



20 ChatGPT Mistakes to Avoid

Master Your Prompting Workflow





Bypassing Custom Instructions

- Mistake: Many people ignore custom instructions in ChatGPT and hence don't get outputs the way they want
- Fix: Use custom instructions to get outputs in your preferred style from ChatGPT





Neglecting Specialized GPTs

- Mistake: Not using custom GPTs for niche use cases and relying only on ChatGPT
- Fix: Use custom GPTs for niche use cases.
- For example, you can use Whimsical GPTs to create flowcharts





Using Wrong Models

- Mistake: You use ChatGPT 5 in auto mode
- Fix: Keep changing the modes and models as per your use case



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Being Too Vague

- Mistake: Asking broad or unclear prompts
- Fix: Give specific details, context, and desired format





Overloading in One Prompt

- Mistake: Stuffing multiple unrelated requests into one input
- Fix: Break tasks into smaller, focused prompts





Not Setting Role/Context

- Mistake: Expecting expert-level answers without guidance
- Fix: Frame ChatGPT with a role (e.g., "Act as a business strategist")





Skipping Examples

- Mistake: Asking for structured output without samples
- Fix: Provide examples to guide the response style





Assuming Total Factual Accuracy

- Mistake: Assuming every output is accurate
- Fix: Verify key details with reliable sources





Over-Reliance on Numerical Data

- Mistake: Accepting data/statistics as always correct
- Fix: Double-check figures, especially dates and financial data





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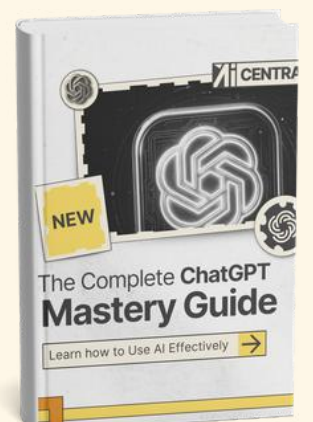
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Failing to Refine Results

- Mistake: Giving up after one imperfect output
- Fix: Refine the prompt and ask follow-up questions





Disregarding Structural Formatting

- Mistake: Requesting lists but receiving paragraphs
- Fix: Specify the format (table, bullet list, step-by-step)





Requesting Massive Content Blocks

- Mistake: Requesting entire books in a single prompt
- Fix: Work in sections and combine systematically





Operating Without Parameters

- Mistake: Getting overly generic results
- Fix: Add constraints like word count, tone, or style





Overlooking System Constraints

- Mistake: Asking for real-time updates or private data
- Fix: Use ChatGPT for general frameworks, then plug in current info yourself





Withholding Personal Background

- Mistake: Expecting totally personalized outputs from generic prompts
- Fix: Provide background input or context about yourself/business





Mistaking Ideation for Final Polish

- Mistake: Using ChatGPT's first draft as final work
- Fix: Treat outputs as a base and refine with human insight





Not Leveraging Follow-Ups

- Mistake: Asking once and copying results without dialogue
- Fix: Use back-and-forth iterations to sharpen answers





Testing Rather than Teaming

- Mistake: Testing AI with trick questions
- Fix: Use it as a partner to enhance, not replace, your thinking





Excessive Use of Jargon

- Mistake: Using overly complex or unclear terminology
- Fix: Use clear language unless a technical depth is required in your prompts





Lack of Standardized Workflow

- Mistake: Asking one-off prompts without process
- Fix: Create prompt templates for repeatable tasks





You've got the guide. Now put them to work.

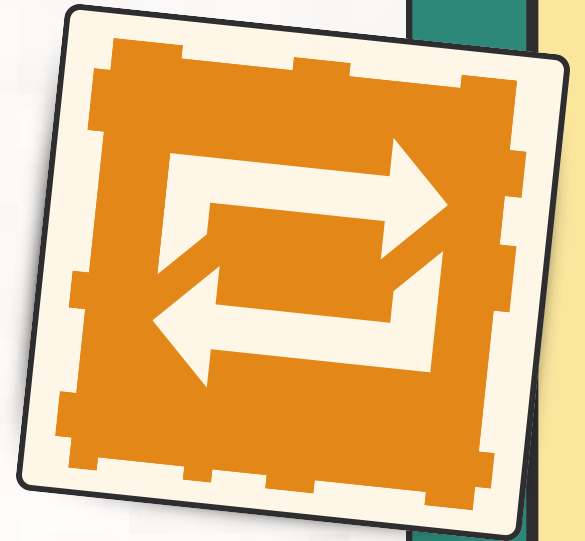
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