulate an in-app notification strategy to increase engagement with our [product/service]"
9. "Create an improvement plan based on the recent 1-star reviews of our [product/service]"
10. "Draft a feature prioritization matrix for the next quarter's development of our [product/service]"



## Finance & Accounts

1. "How can financial modeling be utilized more efficiently in predicting future revenue streams?"
2. "What strategies can we implement to optimize our capital structure and reduce financial risk?"
3. "How can AI and Machine Learning impact financial forecasting for our company?"
4. "In what ways can we better manage and monitor our liquidity risk?"
5. "How can the implementation of financial management software improve financial reporting and decision making?"
6. "How can we leverage blockchain technology to enhance our financial operations?"
7. "What steps should we take to stay updated on the latest financial regulations and ensure compliance?"
8. "Discuss the benefits and challenges of implementing real-time data analytics in our financial processes."
9. "How can we create a robust financial risk mitigation strategy?"
10. "How can cost allocation methods improve our financial management?"



## Project Management

1. "How can we improve the alignment between project outcomes and our strategic goals?"
2. "What are some effective ways to deal with scope creep in our project management practices?"
3. "How can we better leverage project management software for remote team coordination?"
4. "Discuss the pros and cons of Agile project management in our firm's context."
5. "How can we improve stakeholder communication and management in our projects?"
6. "What steps should we take to ensure projects are completed on time and within budget?"
7. "How can we develop a more effective project risk management strategy?"
8. "Discuss the benefits and challenges of implementing a Project Management Office (PMO)."
9. "How can we improve project estimation techniques to enhance planning and budgeting?"
10. "How can cross-functional team collaboration be improved for better project outcomes?"



## Risk Management

1. "How can we improve our **risk assessment** processes to better identify and mitigate potential threats?"
2. "What are the advantages of incorporating AI into our **risk management practices**?"
3. "How can we develop a more effective enterprise **risk management (ERM)** strategy?"
4. "What are some effective strategies to **manage operational risks** in our firm?"
5. "How can we improve our **disaster recovery plan** to ensure business continuity?"
6. "Discuss the impact of cyber threats on our firm and how we can **mitigate these risks**."
7. "What are the benefits and challenges of implementing a **risk management software**?"
8. "How can we improve **risk communication** among different departments in our firm?"
9. "How can risk culture be improved in our organization for more **proactive risk management**?"
10. "What role can data analytics play in enhancing our **risk management processes**?"



## Procurement

1. "How can we leverage e-procurement tools to streamline our **procurement process**?"
2. "Discuss the benefits and challenges of implementing a **Supplier Relationship Management (SRM)** system."
3. "How can we improve the efficiency of our **procurement cycle**?"
4. "What are the best practices for conducting a **supplier risk assessment**?"
5. "How can we better align our **procurement strategy** with our firm's sustainability goals?"
6. "Discuss how digital transformation can impact our **procurement processes**."
7. "How can we improve **vendor management** for better service quality and cost optimization?"
8. "What are the benefits and challenges of **centralized vs decentralized procurement** in our firm's context?"
9. "How can we better manage and mitigate **procurement fraud**?"
10. "Discuss how procurement analytics can enhance our **procurement strategy** and **operations**."

