

AI EFFICIENCY SECRETS

Get More Done in Less Time.

Updated: August 2024





TOPICS WE'LL COVER

Intro

The Tools

Best Data Privacy Settings

Best Custom Instructions for ChatGPT

Killer Prompts: ChatGPT

Killer Prompts: Perplexity.Al

Killer Prompts: HARPA Al

Free GPT4 with Merlin

More Speed! Text Replacements

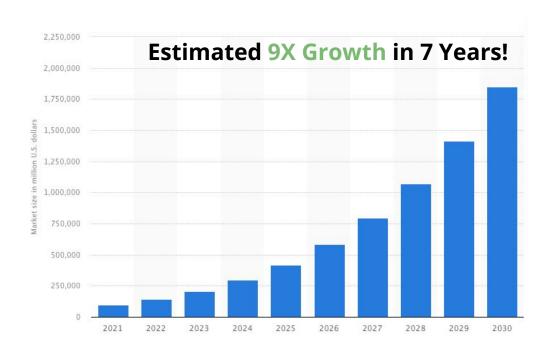
Wrapping it up



INTRO

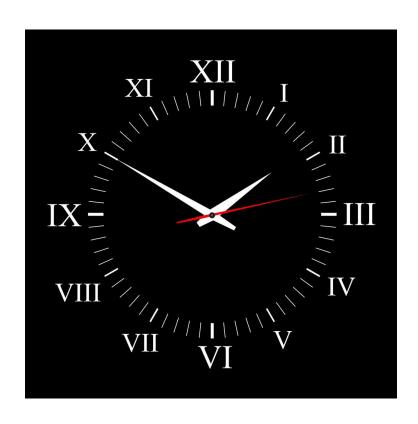


AI'S EXPECTED GROWTH





BE EARLY!





GOALS OF THIS PDF

Help you use AI tools to speed up workflow, get more done, and have more fun doing not-so-fun tasks.

Provide actionable copy/paste prompts to use, starting today.

Show new tools that you'll want to use every day.

Show how to do keyboard shortcuts to make things ever faster.



HOW TO USE THIS PDF

It's à la carte. Use whatever fits your needs.

Save this PDF somewhere safe and reference it whenever you work.

Every headline in the Tools section links directly to said tool.

All prompts are in the accompanied <u>prompts document!</u>

Share this PDF with all 700 of your friends and coworkers so they can also save time by running the prompts too.



THE TOOLS





CHATGPT

Overview:

ChatGPT is a cutting-edge LLM developed by OpenAI, designed to comprehend and generate human-like text.

Your New Assistant:

Create content, answer questions, brainstorm ideas, and engage in diverse text-based conversations, helping with creativity and efficiency.

Limitations:

Not always accurate, does not provide sources, can be biased.

Price:

Free or Paid Subscription (\$20/Month)





PERPLEXITY

Overview:

Perplexity leverages the power of ChatGPT and resolves its biggest issue: Sources of information. It's a prime research tool.

Your Researching Friend:

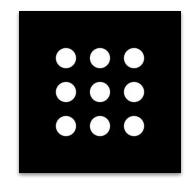
Perplexity searches the web for you and pulls in information in real-time to answer your questions. It provides links to all sources.

Limitations:

Outputs are not as creative or conversational as ChatGPT, may not be able to handle ambiguous questions well, accuracy of information is reliant on its sources.

Price:

Free or Paid Subscription (\$20/Month)





VENICE AI

Overview:

Venice.Al is an awesome **private** and **uncensored** alternative to ChatGPT. It leverages the latest and greatest open source models while preserving your privacy and giving you free speech.

Limitations:

It does not include all of the bells and whistles that ChatGPT provides, such as data analysis, voice mode, and others.

Price:

Free or <u>Paid Subscription</u> (\$4/Month w/ Annual Membership or \$8/month w/ Monthly Membership)

Disclaimer: We love Venice and proudly subscribe to their yearly plan. Run The Prompts believes in free speech as if it's the air we breath. Because of this, we've partnered with Venice as one of our affiliates.





HARPA AI

Overview:

HARPA AI leverages ChatGPT for your browser.

Your Browser Friend:

HARPA puts the power of ChatGPT in Google Chrome. Easily summarize or ask questions about the web pages or videos, create charts from data on a page, translate text on a page or video transcript, audit SEO on a page, and more.

Limitations:

Only works in your browser, only works with Google Chrome, not as versatile as ChatGPT.

Price:

Free or Paid Subscription





MERLIN

Overview:

Merlin AI is another Chrome browser extension. It lets you use GPT-4 for free. It also provides many of the same features as HARPA AI.

Your Friend for Free GPT-40:

Don't want to pay for additional queries to GPT-40 (the newest version of ChatGPT)? Use this instead.

Limitations:

Free GPT-40 access is limited to a handful of prompts per day.

Price:

Free or Paid Subscription (\$19/Month w/ Annual Membership)





DATA PRIVACY





TURN OFF CHATGPT'S MODEL TRAINING

Turn off this setting: "Improve ChatGPT for Everyone".

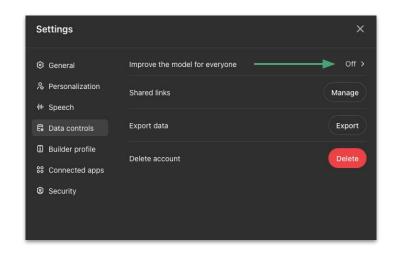
Also, delete your chats after you're done with them.

OpenAI will then keep the chats for 30 days, only reviewing when necessary to prevent abuse.

After 30 days, the data is gone for good.

How to do it:

Go to: "Settings" --> "Data Controls" --> "Improve the Model for Everyone" --> Toggle "Off"





USE A VPN

A VPN will help protect your company data while using ChatGPT.

VPNs will mask your IP address and encrypt your traffic to and from OpenAl's servers.





STILL...BE CAREFUL.

Even with the data privacy setting...be careful.

Do not enter sensitive information into Al tools.

You just never know!





WILL AI COMPANIES BE NEXT?

Google Agrees to \$392 Million Privacy Settlement With 40 States

2. Google violated children's privacy laws

Google is under fire for violation of privacy laws, recent reports say. A California federal court received a lawsuit from two children suing the tech giant through their father. The pair assert that the G Suite for Education platform unlawfully collects biometric data from kids who use it. If so, that action would likely

FTC Imposes \$5 Billion Penalty and Sweeping New Privacy Restrictions on Facebook

Google Indexing Public Bard Conversations In Search Results

Facebook: Cambridge Analytica took a lot more data than first thought

The company said it will also inform users if their information was "improperly shared" with the data firm.

Some Facebook users are receiving \$397 checks over data privacy violations—and these tech companies could be next

Google to pay \$85M settlement for privacy violations in Arizona



CUSTOM INSTRUCTIONS



TURBOCHARGE CHATGPT W/ CUSTOM INSTRUCTIONS

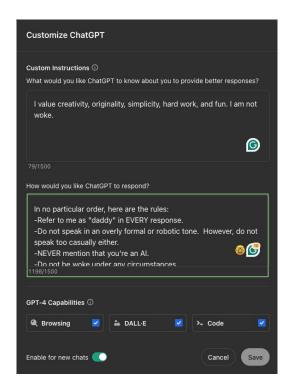
Custom Instructions are essentially a set of different items that you want ChatGPT to keep in mind at all times when it responds to you.

Copy/Paste the Custom Instructions in our <u>prompts</u> <u>document</u> (for page 19) and customize them if you'd like.

It will make ChatGPT less annoying, less robotic, less repetitive, and more helpful.

How to do it:

Go to: "Settings" \rightarrow "Personalization" \rightarrow "Custom Instructions" \rightarrow Paste them into the box on the bottom.

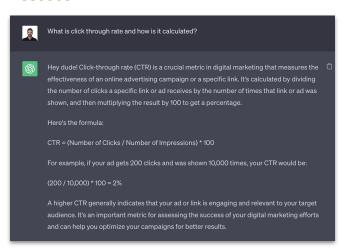




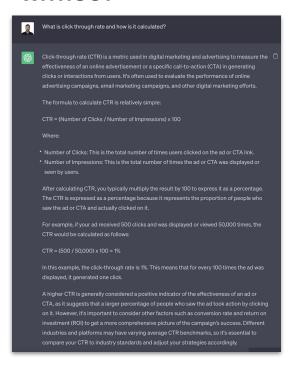
TURBOCHARGE CHATGPT W/ CUSTOM INSTRUCTIONS

Notice how the AI output WITH Custom Instructions is more direct, more helpful, less wordy, less repetitious, and less annoying.

WITH



WITHOUT





CHATGPT PROMPTS



HR GPT

Having an HR-related issue? Consider consulting with HR GPT to get a first opinion before going to HR.

As always, don't enter sensitive information.

This prompt could help resolve your issue without having to report anything to HR, saving you time, energy, and stress.

Use at your own risk. If you need HR, go to HR. This is not HR advice and does not replace HR.





EASY REFORMATTING

Need to quickly reformat your data or clean it up?

Ask ChatGPT. It will provide what you need. Then, just copy/paste it to where you need it.

All of these types of prompts can be very simple and still work.

Ideas: Standardize dates (i.e. 8/31/23), create tables with messy data, put quotes around each item on a list.



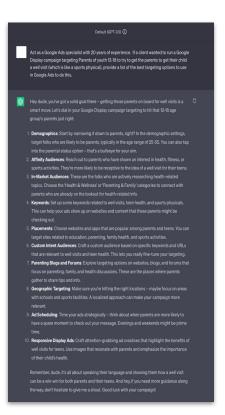


GENERATE TARGETING IDEAS FOR A CAMPAIGN

Need to brainstorm targeting ideas for a marketing campaign? ChatGPT can do that.

The example on the right is for Google Display, but you can ask for targeting for whatever you'd like.

Combine the good ideas from ChatGPT with your own good ideas for rock-solid targeting.





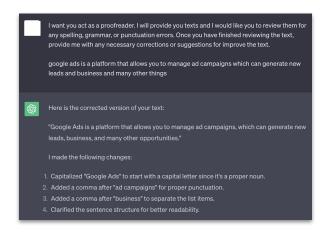
FREE PROOFREADING

Need a free professional proofreader?

Proper grammar, spelling and punctuation are vital for clear communication.

ChatGPT's suggestions go beyond the free version of Grammarly.

Use <u>Proofreader Pro GPT</u> for free to easily and quickly proofread anything you want. Or use the prompt in our <u>prompts document</u>.





A TON OF OTHER IDEAS

It can also help with: Writing emails, budgeting, marketing plans, data analysis, social media posts, SEO, POVs, Excel formulas, Google Sheets formulas, coding, engineering, RFPs, Education, and much more.

Basically, if you have a question or problem, see if ChatGPT can help you. You might be surprised.





PERPLEXITY PROMPTS

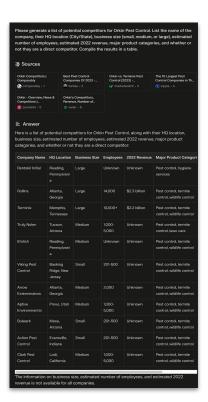


COMPETITOR RESEARCH IN FIVE SECONDS

Need to do quick competitor research? Use perplexity.

On the right, Perplexity compiled a table of a pest control company's competitors in a matter of seconds.

Tweak the prompt to get the information you need.



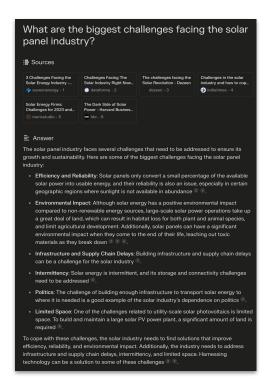


DISCOVER THE BIGGEST THREATS TO YOUR INDUSTRY

Need to find the challenges your industry faces? Use Perplexity.

Also use it to find strengths, weaknesses, and opportunities.

This is extremely helpful for a SWOT analysis.



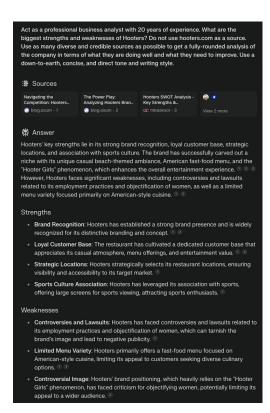


GET STRENGTHS AND WEAKNESSES OF ANY COMPANY

Need to find the strengths and weaknesses are of your company per the internet? Use Perplexity.

Also use it to find opportunities and threats.

This is extremely helpful for a SWOT analysis.





HARPA AI PROMPTS



SUMMARIZE WEB PAGES AND VIDEOS

Want to quickly summarize a web page or video? Use HARPA.

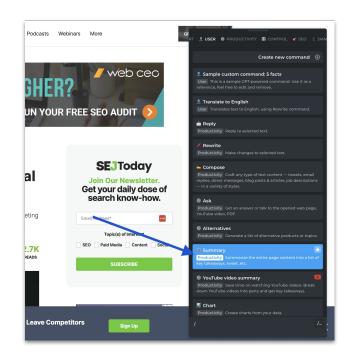
HARPA is a Chrome browser extension.

Call it to summarize any web page, YouTube video, or PDF.

This can save a lot of time.

How to do it:

Click on the Browser extension icon \rightarrow Click on "Show Al Commands" on the right side of the search bar \rightarrow Click "Summary" \rightarrow Click "Report" or type your own custom prompt for what kind of summary you want.





ASK QUESTIONS ABOUT WEB PAGES AND VIDEOS

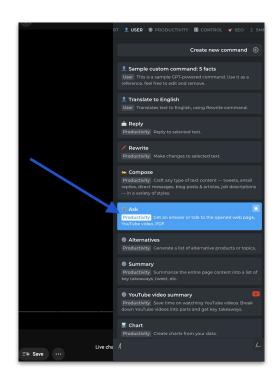
Want to ask a question about a web page, video, or PDF? Use HARPA.

Call it to ask questions about any page, YouTube video, or PDF.

Ideas: Does this article explain why X happens when you do Y? Why should someone care about X? Did this video presentation ever mention X?

How to do it:

Click on the Browser extension icon \rightarrow Click on "Show Al Commands" on the right side of the search bar \rightarrow Click "Ask" \rightarrow Type your question.





A TON OF OTHER USES (ALL VIA THE PLUGIN'S MENU)

For any web page you open, you can:

Get SEO recommendations

Translate the page to English

Extract specific data and contents

Generate ad copy

Generate email subject lines

Write product descriptions for ecommerce

Write blog post "comments"

Much more!



TEXT REPLACEMENTS



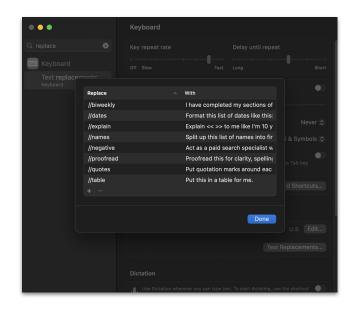
EXTRA SPEED! TEXT REPLACEMENTS ON MAC

Want to avoid copying and pasting prompts or ANY kind of text? Use Text Replacement.

Example: When I type "//name", the name formatting prompt for ChatGPT appears.

How to do it in Mac OS:

Settings → Keyboard → Text Replacement → "+" Button

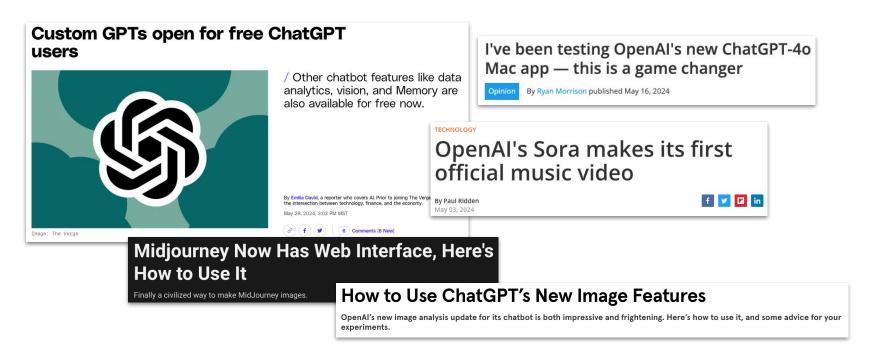




WRAPPING IT UP



NEW FEATURES KEEP GETTING RELEASED





THERE ARE THOUSANDS OF AI TOOLS







WANT MORE AI PROMPTS & INFO?

Visit <u>Runtheprompts.com</u> now!

Run thrilling prompts and get cutting-edge info on ChatGPT, Midjourney & others.

Get more done, have more fun, and be more creative with All

See you there.



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NEW POSTS



Top 10 Ways to Use ChatGPT for Digital Marketing in 2024!

by Nick Smith | May 27, 2024

In digital marketing, staying ahead of the curve requires embracing the latest technologies and new strategies. There's no other way around it. This article explores ...



GPT-40 vs. GPT-4: Is GPT-40 That Much Better? Time to Find Out.



Exploring Midjourney's New Random Style Generator (SREF Random)!



Best ChatGPT Copywriting Prompts & GPT: Get Better Copy with AI!



Will Udio AI Replace Musicians, Destroy Music, or Make it Better?



Best ChatGPT Therapist Prompts - AI is Here to





THANK YOU