Prompt Cheat Sheet

The shortcuts that make AI output usable. Keep this next to the screen you work on.

Follow-up lines that always work

1	`Make it shorter.`
2	`Make it sound like a person, not a company.`
3	`Give me 3 different versions.`
4	`Remove the jargon and the hype.`
5	`Add 3 relevant hashtags.`
6	`Make the opening line stronger.`
7	`Turn this into a table.`
8	`Add a specific example.`
9	`Cut it in half without losing the point.`
10	`Now flag anything that is not supported by what I gave you.`

Power phrases

Get specific	`"Add one concrete detail. No generic statements."`
Cut the filler	`"Remove every phrase that would fit on any other page."`
Set the length	`"Under 90 words. Short sentences. One idea per sentence."`
Force a structure	`"Give it as a table with these exact columns: ..."`
Stop the inventing	`"Only use facts I gave you. Mark anything missing as [CHECK]."`
Match a voice	`"Write it the way I would say it to a client."`
Get options	`"Give 3 versions with different angles, not 3 versions of the same."`
Make it a checklist	`"Turn this into a checklist where each item is verifiable."`
Ask for the next step	`"End with the single next action, in one line."`

Which AI for what

ChatGPT	Best all-rounder. Good at rewriting, planning, structured documents.
Claude	Long documents and careful reasoning. Reads a big brief and holds the thread.
Gemini	Strong with Google Workspace, Docs, Sheets and Drive content.
Copilot	Useful inside Microsoft Word, Excel and Outlook for drafting in place.

Safe use

Keep private things private: no addresses, phone numbers, health details, customer lists or internal notes. You supply the facts, because AI can invent numbers, names and dates. Quotes stay word for word and only with permission. Images need consent, and a parent's okay for anyone under 18. You are the publisher, not the AI.