



ChatGPT for Beginners Cheat Sheet

Unlock the power of AI to boost your rent-to-own business!

What Is ChatGPT?

ChatGPT is an AI chatbot that understands and generates text. Think of it as a super-smart assistant that can help you brainstorm, write, summarize, research, and solve problems – 24/7.

How RTO Professionals Can Use ChatGPT

Need Help With...	Ask ChatGPT to...
Marketing & Social Media	<ul style="list-style-type: none">• Write a Facebook post about our appliance sale, offering two weeks free when you pay two weeks.• Draft a customer email about our new furniture arrivals.• Give me 5 ideas for promoting a Memorial Day furniture sale at my RTO store.
Store Training & Support	<ul style="list-style-type: none">• Create a quick training quiz for new employees based on the attached employee handbook.• Explain how rent-to-own works in simple terms.
Product Descriptions	<ul style="list-style-type: none">• Generate a 3-sentence, engaging, keyword-rich product description for a new reclining red leather sofa & loveseat.
Customer Service	<ul style="list-style-type: none">• Write a professional reply about a missed payment.• Draft a thank-you message for long-term customers.
Operations	<ul style="list-style-type: none">• Write a cleaning checklist for store inventory.• Suggest ideas to improve in-store workflow.• Proofread my writing below. Fix grammar and spelling, and suggest improvements to the clarity of my writing.
Hiring & HR	<ul style="list-style-type: none">• Draft a job posting for a delivery driver.• Write interview questions for a store manager.

Prompt Tweaking

Didn't get the answer you wanted? Try adjusting your prompt like this:

- **Add context:** "We serve lower-income families who may not have access to credit."
- **Change tone:** "Make this message more fun and casual."
- **Focus it:** "Summarize this into 3 bullet points for a staff meeting."

Pro Tips

- **Be Specific:** The more detail you give, the better the response.
- **Try Again:** You can always say "Try again with a friendlier tone" or "Make it shorter."
- **Use It Like a Partner:** Ask follow-up questions or tweak responses.
- **Double Check:** It's confident, but not always right. Double-check important info.
- **Keep It Confidential:** Don't share private customer info—it's a smart tool, but not a vault.