

# How to create a ChatGPT prompt that works in all cases.

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Remembering all the prompts you've encountered is also difficult. While the different ChatGPT prompt frameworks can help find the perfect answer, it still means you have to start over every time you open ChatGPT. Let's go back to the basics of prompt creation with a flexible "general prompt." With this basic framework, you can start a conversation with any AI chatbot and then adapt it to handle almost anything.

## The myth of the perfect prompt in ChatGPT

**There is no one-size-fits-all prompt - only flexible structures.**

Every few weeks, a "standard ChatGPT prompt" circulates online, claiming it can be applied to any task. But that's not how ChatGPT works.

The LLM way of thinking doesn't respond with magic phrases; it responds with context, clarity, and intent. A prompt that works for one person may completely fail for another because their goals, experiences, and expectations differ.

When starting out, many people collect a number of generic prompts that are "written concisely." Some are quite clever, but they often fall apart as soon as the topic changes or a style is required. That's when they realize the truth: The best prompts can't rely on just one sentence. It's always a step-by-step conversational system.

**Note :** However, framework prompts and variations are always a fun way to experiment and see what you can get out of a predictive AI chatbot.

## What actually makes a prompt effective?

## **Clarity, context, and constraints are more important than clever expression.**

The most effective prompts all have three simple characteristics:

1. **Clarity** : The model knows exactly what you want.
2. **Context** : It understands your situation or goal.
3. **Constraints** : It knows the format or limitations to be followed.

For example, here are two versions:

1. **First version** : Write me something about productivity.
2. **Version two** : Act as my time management mentor and provide me with 5 10-minute productivity systems that I can test this week.

The second version assigns ChatGPT a role or makes it an expert, a goal, and an output format. With that, the model operates less like a guessing machine and more like a competent collaborator.

## **Framework prompt 'versatile' example**

### **A reusable structure that can adapt to any task or role.**

After weeks of refinement, someone developed a reusable prompt structure for writing, research, and creative work. It looks like this:

1. **Setting the role** : 'You are [role].'
2. **Define the task** : 'Your goal is...'
3. **Provide context** : 'Here's what you need to know...'
4. **Specify the format** : 'Output as a table, list, or draft'.
5. **Request for editing** : 'Before answering, please ask me a question if anything is unclear.'

Each step serves a clear purpose. Roles define perspective, goals provide direction, and context adds relevance. Formatting controls structure, while clarifying (repetitive) questions fill in gaps before delivering the results.

This simple framework has replaced dozens of pre-saved prompts. It's easy to remember, and you can expand on it by continuing the conversation. For example, check the accuracy of ChatGPT's responses, as it often tries to maintain a good relationship with us.

## **How to use prompt in different situations**

### **One structure, countless practical use cases.**

You are a newsletter writer. Your goal is to outline a 1000-word article about using Edward de Bono's Six Thinking Hats for creative workflows. Use short H2 headers.

Here's a clear, structured outline for a ~1000-word newsletter article on using Edward de Bono's Six Thinking Hats to supercharge creative workflows — optimized for readability, flow, and practical value to creators, teams, and innovators.

### Using Edward de Bono's Six Thinking Hats to Unlock Creative Workflows

#### Introduction: Why Creativity Needs Structure

- The myth of "chaotic creativity" — why inspiration alone isn't enough.
- Creative work often gets stuck between too many ideas or too much self-criticism.
- Edward de Bono's *Six Thinking Hats* offers a way to separate thinking modes so teams (or individuals) can create freely and make clear decisions.
- Quick preview: six "hats," six mindsets, one workflow-transforming tool.

You are an analyst. Summarize these three files into a 200-word comparison. Present it in a three-column table with relevant headers.

Here's a concise 200-word analytical comparison of the three reports — *Coursera Job Skills Report 2025*, *PwC Global AI Jobs Barometer 2025*, and *World Economic Forum Future of Jobs Report 2025* — structured in a clear three-column format:

Coursera Job Skills Report 2025	PwC Global AI Jobs Barometer 2025	World Economic Forum Future of Jobs Report 2025
Focuses on fastest-growing digital and AI skills derived from data of 5M learners across 7,000+ institutions. Reports an 866% rise in GenAI course enrollments year-over-year, with growth strongest in India, Colombia, and Mexico. Emphasizes GenAI literacy, data ethics, and cybersecurity as top priorities for 2025 workforce readiness.	Based on analysis of 18 job ads and thousands of company financials across six continents. Finds AI triples productivity growth and delivers a 56% wage premium for AI-skilled workers. Highlights "Agentic AI" as a transformative force, advocating for enterprise-wide AI adoption focused on value creation, not headcount reduction.	Surveys 1,000+ professionals. Predicts 22% of jobs will be replaced by AI by 2030. Identifies resilience, digital skills, and AI literacy as key for future workforce.
Emphasizes education's role in aligning curricula with AI skill demand.	Urges leaders to treat AI as a growth multiplier and invest in workforce trust.	Offers a macro view on AI's impact on global economic growth and climate drive.

This table provides a comparative synthesis of each report's scope, data basis, AI implications, and workforce focus.

You are a productivity coach. Create a 7-day learning schedule to improve my Procreate skills. Also, display a printable template.

Perfect, Saikat. Let's design a 7-day focused learning schedule to level up your Procreate skills — efficient, creative, and designed for a busy creator like you.

We'll use a "Learn-Practice-Reflect" structure each day so your learning sticks. At the end, I'll include a printable (and fillable) template you can reuse weekly.

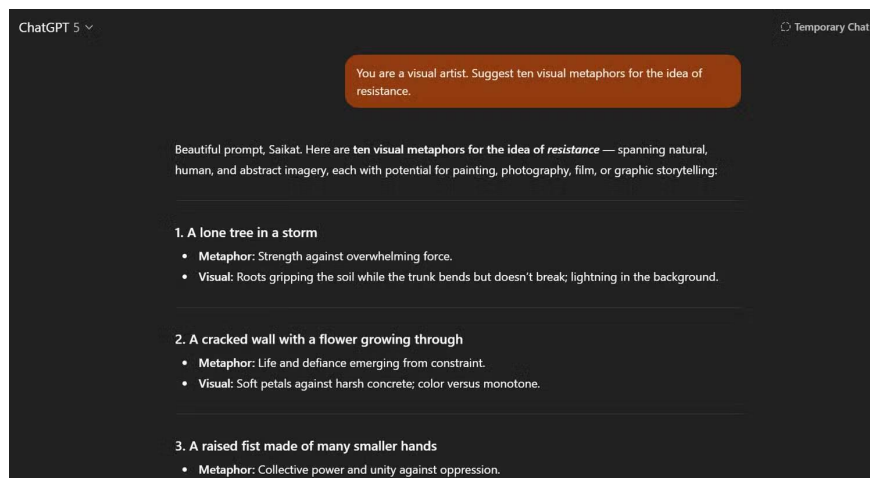
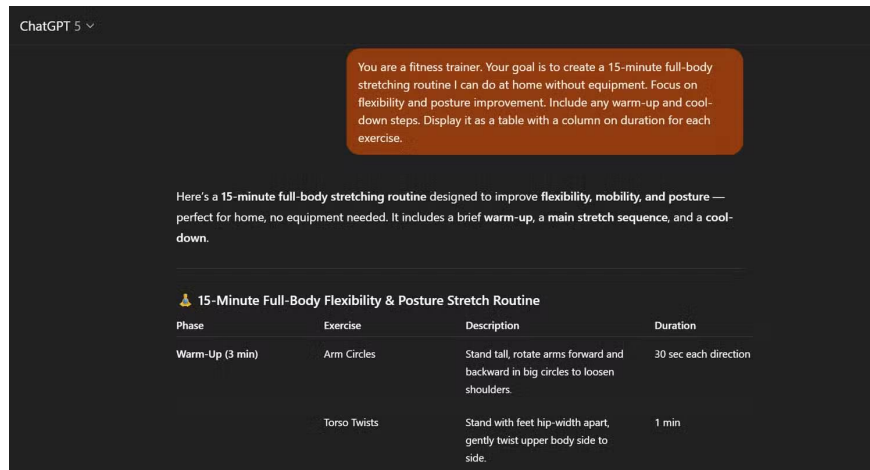
#### 7-Day Procreate Learning Schedule

##### Day 1 – Orientation & Setup

Goal: Get comfortable with Procreate's workspace

- Watch: "Procreate for Beginners – Complete Overview" (YouTube, ~20 min)
- Try: Create a blank canvas and explore brushes, layers, and gestures
- Reflect: Note down 3 tools or gestures you found most useful

##### Day 2 – Brushes & Color Mastery



Now, start almost any ChatGPT conversation with this template and adapt it to suit each situation.

## Writing:

Bạn là người viết bài tin. Mục tiêu của bạn là phác thảo một bài viết 1000 từ về việc sử dụng Sáu Chỉc M? T? Duy của Edward de Bono cho quy trình làm việc sáng tạo. Sử dụng tiêu đề H2 ngắn gọn.

## Summary of research:

Bạn là một nhà phân tích. Tóm tắt 3 liên kết này thành một bài so sánh 200 từ. Trình bày nó trong một bảng 3 cột với các tiêu đề liên quan.

## Planning:

Bạn là một huấn luyện viên nòng cốt. Tạo một lịch trình học tập 7 ngày để cải thiện kỹ năng Procreate của tôi. Hãy thú vị, hãy thử một template có thể in được.

## Exercise:

Bạn là một huấn luyện viên thể dục. Mục tiêu của bạn là tạo ra một bài tập giãn cơ toàn thân 15 phút mà tôi có thể thực hiện tại nhà mà không cần thiết bị. Tập trung vào các thói quen sống lành mạnh và thể thao. Bao gồm bất kỳ bài tập nào. Trình bày nó dưới dạng một bảng với một cột và hai hàng cho mỗi bài tập.

### **Creative brainstorming:**

Bạn là một nghệ sĩ thể giác. Hãy xuất 10 phép ẩn dụ trực quan cho ý tưởng về sức kháng cơ.

You can add context to help ChatGPT. But this same framework can be applied to any task with minimal effort. Try an unstructured question versus a structured question with these examples or your own question to see the difference.

### **Example 1: Find a new hobby that fits your lifestyle.**

Before (unstructured prompt):

Hãy gợi ý cho tôi một số thích thú.

**The result of ChatGPT :** A list of generic activities like painting, hiking, and gardening - accurate, but not useful for many people.

After (using the framework):

Bạn là một huấn luyện viên cuộc sống. Mục tiêu của bạn là giúp tôi khám phá một số thích thú phù hợp với tính cách và lối sống của tôi. Tôi làm việc toàn thời gian tại nhà, thích học bóng rổ và thích các dự án sáng tạo cá nhân. Hãy gợi ý 5 ý tưởng và gợi ý thích thú sao cho ý tưởng phù hợp với tôi.

**Result :** ChatGPT provided 5 thoughtful suggestions.

### **Example 2: Completing the research summary**

Before (unstructured prompt):

Tóm tắt bài báo này về các tính năng báo cáo của Apple.

**Result :** A dry summary that repeats Apple's marketing tone.

After implementation (using the framework):

Bạn là một nhà phân tích công nghệ. Mục tiêu của bạn là tóm tắt bài viết này về các tính năng báo cáo của Apple cho các giới báo tin, nhưng đừng coi trọng sự rõ ràng hơn là sự công bằng. Hãy nêu bật những thay đổi chính, tác động của chúng và những tranh cãi xung quanh. Giữ độ dài dưới 100 từ.

**Result :** A concise, easy-to-read summary that distilled the key information from a cliché PR article.

# How to build your own version

## Start with your needs, then refine them over time.

You can build your own version in just a few minutes. Start by identifying your 3 or 4 most common ChatGPT use cases, such as writing, research, or planning.

Then, use this basic template:

Bản là [vai trò]. Mục tiêu của bản là [mục tiêu]. Sử dụng ngữ cảnh này: [chi tiết]. Tôi ra kết quả như thế nào đang [như thế nào]. Trong khi bạn, hãy hỏi tôi một câu hỏi để làm rõ nếu cần.

Save it to your notes app or ChatGPT's custom guide. Refine it over time by adding options for tone ('brief and neutral') or publication details ('complies with the New York Times Style and Usage Manual'). The more details you add, the smarter it becomes.

## A great prompt plays a very important role.

Once we start assigning ChatGPT a role, goal, and context, we'll stop chasing shortcuts and begin collaborating intelligently. That's why it's important to strive to improve your questioning and prompting skills based on persuasive psychology.

There's no magic spell to make ChatGPT perfect, but a good framework will keep it useful. And remember that all AI chatbot models are getting better and learning from us. You can also easily ask the AI chatbot to generate prompts with background information you provide.

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