

ChatGPT Prompting Guides to...

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ChatGPT Prompts to ENHANCE RESEARCH

Click ● for examples of each prompt



Brainstorm Topics ●

"I'm looking for research topic ideas in [INSERT SUBJECT]. Generate some interesting research topics and provide a brief overview for each one."



Generate Questions ●

"I'm planning a research project in [INSERT AREA]. Generate 20 research questions or hypotheses that I could explore."



Inform Data Collection ●

"I'm planning a survey for my research. Recommend data collection methods and statistical tools that are suitable for my these objectives: INSERT HERE."



Summarize Data

"Below are transcripts from interviews. Scan all notes and then provide a list of major themes."



Get Support ●

"I've encountered a challenge in my research related to [INSERT ISSUE]. Brainstorm solutions or suggest alternative approaches to address this problem."



Explain Your Research ●

"Describe my project in simple terms, as you would communicate it to a high schooler."



Stay Informed ●

"I want to stay updated on the latest research in [INSERT FIELD]. Provide relevant journals and conferences to help me stay informed."

REMEMBER!



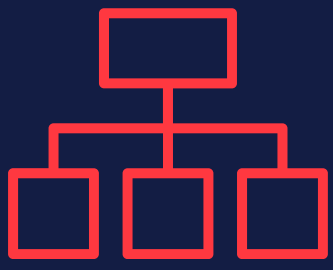
Critically analyze & add your authentic voice and thoughts to any information generated.

Treat ChatGPT like a conversational partner, refining prompts as you go to train the platform to best meet your needs.

Lang & Catrino, 2023

ChatGPT Prompts to IMPROVE ACADEMIC WRITING

Click ● for examples of each prompt



Structure Essays and Writing Projects ●

"Provide guidelines for structuring a well-organized academic essay. Include tips on introduction, thesis statements, body paragraphs, and conclusions."



Develop Effective Thesis Statements ●

"Offer tips on crafting strong and effective thesis statements. Include examples of clear and focused thesis statements for various types of essays."



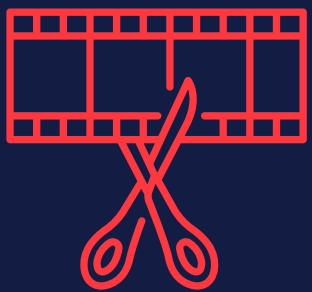
Gain Critical Analysis Techniques ●

"Share strategies for conducting critical analysis in academic writing. Include tips on evaluating sources, analyzing evidence, and presenting a balanced argument."



Be More Clear and Concise ●

"Provide advice on achieving clarity and conciseness in academic writing. Include tips on avoiding ambiguity, unnecessary words, and maintaining a formal tone."



Better Edit & Proofread ●

"Generate a checklist for effective editing and proofreading of academic papers. Include common mistakes to watch out for and strategies for improving clarity."



Develop Strong Arguments ●

"Offer insights into building strong and persuasive arguments in academic writing. Include tips on presenting evidence, counter arguments, and logical reasoning."



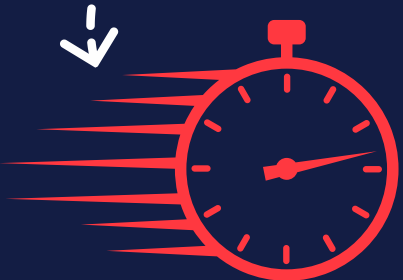
Gain Literature Review Strategies ●

"Provide guidance on conducting and writing a literature review. Include tips on organizing sources, synthesizing information, and identifying research gaps."



Develop Academic Vocabulary ●

"Suggest strategies for expanding academic vocabulary. Include tips on reading scholarly articles, using thesauruses, and incorporating varied language."



Manage Time for Writing Assignments ●

"Generate a plan for effective time management when working on longer writing projects. Include strategies for planning, drafting, and revising over time."

REMEMBER! → Use your own critical discernment during the writing process & never rely on AI to write for you

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Julia Lang &
Joe Catrino, 2023

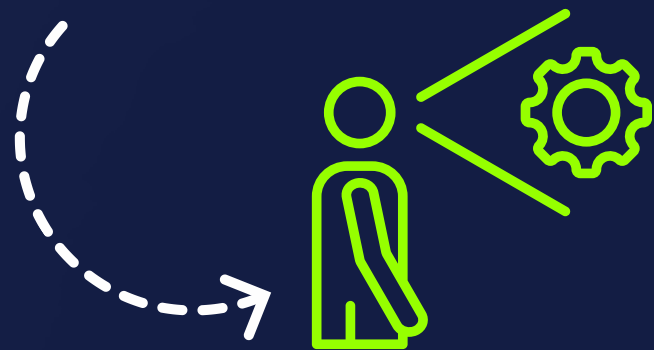
ChatGPT Prompts to ENHANCE CRITICAL THINKING

Click ● for examples of each prompt



Explore Ethical Dilemmas ●

“What are the various ethical viewpoints on [ethical scenario]? Provide arguments for each perspective.”



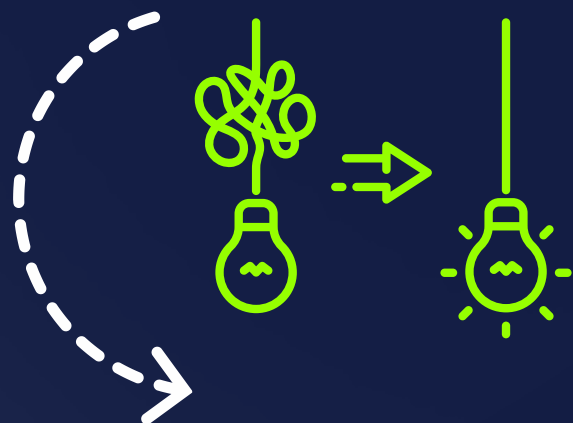
Consider Other Viewpoints ●

“I believe in XYV. Debate me on this topic, providing alternative viewpoints for me to consider.”



Analyze Historical Events ●

“Analyze the historical context and significance of [historical event of figure]. How have these perspectives evolved over time?”



Tackle Complex Problems ●

“Help me develop a systematic approach to solving [describe a complex problem]. What alternative strategies could be employed? Evaluate the pros and cons of each approach.”



Interrogate Data & Statistics ●

“What are the potential limitations of the data presented in [data source]? How might these limitations affect the conclusions drawn?”



Simulate Real-World Scenarios ●

“Help me strategize for a [real-world situation], considering potential risks and outcomes.”



Evaluate Controversial Topics ●

“Present arguments from both sides of the [controversial topic], and evaluate the strengths and weaknesses of each position.”



Ask what you have missed/not considered ●

“What arguments have I not considered in my work above? What other questions should I be asking? What other viewpoints should I consider?”

REMEMBER! → **Critically analyze and fact check all generated info.**

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Julia Lang &
Joe Catrino, 2023

ChatGPT Prompts to LEARN NEW LANGAUGES

Click ● for examples of each prompt



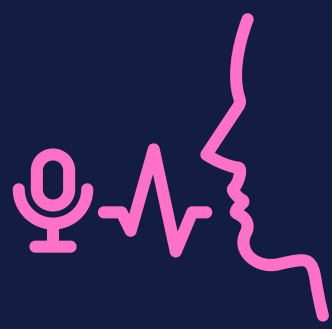
Practice a new language ●

"I want to practice [insert language]. I will talk to you in [language]. Correct my grammar while also having a conversation with me about [topic]."



Develop Vocabulary ●

"Generate strategies for effective vocabulary building when learning a new language. Include tips on using flashcards, mnemonics, and context-based learning."



Improve Pronunciation ●

"Offer advice on improving pronunciation in a new language. Include tips on listening to native speakers, using language apps, and practicing with language partners."



Encourage Daily Language Practice ●

"Provide ideas for incorporating daily language practice into a busy schedule. Include activities that can be easily integrated into daily routines."



Improve Grammar ●

"Generate strategies for learning and understanding grammar rules in [insert new language]."



Learn About Other Cultures While Practicing a Language ●

"Share cultural insights about [country or region where the language is spoken] as we converse in [language]."



Effectively Utilize Language Apps/Programs ●

"Provide recommendations on how to effectively use language learning apps. Include tips on selecting the right app, setting goals, and staying consistent."



Build Conversational Skills ●

"Generate tips for building conversational skills in a new language. Include advice on finding language exchange partners, joining language clubs, and practicing with native speakers."

REMEMBER! →

Critically analyze and fact check all generated info.
Build language skills with humans too!

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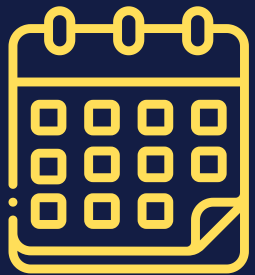
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ChatGPT Prompts to

ENHANCE EXECUTIVE FUNCTIONING SKILLS

(time management, productivity & organization)

Click ● for examples of each prompt



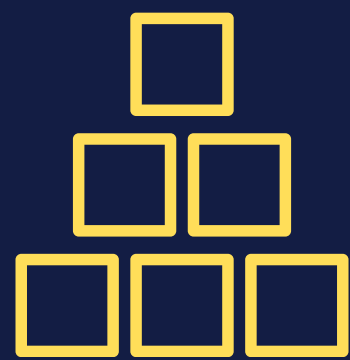
Create Schedules ●

"Generate a daily schedule for optimal productivity, incorporating time blocks for tasks, breaks, and focused work. Consider including morning and evening routines."



Prioritize Tasks ●

"I am a [insert information about you] and am struggling to prioritize my tasks and schedule. Please provide strategies for navigating this."



Organize Tasks ●

"I need to complete these tasks: [insert here]. Create a system for organizing these tasks, including categorization, labeling, or any tools that can enhance task management efficiency."



Run Efficient Meetings ●

"Provide tips for running efficient and productive meetings. Include agenda-setting, time management during meetings, and follow-up actions."



Support Remote Work Challenges ●

"I am working remotely and struggling to [insert challenge]. Suggest effective techniques to address this challenge."



Utilize Digital Productivity Tools ●

"Recommend digital tools and apps that can enhance productivity, such as task management apps, note-taking tools, or time-tracking software."

REMEMBER!



Critically analyze & refine generated info to decide what works best for you. Seek human input & support.

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Julia Lang &
Joe Catrino, 2023

ChatGPT Prompts to SET GOALS

Click ● for examples of each prompt



General Goal Setting ●

"I am hoping to develop better sleep habits. Generate SMART goals for how I can achieve this in the next six months."



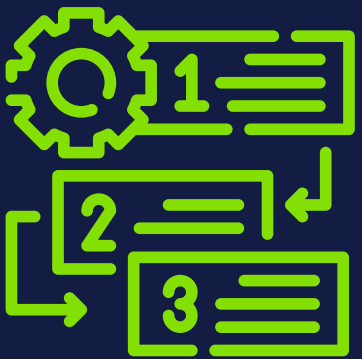
Academic & Co-Curricular Goals ●

"I am [insert year in college] college student, provide me with three specific academic goals for this semester. Make sure the goals are SMART."



Health & Wellness ●

"I am [insert relevant information about you]. Help me create actionable and achievable goals for the next three months, covering aspects like physical activity, nutrition, and mental well-being."



Project Planning & Strategy ●

"I am working on [insert description of project]. Outline a plan for completing this project, breaking it down into smaller tasks with deadlines. Include milestones and success criteria."



Skill Development ●

"I want to [insert skills you wish to develop]. Provide a roadmap for acquiring and honing each skill."



Personal Growth & Development ●

"Generate goals for personal growth in the areas of [insert here]. Ensure that the goals are measurable and achievable."

REMEMBER!



Critically analyze generated information and seek advice and support from your support network to reach your goals

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Julia Lang &
Joe Catrino, 2023

ChatGPT Prompts to IMPROVE COMMUNICATION SKILLS

Click ● for examples of each prompt



Improve Email Communication ●

"Review and improve my email to make it more clear and professional: "[Insert email]"



Strengthen Public Speaking Skills ●

"Share techniques for improving public speaking skills. Include advice on managing nervousness, structuring speeches, and engaging with the audience."



Receive Conflict Resolution Support ●

"I need support to address [insert conflict]. Suggest conflict resolution strategies to address this issue. Include steps for addressing conflicts, active listening, and finding common ground."



Enhance Group Communication Skills ●

"Share advice on effective communication within group projects. Include strategies for assigning tasks, conducting meetings, and resolving conflicts within the group."



Give & Receive Better Feedback ●

"I want to [insert feedback you wish to give]. Generate guidelines for how to give this feedback constructively. Include tips on framing feedback positively and using it for personal and professional growth."



Develop & Design a Personal Brand ●

"Share strategies for building a strong personal brand through communication. Include tips for crafting a compelling elevator pitch and utilizing social media."

REMEMBER!



Critically analyze generated information and seek advice and support from your support network to reach your goals

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Joe Catrino, 2023

ChatGPT Prompts to **SPARK CREATIVITY**

Click ● for examples of each prompt



Boost Creativity ●

"Generate a list of [insert group or individual] activities or exercises that can boost creativity on a [insert time: daily, weekly, monthly] basis."

Overcome Creative Blocks ●

"Provide strategies for overcoming creative blocks and generating new ideas."



Generate Creative Writing Prompts ●

"Generate creative writing prompts to inspire unique and imaginative storytelling for [insert genres/styles]."



Gather Brainstorming Techniques ●

"Offer [insert #] of techniques for generating ideas, such as mind mapping, brainstorming, or lateral thinking. Explain how each technique can be applied."



Foster Group Creativity ●

"Generate ideas for fostering creativity in group settings. Include strategies for collaborative brainstorming and building on each other's ideas."



Reflect & Journal to Spark Innovation & Creativity ●

"Suggest ways to incorporate creativity into [insert how often you'd like to reflect] reflection or journaling."



Expose Blindspots and Embrace Different Perspectives ●

"Offer strategies for seeing situations from different perspectives to stimulate creativity. Include exercises for challenging assumptions and biases."



Embrace Failure in Creativity ●

"Discuss the role of failure in the creative process and provide tips for embracing mistakes as opportunities for learning and growth."

REMEMBER! →

Use human judgement and don't exclusively rely on AI to spark creativity.

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Joe Catrino, 2023

ChatGPT Prompts to

EXPLORE CAREER PATHWAYS

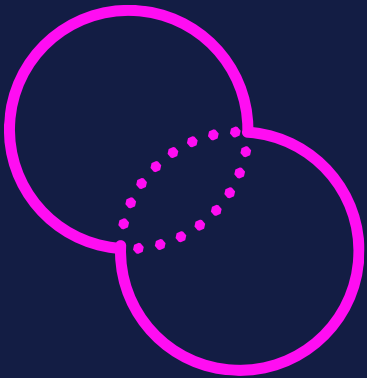
Click ● for examples of each prompt

Analyze Your Academic Background ●



"I have a degree in [major or field] and my favorite classes and interest areas in college are [insert here]. Suggest career options that align with my academic background and interests."

Combine Skills & Interests ●



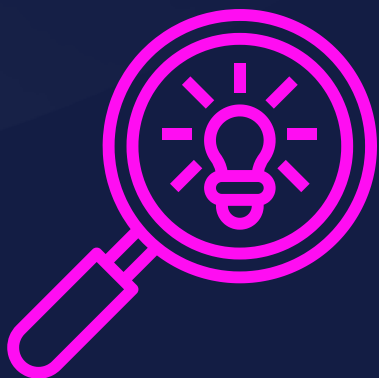
"Identify potential career paths based on my skills in [list specific skills] and my interests in [list specific interests]"

Assess Values & Goals ●



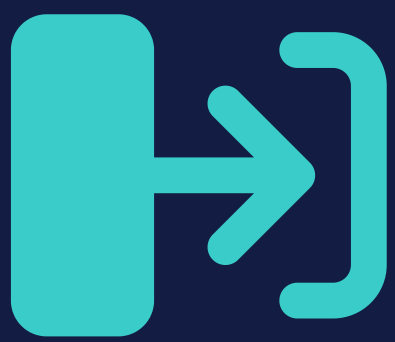
"Assess careers that align with my values, including [list specific values], and help me achieve my goal of [describe career goal]."

Explore Industries ●



"I'm interested in the [industry or sector] field. Could you provide insights into potential career trajectories within this industry?"

Support a Career Transition ●



"I'm considering a transition from [current academic pathway or career] to something new. What steps can I take, and what options should I explore?"

Consider Further Education ●



"I'm considering further education, such as a master's degree or certification. What career benefits and options can I expect from pursuing additional qualifications in [field]?"

REMEMBER!



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Joe Catrino, 2023

ChatGPT Prompts to ADVANCE YOUR CAREER

Click ● for examples of each prompt



Refine Interview Skills ●

"Help me refine my interview skills for [specific job role]. Ask me common interview questions and provide feedback on my responses."



Improve Your Resume ●

"I'd like to improve my resume for [insert position]. Review my current resume and help me tailor it to this job."



Set Career Goals and Plans ●

"Assist me in setting SMART career goals for [specific career path] and create a step-by-step plan to achieve them."



Research Company Culture ●

"Offer advice on assessing a company's values and work environment during the job search."



Navigate Career Transitions ●

"Assist in planning a career transition from [current job/industry] to [desired job/industry]. What are some transferable skills and how can I frame them in this transition?"



Prepare for Skills Assessment ●

"Prepare me for technical skill assessments commonly used in [industry]."

REMEMBER! →

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Joe Catrino, 2023

ChatGPT Prompting Guide for Life Design & Career Educators

Step 1: Train ChatGPT

Teach students to train ChatGPT with information about themselves. The platform then builds on that information as students continue to provide prompts.

Some prompts you might offer students:

- Share your interests “My favorite classes are XYZ” or “I am interested in X and Y and Z”
- Share what you do NOT like “I am not interested in X and Y (field/type of task).”
- Share your grade in school & your study: “I’m a X year student studying Y with a minor in Z”
- Share some of your values and/or goals: “I’m hoping to X and Y”
- Paste in your resume so the platform has an understanding of your experiences.

Step 2: Use ChatGPT to supplement students’ imaginations about what is possible

Clarify and hone in on what type of information would support students in their exploration.

What data would be helpful to make their next decision? Where might they want additional ideas? Consider ChatGPT as a collaborator in discovering what possibilities exist as students move forward in their life design.

BRAINSTORM Expand ideas by exploring many different areas of work that align skillsets and interests

“I am about to graduate college. I am good at XXX skills, and.... but don't want to work with XX industry, what jobs should I explore after graduation?”

“What are some entry-level positions for _____ majors with a skillset in _____ and interests in _____?”

“I am a YEAR IN SCHOOL who is thinking about majoring in X. Come up with 20 different career paths I could take if I pursue an X major.”

“I want to use my INSERT SKILLS + ANOTHER GROUP OF SKILLS and my INSERT INTERESTS. I do not want this position to involve INSERT SKILLS and OTHER SKILLS. What are some professions for me to explore as a recent college graduate?”

DEFINE LIFE PATHWAYS

Brainstorm and narrow down a few paths to explore

“I am a college INSERT YEAR majoring in XX with an interest in XX. I am interested in working for INSERT TYPE(S) OF ORGANIZATIONS OR FIELDS. Create five different five year plans I could consider after graduation”

“Using [INSERTED RESUME ABOVE], what are five different five year plans I could consider after graduation?”

TEST OUT IDEAS

Design and build experiments to test potential life paths

“Using principles from 'Designing Your Life', create 15 prototypes for me to test a career in XX field”

“Using principles from 'Designing Your Life', how might I explore the field of XX?”

“I'm really interested in becoming an INSERT JOB. What are 20 ways I can prototype and test what this career path might be before investing more resources?”

GAIN CONFIDENCE & BUILD RELATIONSHIPS

Support students in designing how they are seen by the outside world and help them gain confidence in telling their story

“Given the resume above: Imagine I am in a networking conversation and want to give a concise and compelling introduction about myself. Provide a brief introduction I might use in a networking conversation while talking to somebody in the XX industry”

“Now create a LinkedIn summary adding my interest in XX”

Generate a list of potential networking events or groups related to my career interests.

Step 3: Put it into action

The real impact of life design happens when we support students in getting ideas out of their head and into the world. Once you have used ChatGPT to supplement students’ imaginations, you can:

- Help them reflect on the many ideas that were generated and which ones most excite them.
- Hold them accountable to test ideas by talking to people and building small experiments to explore different pathways.

Amazing things can happen when we support students in making incremental changes and taking steps towards their emergent life design.