

## Prompt Like a Pro: Quick Tips for Better ChatGPT Results

A one-page cheat sheet for nonprofit professionals

### 5 Essential Tips

- **Start with the job to be done:**  
Be clear about what you want. Instead of "Write something to support employee retention," instruct "Write a 100-word newsletter blurb on why we value our employees."
- **Give it a role and tone:**  
Assign ChatGPT a persona. Example: "You're a nonprofit HR expert with 20 years of experience. Write a warm and clear onboarding checklist for new staff."
- **Add context and specifics:**  
State your audience, purpose, tone, and length. Instead of "Write a speech," try "Write a 5-minute opening talk for an all-staff annual meeting."
- **Refine instead of restarting:**  
Don't delete. Tweak. Use follow-ups like "Make it more casual" or "Add a story relevant to a Direct Support Professional."
- **Ask ChatGPT what it needs:**  
Use: "Before answering, what questions do you have that would help you respond better?" Let it clarify before it creates.

### Sample Prompt

*"You are a communications director for a faith-based nonprofit.  
Write a 2-paragraph donor thank-you letter in a warm, sincere tone.  
The donor supported our mental health outreach program. Include  
an impact story and sign off from the CEO."*

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### Mini Checklist

- ☒ What do I need (email, summary, idea list, etc.)?
- ☒ Who is the audience?
- ☒ What tone or role should ChatGPT take?
- ☒ Are there specific details or examples it should include?
- ☒ Did I ask ChatGPT if it needs more info before responding?