ChatGPT Reference Sheet



Act as [ROLE]

- Copywriter
- Project manager
- Pastor
- · Church volunteer
- Poet
- Lawyer
- Treasurer
- Coach
- Documentary film maker
- Fundraising expert
- Communications consultant
- Marketing specialist
- Motivational speaker

Create a [TASK]

- Mission statement
- Impact story
- Newsletter article
- Book review
- Donor story
- Grant proposal
- Thank you letter
- Presentation script
- Social media post
- Video script
- Web page copy
- Gift description
- Narrative budget
- Inspirational message

Using [TONE]

- · Friendly and warm
- · Crisp and concise
- Poetic
- Inspirational
- · Quirky and fun
- Soothing

In [FORMAT]

- Table
- List
- Spreadsheet
- Song
- Bullet point outline
- Haiku

Prompt Techniques

Flipped Interaction

"I would like to start a planned giving program. Ask me questions until you have a clear understanding of our organization. Then offer a plan specifying each step. Please ask me questions one at a time."

Audience

"Explain how donor advised funds work to a bright high school student."

"Explain planned giving to a young child."

Criticism

"Acting as a seasoned X, give me three constructive, actionable criticisms about Y. Identify at least one strong and weak point."

Rehearsal

"We are going to play a roleplaying game. You will play the role of a donor who is upset about X and asks very exacting questions."