



Fjeldstad
Consulting

AI Cheat Sheet

Your complete guide to AI tools,
use cases, and effective prompting

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fjeldstadconsulting.ai

What is this?

This guide gives you a practical overview of the most important AI tools available today, what they're actually good at, and how to write effective instructions (prompts) to get the most out of them. No fluff — just what you need to get started.

It's made for anyone who wants to use AI practically in their daily work — whether you're in a company, running your own business, or just want to be more productive. Updated as of April 2026.

How to use this guide Start with the tool tables to find what fits your needs. Then head to the prompting section and try the techniques right away — that's the fastest way to learn.

1. Tool Overview

Chatbots and AI Assistants

These are the Swiss Army knives — they can help with everything from writing to coding, analysis, and brainstorming. Choose based on what you need most.

Tool	Best for	Price (approx.)
ChatGPT (OpenAI)	All-rounder. Text, code, analysis, image understanding. Largest ecosystem with plugins and GPTs.	Free / Plus ~200 kr/mo
Claude (Anthropic)	Long documents, precise analysis, coding, writing with a natural tone. Strong in Norwegian.	Free / Pro ~200 kr/mo
Gemini (Google)	Integrated with Google Workspace. Great at search, YouTube summaries, multimodal tasks.	Free / Advanced ~220 kr/mo
Copilot (Microsoft)	Built into Microsoft 365 (Word, Excel, Teams). Lowest barrier if you already use Office.	Free / Pro ~220 kr/mo
Perplexity	AI-powered search engine. Gives answers with sources. Perfect for research and fact-checking.	Free / Pro ~200 kr/mo

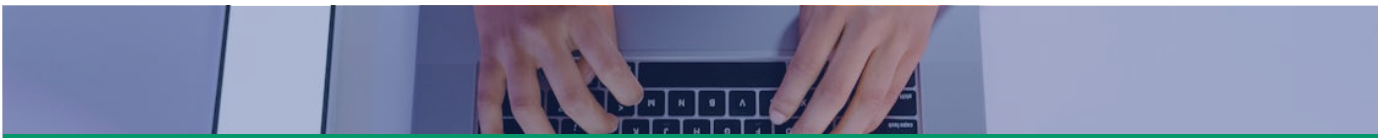
Tip Only budget for one subscription? Start with **ChatGPT Plus** or **Claude Pro** — they cover the most use cases. Heavy Google Workspace user? **Gemini** is worth a look.

Image, Video, and Audio

Tools for creating images, video, voice, and music with AI. The quality has become remarkably good — and the prices are surprisingly low.

Tool	Type	Best for
Midjourney	Image generation	Photorealistic and artistic images. Strongest visual quality overall.
DALL-E 3 (in ChatGPT)	Image generation	Easiest to use — just describe what you want in ChatGPT. Great for illustrations.

Tool	Type	Best for
Sora (OpenAI)	Video	Generates short video clips from text descriptions.
ElevenLabs	Voice/audio	Text-to-speech with natural-sounding voices. Multilingual support.
HeyGen / Synthesia	AI avatar video	Presentation videos with AI avatars. Great for training and onboarding.
Descript	Video/audio editing	Edit video/podcasts like a text document. Automatically remove filler words.
Suno / Udio	Music	Generate music from text descriptions. Great for jingles and background music.



Productivity and Automation

Tools that help you work smarter — from meeting notes to automated workflows.

Tool	Best for	Price (approx.)
Notion AI	Notes, project management, wikis. AI summarizes, writes, and organizes.	Free / Plus ~100 kr/mo
Gamma	Presentations from text. Write the content, AI designs the slides.	Free / Pro ~100 kr/mo
Make / Zapier	App automation. Connect hundreds of services without code.	Free (limited) / from ~200 kr/mo
Otter.ai	Meeting transcription. Transcribes and summarizes meetings automatically.	Free / Pro ~100 kr/mo
Granola	Meeting notes with AI. Builds on your bullet points and fills in the gaps.	Free / Pro ~100 kr/mo

Coding and Development

Even if you're not a developer, AI coding tools can help you build simple websites, automate tasks, or understand technical documentation.

Tool	Best for	Price (approx.)
GitHub Copilot	Real-time code suggestions in your editor. The industry's most widely used coding assistant.	From ~100 kr/mo
Cursor	AI-first code editor. Chat with your codebase. Strong at refactoring.	Free / Pro ~200 kr/mo
Claude Code	Terminal-based AI agent. Can build, test, and deploy projects autonomously.	Usage-based pricing
Replit / Bolt / v0	Build apps from text descriptions — no coding required.	Free / from ~200 kr/mo



2. Use Cases — What Can You Actually Use AI For?

Writing and Communication

Emails, reports, blog posts, social media content, presentations, meeting minutes, cover letters. AI creates first drafts in seconds — you edit and make it yours.

Analysis and Research

Summarize long documents, analyze spreadsheet data, compare proposals, find trends in numbers, conduct market research, fact-check claims.

Learning and Understanding

Get complex concepts explained at your level, create flashcards, study for exams, translate technical jargon, understand contracts and legal text.

Creative Work

Brainstorming, naming suggestions, taglines, logos, images for presentations, music for videos, content strategy for social media.

Code and Automation

Build simple websites, automate repetitive tasks, set up alerts, connect systems together, create dashboards from data.

Strategy and Decision-Making

SWOT analysis, risk assessment, business plans, pricing strategies, scenario planning, evidence-based pros-and-cons lists.

Golden rule Start with tasks you do often and that take time — that's where you'll see the biggest impact. An email that took 15 minutes takes 2 minutes with a good prompt.



3. Prompting — How to Talk to AI

A "prompt" is the instruction you give to an AI tool. The quality of the response depends directly on the quality of your prompt. Here are the key techniques.

Core Principles

Be specific.

"Write an email" gives a generic result. "Write a polite email to a supplier who delivered the wrong item, request a return within 14 days, keep the tone professional but firm" gives a response you can actually use.

Provide context.

Tell the AI who you are, who the audience is, and what the situation is. The more context, the better the result.

Define the format.

Specify what you want: "bullet list", "table", "max 200 words", "email format", "write as if you're a project manager". The AI adapts.

Give examples.

Show the AI an example of what you want, and it'll match the style and tone much better.

Iterate.

The first answer is rarely perfect. Say "make it shorter", "more casual tone", "add a paragraph about X". Treat it as a conversation, not a one-shot.

The RACE Framework

A simple framework you can use every time:

Letter	Stands for	Example
R	Role — Who should the AI be?	"You are an experienced marketing professional"
A	Action — What should it do?	"Write three LinkedIn post ideas"
C	Constraints — Format, length, tone	"Max 150 words, casual tone, with emoji"
E	Environment — Background and context	"We're launching a new AI course for beginners"

Example

"You are an HR consultant (**R**). Write a job description (**A**) for a project manager. Use bullet points for requirements and responsibilities, max 300 words, inclusive language (**C**). The position is at a 15-person startup working on sustainable technology (**E**)."

Advanced Techniques

Step-by-Step (Chain-of-Thought)

Ask the AI to think step by step: "Analyze this quarterly report step by step. First identify revenue trends, then cost changes, and finally give your assessment of profitability."

Multiple Perspectives (Multi-Persona)

"Analyze this business idea from three perspectives: an optimistic investor, a skeptical industry expert, and a potential customer. Give one assessment from each."

Negative Constraints

Tell it what NOT to do: "Don't use jargon", "Don't start with 'In today's digital landscape'", "Avoid clichés".

Mega-Prompt

Combine everything into one long, structured prompt with headings. Works especially well for complex tasks like business plans, strategy documents, and reports.

4. Prompt Templates You Can Copy

Here are ready-made templates for common tasks. Copy them, customize the [brackets], and paste into your AI tool of choice.

Email / Message

Write a [formal/informal] email to [recipient]. The purpose is to [describe]. The tone should be [professional/friendly/firm]. Keep it under [number] words. Context: [relevant background].

Document Summary

Summarize this document in [number] bullet points. Focus on [main topic]. Write for a reader who is [target audience/expertise level]. Flag any uncertainties or missing information.

Meeting Notes

Create meeting minutes based on these notes: [paste notes]. Structure with: Attendees, Decisions, Action items (who does what by when), Next meeting. Keep it under one page.

LinkedIn Post

Write a LinkedIn post about [topic]. I am a [your role]. The tone should be [personal/professional/inspirational]. Start with a hook that captures attention. End with a question for readers. Max [number] words.

Analysis / Decision Support

Analyze [situation/data/proposal]. Give me: 1) Summary of key findings, 2) Three strengths, 3) Three weaknesses or risks, 4) Your recommendation with reasoning. Be honest about uncertainties.

Translation with Quality

Translate the following text from [language] to [language]. Preserve the tone and style. Adapt cultural references where natural. Flag any places where you made an interpretive choice. Text: [paste text].

5. Common Pitfalls and How to Avoid Them

Hallucinations

AI can make up facts, references, and numbers that sound credible. **Always double-check facts**, especially numbers, dates, names, and legal references. Ask the AI to flag uncertainty: "Tell me if you're not sure about something."

Privacy and GDPR

Don't paste personal data, health information, customer data, or confidential business information into AI tools without checking the terms of service. Many tools use your input for training unless you opt out. Under GDPR, extra caution is required when processing personal data through AI services. Use enterprise plans for sensitive work.

Blind Trust

AI is an assistant, not an expert. It's skilled at sounding convincing — even when it's wrong. Maintain a critical eye and use it as a starting point, not the final word.

Vague Prompts

"Write something about marketing" gives generic content. The more specific you are about audience, purpose, and format, the better the result.

Forgetting to Iterate

Most people give up after the first attempt. The best results come from giving feedback and asking for adjustments — just like you would with a colleague.

6. Your 7-Day Getting Started Plan

Day	Task
Day 1	Create a free account on ChatGPT or Claude. Try writing an email using the RACE framework.
Day 2	Summarize a document you already have — a report, an article, meeting notes.
Day 3	Use AI to brainstorm. Give it a problem you're working on and ask for 10 suggestions.
Day 4	Practice iteration. Take a response you got and refine it with 3 follow-up prompts.
Day 5	Try a specialized tool: Perplexity for research, Gamma for a presentation, or Notion AI.
Day 6	Identify 3 tasks in your job that take more than 30 min and try AI on one of them.
Day 7	Reflect: What worked? What saved time? What do you want to learn more about?



Want to learn more?

Fjeldstad Consulting offers courses, workshops, and consulting that take you from beginner to confident AI user. Check out our courses at fjeldstadconsulting.ai, or get in touch at kontakt@fjeldstadconsulting.ai for a no-obligation chat.

"The best way to learn AI is to use AI."