Capabilities of the Most Popular AI Tools

Best ⭐ Yes ✅ No ❌

	ChatGPT	Claude	Gemini	Grok	perplexity
Everyday answers	⭐	✅	✅	✅	✅
Writing	✅	⭐	✅	✅	✅
Coding	✅	⭐	✅	✅	✅
Reasoning	⭐	✅	✅	✅	✅
Deep research	⭐	✅	✅	✅	✅
Web search	✅	✅	✅	✅	⭐
Voice chat	⭐	✅	✅	✅	✅
Image gen	⭐	❌	✅	✅	✅
Video gen	✅	❌	⭐	❌	❌
Live camera	✅	❌	⭐	❌	❌
Computer use	⭐	✅	✅	❌	❌

Your Go-To Cheat Sheet for Maximizing ChatGPT

Key Terms

- **Prompt:** The input you give ChatGPT to generate a response.
- **Tokens:** Units of text (words/phrases) processed by ChatGPT. The more tokens used, the longer the response.
- **Max Tokens:** The limit on the length of input and output. The total of input and response should not exceed this number.
- **Plugin:** Extensions that enhance ChatGPT's functionality with specific tasks like browsing or data analysis.
- **Fine-tuning:** Customizing ChatGPT responses for specific industries or tasks by training on a narrower dataset.
- **Training Data:** The information ChatGPT has been trained on, up until its knowledge cutoff date.
- **Generative AI:** A type of AI model, like GPT, designed to generate new content, such as text, images, or audio, from input data.
- **Large Language Model (LLM):** An AI model trained on vast amounts of text data to understand and generate human-like language.
- **Prompt Engineering:** The process of crafting and optimizing prompts to elicit more accurate, detailed, or specific responses from AI models.
- **Generative Pre-trained Transformer (GPT):** The architecture behind ChatGPT, designed to generate human-like text based on pre-trained data.

Useful GPT Plugins

zapier · Expedia · instacart · Figma · DALL·E · slack · WolframAlpha · Code Interpreter · miro · KAYAK

Prompt Structure

Step 1: Context Setting
Example: "As a small business owner, I need help with marketing strategies."

Step 2: Be Clear & Specific
Example: "Give me 3 social media strategies for increasing engagement."

Step 3: Format the Output
Example: "Present the strategies as a bulleted list."

Prompt Framework

TACO Framework *(Task, Audience, Context, Output)*
Example Prompt: "Task: Write a blog post. Audience: Entrepreneurs. Context: Benefits of using AI in marketing. Output: 500 words, practical tips."

POVA Framework *(Purpose, Output, Voice, Audience)*
Example Prompt: "Purpose: Create a product description. Output: 150 words. Voice: Persuasive. Audience: Tech-savvy millennials."

ACT Framework *(Action, Context, Task)*
Example Prompt: "Action: Set up an email campaign. Context: For a new product launch. Task: Provide a step-by-step guide."

STEP Framework *(Situation, Task, Explain, Provide)*
Example Prompt: "Situation: Low sales conversion. Task: Improve lead nurturing. Explain: Steps to better nurture leads. Provide: Practical examples of successful strategies."

Tones & Voice

- Formal
- Informal
- Professional
- Casual
- Friendly
- Conversational
- Optimistic
- Authoritative
- Humorous
- Assertive
- Persuasive
- Inquisitive
- Excited
- Inspirational
- Sarcastic

Format

- "Use less corporate jargon."
- "Provide the information in bullet points."
- "Summarize this in one sentence."
- "Give me a step-by-step guide."
- "Write this in plain English."
- "Create a paragraph to explain the concept"
- "Present this as a FAQ."
- "Write this as a casual email."

Writing Styles

Descriptive: Creates vivid imagery.
Example: "The vibrant sunset lit up the sky in shades of pink and orange."
Narrative: Tells a story.
Example: "Once upon a time, in a small town..."
Analytical: Breaks down complex topics logically.
Example: "Analyzing the data reveals key trends in customer behavior."
Persuasive: Aims to convince.
Example: "By switching to this tool, you can increase your team's productivity."

Key Use Cases

Customer Support: Automate FAQs and responses.

Content Creation: Generate blogs, social posts, and more.

Market Research: Get competitive insights and trend analysis.

Data Analysis: Use for quick data interpretation and visualization.

Brainstorming: Generate new ideas for products, campaigns, and solutions.

Prompts for Business

Lead Generation: "How can I generate leads using LinkedIn for my business?"

Market Expansion: "What strategies should I use to enter a new market?"

Content Strategy: "Develop a content calendar for my online store."

Customer Retention: "What strategies should I use to enter a new market?"

ChatGPT Extensions

- ChatGPT for Google
- WebChatGPT
- ChatGPT Writer
- Prompt Genius
- Monica
- AIPRM for ChatGPT
- ChatGPT Sidebar
- ChatGPT File Uploader Extended
- Merlin
- Tactiq

Most Popular GPTs

perplexity · ChatGPT for Google by cloudHQ · Bard · Merlin · YOUchat · Copilot · Claude · Replika · ChatGPT 4 · Jasper · OpenAI Codex

Avoiding Plagiarism with ChatGPT ⚠️

Rephrase or Rewrite · Cite Sources · Use Plagiarism Checkers · Edit Manually

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5 STEPS TO PROMPT CHATGPT

To Get Better Results & Responses

By Andrew Bolis | Visit FreeGuides.cc

Role
Assign ChatGPT a specific role or identity (strategist, coach, or domain expert).

Context
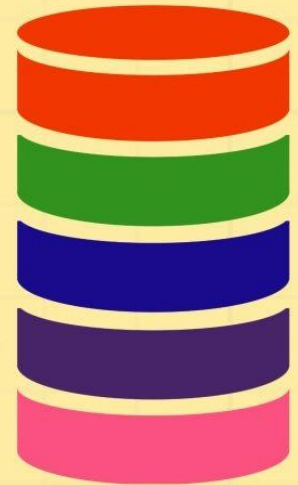Share more details so ChatGPT understands your overall goal and general plan.

Role
Context
Task
Format
Style

Example Prompt:

Act as a LinkedIn ghostwriting and social media marketing expert. I run a social media agency to help startup founders grow their LinkedIn presence. Write a LinkedIn post on the challenges of attracting and hiring talent at a startup from a founder's perspective. Start the post with a scroll-stopping hook and include actionable tips in the body of the post. When writing the post, use a warm and casual tone and keep the language concise and easy to read.

Task
Describe what you specifically want ChatGPT to create, deliver, or help solve.

Format
Give ChatGPT guidelines on the type of response you want (include examples).

Style
Indicate the tone, voice or writing style you want ChatGPT to use in response.

20 ChatGPT Prompts
For Content Creation

1 Content Audit

Spot patterns in what's working and what's not.

PROMPT:

"Here are 10 recent posts: [paste]. Analyse tone, structure, and results. What should I double down on and what should I stop?"

2 Audience Mapping

Match content to ICP pain points.

PROMPT:

"Define 3 core audience profiles with pain points, desires, language, and objections. Suggest content angles for each."

3 Calendar Builder

Remove guesswork with a weekly system.

PROMPT:

"Create a 4-week content calendar using these 3 content pillars. Include frequency, formats, and goal for each post."

4 Idea Bank Builder

Extract 20 ideas from one.

PROMPT:

"Here's a single post: [paste]. Expand it into 10 spinoffs and 10 new takes using different lenses or angles."

5 Weekly Content Sprint

Build multiple posts in one sitting.

PROMPT:

"Generate 6 post outlines from these pillars. Include hook, key insight, and CTA. Focus on efficiency, not perfection."

6 Hook Lab

Stop readers mid-scroll.

PROMPT:

"Write 10 hooks for this idea: [paste]. Use emotion, contradiction, simplicity, or authority. Flag the 3 strongest."

7 Framework Library

Teach clearly.
Be remembered.

PROMPT:

"Suggest 5 frameworks to explain this concept. Each should help simplify the idea, make it visual, and drive retention."

8 Content Batching

Group similar ideas for smoother workflow.

PROMPT:

"Group these 15 post ideas by format (e.g. carousels, short posts, quote posts). Recommend tools or templates for batching."

9 Conversion Power Plays

Publish with a purpose.

PROMPT:

"Which of these 10 post ideas will likely generate leads, shares, or DMs? Rank and explain your reasoning."

10 Concise Rewrite

Cut the fluff, keep the punch.

PROMPT:

"Rewrite this 250-word post to 125 words. Sharpen the insight and make every line earn its place."

11 Story First Writing

Craft stories that stick.

PROMPT:

"Turn this insight into a story post. Add setup, tension, turning point, resolution, and a short takeaway."

12 Reverse Outline Prompt

Lead people where you want them to land.

PROMPT:

"Here's the result I want readers to take away: [insert]. Build a post that guides them to that."

13 Visual Thinking Prompt

Make ideas swipeable.

PROMPT:

"Turn this post into a 7-slide carousel. Slide 1 is the hook, 2–6 are the teaching, 7 is the CTA."

14 Longform Expansion

Stretch short posts into deep content.

PROMPT:

"Turn this post into a 400-word newsletter. Add story, depth, and soft CTA related to [product/offer]."

15 Repurposing Engine

Stretch one idea across channels.

PROMPT:

"Turn this LinkedIn post into a tweet thread, Instagram caption, YouTube script, and newsletter. Include angle for each."

16 Content Experiments

Test new formats that unlock growth.

PROMPT:

"Suggest 3 content formats I haven't tried that align with my tone and audience. Justify each with a growth hypothesis."

17 Content Postmortem

Learn from the data, not your gut.

PROMPT:

"Review these 5 posts. What performed best and why? Give actionable takeaways for my next content sprint."

18 Writing Time Audit

Fix the friction in your process.

PROMPT:

"Break down where I'm spending time in ideation, writing, editing, and posting. Suggest tools or systems to speed up."

19 Demand-Driven Planning

Seed interest without sounding like sales.

PROMPT:

"Give me 3 content ideas that build interest in [offer] by teaching, storytelling, or showing results, without asking for anything."

20 Priority Filter

Choose what's worth posting next.

PROMPT:

"From this backlog: [paste], choose 5 to post next. Prioritise clarity, novelty, strategic value, and audience relevance."

20 CHATGPT PROMPTS
FOR PERSONAL GROWTH

Personal Mission Statement

Act as my personal development coach. Ask me questions about my core values, passions, and long-term aspirations related to [INSERT AREA]. Then, help me craft a concise, inspiring personal mission statement that combines these elements.

SMART Goal Setting

Guide me through setting a SMART goal for [INSERT GOAL AREA]. Help me define the goal so it is Specific, Measurable, Achievable, Relevant, and Time-bound, and break it into actionable steps with timelines.

Habit Formation Blueprint

Help me build a daily routine that includes the habit of [INSERT HABIT]. Outline the benefits, provide a step-by-step integration plan, suggest habit-stacking opportunities, and recommend tools or methods for tracking my progress.

Morning Routine Optimization

Design a personalized morning routine to help me improve [INSERT DESIRED OUTCOME, e.g., energy, focus, productivity]. Include time allocations, suggested activities, and strategies for consistency based on my preferred wake-up time of [INSERT TIME].

Evening Wind-Down Routine

Create a relaxing evening routine to help me with [INSERT GOAL, e.g., better sleep, reduced stress]. Include specific activities, timing, and tips for disconnecting from screens and work.

Weekly Time Management Plan

Develop a weekly schedule that balances my commitments in [INSERT AREAS, e.g., work, personal development, leisure]. Prioritize tasks to help me achieve [INSERT GOAL], and provide tips for effective time-blocking and minimizing distractions.

Journaling for Self-Awareness

Provide me with 10 deep, thought-provoking journaling prompts focused on increasing self-awareness in [INSERT AREA, e.g., career, relationships, personal growth].

Growth Mindset Cultivation

Give me a daily affirmation and three actionable strategies to help me cultivate a growth mindset in [INSERT CONTEXT, e.g., learning, work, relationships].

Visualization Exercise

Guide me through a personalized visualization exercise to help me mentally rehearse and achieve my goal of [INSERT GOAL]. Include step-by-step instructions and tips for making the visualization vivid and effective.

Accountability Partner Simulation

Act as my virtual accountability partner for [INSERT GOAL OR HABIT]. Set up a system to check in on my progress every [INSERT TIMEFRAME], ask reflective questions about challenges faced, and suggest adjustments if I fall behind.

Emotional Intelligence Development

Design a [INSERT TIMEFRAME, e.g., 4-week] plan with daily exercises and reflection questions to help me improve my emotional intelligence in [INSERT CONTEXT, e.g., leadership, relation-ships].

Overcoming Cognitive Biases

List the top 5 cognitive biases that could affect my decision-making in [INSERT CONTEXT]. Provide examples for each and suggest practical strategies to recognize and counteract them.

Creative Problem Solving Catalyst

Given the challenge of [INSERT CHALLENGE], generate at least five innovative, out-of-the-box solutions. Briefly explain how each could work and help me evaluate their feasibility.

Devil's Advocate for Decisions

Play the role of a devil's advocate for my plan to [INSERT PLAN/DECISION]. Critically analyze it, point out potential flaws, risks, and unintended consequences, and suggest ways to strengthen the plan.

Mindfulness and Meditation Routine

Create a [INSERT DURATION, e.g., 10-minute] daily mindfulness meditation script tailored to help me with [INSERT GOAL, e.g., stress reduction, focus]. Include breathing exercises, body scans, and positive affirmations.

Personalized Learning Plan

Design a [INSERT TIMEFRAME, e.g., 3 month] learning plan to help me acquire the skill of [INSERT SKILL]. Include recommended resources (books, courses, videos), a weekly study schedule, and periodic self-assessment checkpoints.

Self-Reflection and Progress Review

Guide me through a [INSERT TIME-FRAME, e.g., monthly] self-reflection session. Provide a template with questions to assess my progress toward [INSERT GOAL], celebrate achievements, identify obstacles, and set new targets for the next period.

Building Confidence and Self-Esteem

Suggest a daily routine and specific exercises to help me build confidence and self-esteem in [INSERT CONTEXT, e.g., public speaking, social situations]. Include positive self-talk, challenging negative beliefs, and tracking small wins.

Stress Management Toolkit

As my well-being coach, create a personalized stress management toolkit with at least five evidence-based techniques for managing stress related to [INSERT STRESSOR/CONTEXT]. Include instructions for each technique.

Personal Growth Resource Guide

Curate a list of the top 5 books, 3 online courses, and 3 podcasts that focus on personal growth in [INSERT AREA, e.g., leadership, resilience, creativity]. For each, provide a brief description and why it's recommended for my development.

WHICH LLM TO CHOOSE?

Rank	Model (latest version)	★ rating	Pros (why pick it)	Cons (things to watch)	Ideal use-cases – quick examples
1	ChatGPT o3	★★★★★	• Feels like texting a super-smart friend but still cracks tough math & code. • Understands images you paste and can run web-search + Python in one go. (OpenAI)	• Closed-source, so you can't self-host. • Free tier has daily limits.	• Everyday co-pilot ("explain this sheet, draft the email"). • Picture detective – snap a diagram and ask what it shows. • Rapid code prototyping from rough JSON.
2	Claude 3.7 Sonnet	★★★★★	• Hybrid "quick chat ↔ deep think" mode the user can dial up or down. • Swallows 200-page docs without losing the thread. • New Claude Code CLI for scripted workflows. (Anthropic)	• Strict safety filter; may over-refuse edgy-but-benign asks. • Sees images but can't create them.	• Contract or policy deep-dives. • Splitting a huge PDF into a plain-English decision tree. • Refactor a sprawling repo in one go.
3	Gemini 2.5 Pro	★★★★★	• Up to 1 million-token context (whole novel or hour-long video). • Works right inside Gmail, Docs & Android. • One chat can mix text, pictures and video. (blog.google)	• 1 M-token mode is still preview-only and slower. • Closed-source, API-only.	• Turn a lecture video + slides into a study guide. • Summarise messy "Q2 OKR" email threads. • Brainstorm UI ideas from a phone photo of a napkin sketch.
4	DeepSeek V3	★★★★☆	• Fully open MIT licence—tweak or self-host freely. • MoE design = strong reasoning for peanuts in GPU hours. • 128 k-token context. (Hugging Face)	• Text-only for now. • Needs savvy server setup for top speed.	• Cheap private RAG on company docs. • Academic research bot you can fine-tune. • Edge deployment on a single GPU box.
5	Grok 3	★★★★☆	• Meme-savvy, playful style straight from X/Twitter. • Pulls live social buzz on demand. • Solid at diagram & spatial Q&A. (xAI)	• Access tied to X Premium+; proprietary. • Some benchmark claims still debated.	• Real-time "what's trending?" dashboards. • Snappy brand-voice replies for social media. • Explain a wiring schematic in plain English.
6	Llama 3.1 (405 B)	★★★★☆	• Biggest truly open model—full weights & tuning freedom. • Multilingual (30 + languages) with 128 k context. (Meta AI)	• Licence bars use in mega-scale consumer apps (> 700 M MAU). • No built-in vision yet.	• On-prem medical or legal assistant you fine-tune yourself. • Privacy-first journaling bot that never leaves your server. • Offline translation in the field.
7	Mistral Pixtral Large	★★★★☆	• 124 B multimodal model—reads screenshots, photos, docs. • Codestral cousin plugs straight into IDEs for code-gen. • Smaller Mistral models are free & light. (mistral.ai)	• Flagship version is paid; vision still marked "preview." • Closed weights for top tier.	• Screenshot debugging ("why is this config wrong?"). • Function-calling agents that return tidy JSON. • Bulk document image parsing.
8	Qwen 2.5 Max	★★★★☆	• Excels at Chinese ↔ English and spits out clean JSON. • Both open weights and ultra-cheap cloud API. (Qwen)	• Docs lean Chinese-first; vision lives in a separate model. • Some sizes under non-Apache licence.	• Bilingual customer-support chat. • Bulk form-to-JSON extraction for audits. • High-volume budget chat apps.

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FEELING OVERLOADED AT WORK?
THESE AI TOOLS WILL HELP YOU OUT

DENIS PANJUTA
@denis-panjuta

Too Many Tasks, No Clear Plan?
Use AI for task management & mental clarity

- **Taskade** — Structure projects & tasks with AI help
- **Mem AI** — Think, plan, and reflect in one place
- **Notion AI** — Turn messy notes into action plans
- **ClickUp AI** — Organize priorities, deadlines, and more
- **Motion** — Auto-schedule tasks on your calendar

Need to Create Reports or PPTs?
Automate entire presentations and business decks

- **Tome** — Auto-generate beautiful slide decks with AI
- **Gamma** — Create structured business presentations
- **Decktopus** — Turn text into ready-to-present slides
- **Beautiful.ai** — Design clean, AI-optimized decks
- **Kroma.ai** — Templates + AI suggestions for pitch decks

Drowning in Emails & Messages?
Let AI draft, summarize & clean your inbox

- **Superhuman** — AI-prioritized email workflows
- **Ellie** — Auto-reply with your tone
- **SaneBox** — Clear inbox clutter with AI
- **Lavender** — Perfect your outreach messages
- **ChatGPT Plugins** — Summarize or reply to emails instantly

Need to Do Research Fast?
Use AI to summarize, explore, and deep dive

- **Perplexity AI** — Ask anything, get verified sources
- **Genei** — Summarize articles, PDFs, and links
- **ChatGPT + Web Access** — Research + refine instantly
- **Scite.ai** — Research papers with supporting evidence
- **Glasp** — Save and summarize reading highlights

Struggling to Write Content or Emails?
Automate emails, blogs, captions, and more

- **Jasper** — AI for brand-safe, fast content
- **Copy.ai** — Ads, sales copy, blog drafts
- **Compose.ai** — Auto-complete sentences anywhere
- **Writer** — Enterprise-grade writing assistant
- **ChatGPT** — "Write a [welcome email] for [new users]"

Need Help With Coding or Debugging?
Let AI assist your programming workflow

- **Codeium** — AI autocomplete for developers
- **GitHub Copilot** — Write code with AI suggestions
- **ChatGPT** — "Fix this [Python error message] for me"
- **Replit AI** — Build and debug projects with AI
- **AskCodi** — Get code, comments, and docs fast

Need AI Suggestions for Business Strategy?
Use AI as your virtual business consultant

- **ChatGPT** — "Suggest 5 growth strategies for [SaaS startup]"
- **Mindgrasp** — Analyze reports, docs, and generate insights
- **Kuki Chat** — Ask strategy, marketing, or GTM questions
- **Fathom** — Summarize meetings and action points
- **Consensus** — AI that finds expert-backed business answers

Can't Focus or Prioritize Your Day?
Use AI scheduling tools to plan smarter

- **Bardeen** — Triggers workflows based on time or tasks
- **Routine** — Daily planner + note-taker in one
- **Reclaim.ai** — Auto-blocks focus time & meetings
- **Clockwise** — AI that protects deep work hours
- **TimeHero** — Builds a smart work schedule

Want to Automate Repetitive Tasks?
Build AI-powered workflows without coding

- **n8n** — Create custom automations with logic & LLMs
- **Zapier AI** — Automate cross-tool actions with GPT
- **Bardeen** — Browser-based AI workflow builder
- **Make.com** — Visual no-code automation platform
- **AutoGPT / AgentGPT** — Delegate long-running AI tasks

Mentally Exhausted? Need a Break?
Use AI to reset, reflect, and restore energy

- **Mindsera** — AI journaling for mental clarity
- **RescueTime** — Know what's draining your time
- **Brain.fm** — Music that boosts focus or relaxation
- **Flowful** — Micro-mindfulness for busy people
- **Calm** — Guided meditations and breathing exercises

Become AI Expert !
Get exclusive free video training on how to use AI to work faster, smarter, and automate your workflow with AI tools.

CHECKOUT THE LINK IN BIO!