

ChatGPT Mastery Pack - Module 2

Key Takeaways

- Good prompts = better results. Use a clear structure: [Role] + [Task] + [Context] + [Format].
- ChatGPT can generate emails, blogs, responses, and more with consistent tone.
- Use follow-up prompts to refine or expand results.
- GPT helps with brainstorming, content repurposing, and productivity tasks.

Prompt Templates

- Writing:
 - Act as a copywriter. Write a 3-paragraph welcome email for a new productivity app.
 - Write a blog outline about time-saving tools for solopreneurs.
- Customer Support:
 - You are a support agent. Draft a friendly reply for a delayed shipment.
 - Create a short FAQ for customers who are confused about billing.
- Brainstorming:
 - Give me 10 brand name ideas for a minimalist clothing brand.
 - Generate five catchy email subject lines for a flash sale.

Mini Checklist

- Is your prompt specifying a role or expertise?
- Have you added context and the desired tone?
- Are you using formatting or structure hints?
- Have you tried follow-ups to improve results?

Bonus: Power Prompts by Industry

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- Marketing: "Act as a digital strategist. Plan a 3-day campaign for an Instagram product launch."
- Coaching: "You're a mindset coach. Create a weekly affirmation and journal prompt."
- E-commerce: "Write 3 variations of a product description for a tech gadget."