Thank you for downloading the ChatGPT Cheat Sheet. Below you will find 100 ideas for creation, productivity, learning and more. I have even broken them down into categories for you! Happy creating 😊

Category 1: Content Creation & Marketing

1. Write a 500-word blog post about the top 5 trends in [industry] for 2025.
2. Generate 10 catchy headline ideas for an article about [topic].
3. Create a social media content calendar for the next 30 days for a [type of business] on [platform, e.g., Instagram, LinkedIn].
4. Draft 5 unique ad headlines for a product called [product name] that solves [problem].
5. Write a script for a 60-second YouTube video explaining [concept] to a beginner audience.
6. Generate 15 engaging social media post ideas related to [niche] to boost audience interaction.
7. Craft an email newsletter to announce a new product and offer an exclusive discount to subscribers.
8. Write a compelling product description for a new [product type] that highlights its features and benefits.
9. Create a detailed marketing plan for a [type of event or campaign].
10. Act as a copywriter and write a landing page for a [service] that target's [target audience].
11. Brainstorm 5 different content pillars for a [brand/business].
12. Generate a list of 20 keywords related to [topic] for SEO purposes.
13. Write a press release for the launch of a new [product/service].
14. Create a compelling call-to-action (CTA) for an e-commerce website.
15. Draft a series of three social media posts to promote a webinar about [topic].
16. Generate a list of 10 questions to use in a Q&A session on social media.
17. Write a short, humorous post that fits a 280-character limit for Twitter about [topic].
18. Create a list of 5 interactive content ideas, such as polls or quizzes, for a [business] on social media.
19. Act as a social media manager and write responses to a mix of positive and negative customer comments.
20. Develop a brand story for [brand name] that connects with [target audience].

Category 2: Business & Productivity

21. Create a project plan with milestones and deadlines for [project name].
22. Draft a professional email to a client to follow up on a recent proposal.
23. Write a job description for a new role as a [job title] at our company.
24. Generate a list of 10 interview questions for a [job title] candidate.
25. Create a professional bio for my LinkedIn profile.

26. Summarise the key takeaways and action items from the following meeting transcript: [paste transcript].
27. Help me prepare for a negotiation by outlining key points, potential compromises, and a best-case scenario.
28. Act as a business coach and provide 5 tips for improving team productivity.
29. Generate a list of common objections to our [product/service] and draft a response for each.
30. Write a clear and concise company mission statement for [company name].
31. Create a template for a [type of report, e.g., weekly status report].
32. Draft a professional letter to request a salary increase, outlining my key contributions.
33. Create an agenda for a [meeting type, e.g., marketing strategy meeting] that will last [duration].
34. Generate a list of 5 innovative ideas for a team-building activity.
35. Act as a public relations professional and draft a statement for a company during a [type of crisis].
36. a list of key performance indicators (KPIs) to measure the success of [project or department].
37. Draft a response to a customer complaint, showing empathy and outlining next steps.
38. Write a compelling sales pitch for [product/service].
39. Create a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for [business or project].
40. Act as a human resources expert and generate an onboarding checklist for new employees.

Category 3: Education & Learning

41. Explain [complex topic] to me in simple terms, as if I were a 10-year-old.
42. Create a study plan for a [subject or exam] over a period of [time].
43. Generate a list of 10 interesting facts about [historical event or scientific concept].
44. Act as a tutor and help me understand the concept of [topic] by providing an example and a practice problem.
45. Write a summary of [book title] and list the main characters and plot points.
46. Create a 5-question quiz on [subject].
47. Draft a lesson plan for teaching [topic] to [age group].
48. Generate a list of potential essay topics for a course on [subject].
49. Provide a clear, step-by-step guide on how to perform [task or skill, e.g., 'how to solve a quadratic equation'].
50. Act as a debate coach and provide strong arguments for both sides of the issue: "[issue]".
51. Create a list of 10 vocabulary words related to [field] and their definitions.
52. Explain the difference between [concept A] and [concept B] in an easy-to-understand way.
53. Write a comprehensive guide on how to [learn a skill, e.g., 'learn to code in Python'].
54. Summarize a research paper on [topic] and explain its significance.
55. Act as a career counsellor and provide advice on a career path in [field].

56. Create a personalized daily learning schedule for me to master [skill] in [number] months.
57. Generate a list of 5 hands-on projects to practice [skill].
58. Write a short, compelling speech about the importance of [topic] for a high school audience.
59. Create a list of resources (books, websites, videos) for learning about [topic].
60. Act as an expert in [subject] and correct the grammar and flow of this paragraph: [paste text].

Category 4: Personal Development & Creativity

61. Act as a life coach and give me 5 actionable steps to overcome procrastination.
62. Generate a list of 10 creative writing prompts for a short story.
63. Write a poem in the style of [poet, e.g., Edgar Allan Poe] about [topic].
64. Create a 7-day meal plan for a healthy diet that includes [dietary restrictions or preferences].
65. Act as a personal trainer and provide a workout plan for a beginner aiming to [fitness goal].
66. Generate a list of 5 book recommendations based on my interests: [list interests].
67. Write a short story with the following characters and setting: [list details].
68. Create a list of 10 self-care activities I can do in under 15 minutes.
69. Act as a financial advisor and provide a simple budget plan for someone with [income] and [expenses].
70. Write a dialogue between two characters with opposing viewpoints on [topic].
71. Generate a list of 5 affirmations to improve my mindset around [area of life].
72. Create a journaling prompt for each day of the week to encourage self-reflection.
73. Write a letter to my future self, detailing my current goals and aspirations.
74. Act as a relationship coach and provide advice on how to improve communication with a partner.
75. Generate a list of 10 hobbies I can try based on my interests in [hobbies].
76. Write a script for a guided meditation session focusing on [topic, e.g., 'stress relief'].
77. Create a list of 10 gratitude prompts for a daily gratitude practice.
78. Act as a travel planner and create a 7-day itinerary for a trip to [destination], including activities and dining options.
79. Generate a list of 5 tips for improving sleep quality.
80. Write a motivational speech to inspire someone to pursue their dreams.

Category 5: Technical & Miscellaneous

81. Write a Python script to [task, e.g., 'scrape a website for specific data'].
82. Explain the concept of [technical term, e.g., 'blockchain'] to a non-technical audience.
83. Write an example of a [type of code, e.g., 'HTML page'] that includes [features].
84. Generate a list of 10 frequently asked questions and their answers for a [product/service].
85. Act as a debugger and find the error in this code: [paste code].
86. Create a list of pros and cons for using [technology or tool].

87. Write a user manual or a "Getting Started" guide for a [product or app].
88. Generate a list of 5 ideas for a new mobile app that solves [problem].
89. Act as a technical writer and draft a document explaining how to set up [device or software].
90. Write a query in SQL to retrieve [data] from a database.
91. Create a list of 10 creative uses for a [common object, e.g., 'a paperclip'].
92. Act as a movie critic and write a review of [movie title].
93. Generate a list of 5 potential names for a new [type of business or product].
94. Write a rhyming limerick about a [person or animal] from [location].
95. Create a list of 10 "would you rather" questions for a game night.
96. Write a short script for a comedy sketch about [topic].
97. Generate a list of 5 creative ideas for a [type of party, e.g., 'a birthday party for a 5-year-old'].
98. Act as a chef and provide a recipe for [dish name].
99. Create a list of 10 fun facts about a random topic, such as [topic].
100. Write a short, personalised apology note for [situation].