

Prompt Engineering Cheat Sheet

RULE #1 // Let the AI “do” and not “think”

- AIs are not great at conceptualizing problems.
- Instruct the AI as you would instruct someone on their first day.



Don't say: “What would be a good process to manage change?”



Say: “List the process steps for managing change in a complex organization.”

RULE #2 // Be specific in your objective

- Tell the AI exactly what you're looking for.
- Leave no room for chance or misinterpretation.



Don't say: “What's a good way to ask for active listening skills?”



Say: “Give me five questions that are relevant to testing active listening skills in an interview. I am the interviewer.”

RULE #3 // Be specific about the format of your answer

- ChatGPT will answer in its standard format if you do not give a prompt.
- To work faster, give specific instructions on what you want your answer to look like.



Don't say: “What are questions you can ask in an exit interview?”



Say: “Give me a list of 10 relevant questions for an exit interview.”

RULE #4 // Use exclusion criteria

- Exclusion criteria help to eliminate unwanted or irrelevant information.
- It helps to specify the aspects you want ChatGPT to avoid in its answer.



Don't say: “Tell me about different methods for employee performance evaluation.”



Say: “List five methods for employee performance evaluation, excluding annual reviews and 360-degree feedback.”

RULE #5 // Avoid distractors

- Focus on the core information needed.
- Keep the question concise and clear to receive a relevant response.



Don't say: “What are the challenges faced by HR managers in the modern workplace, and how do they relate to employee motivation and company culture?”



Say: “List the top five challenges faced by HR managers in the modern workplace related to employee motivation.”

RULE #6 // Use iteration

- Refine your question based on previous answers.
- Ask follow-up questions to get more detailed information.



Don't say: “What are the best practices for onboarding new employees and retaining them in the long run?”



First say: “List five best practices for onboarding new employees.”

Then say: “Based on the onboarding practices you mentioned, suggest three strategies to retain these employees in the long run.”