FREE FIELD SHEET · Nº 034
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KEYWORD
MODELS

GPT-6 MODEL PICKER CHEAT SHEET

Match any marketing or business task to the right GPT-6 model and reasoning effort, in one page

CHECKS	DO FIRST	PARTS	COST
15	3	4	Free



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OpenAI published an official guide to the GPT-6 model family, explaining which model and reasoning effort setting fits which kind of task. This cheat sheet turns that guide into exact steps so you can pick the right setup instead of defaulting to whatever loads first, which is often the wrong choice for your task and your budget.

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3	Improve prompts and skills before blaming the model	3 CHECKS
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TICK IT ON YOUR PHONE
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PART 1 OF 4 — 3 CHECKS

What changed

- [ ] 1.1 DO FIRST

OpenAI released a practical guide covering the GPT-6 family of models

The guide explains how to choose a model, tune reasoning effort, improve prompts and skills, coordinate tools, and prepare workflows for production.

- [ ] 1.2

The guide is aimed at startups and builders deciding how to use the GPT-6 family

It covers model selection, reasoning effort settings, prompt and skill design, tool use, and moving workflows from testing into production.

- [ ] 1.3

The guide ties task type to reasoning effort level rather than to one single model choice

According to the source, matching reasoning effort to the task is presented as a main lever for cost and quality, alongside picking the right model.

PART 2 OF 4 — 6 CHECKS

How to pick a model for your task

Use the source guide itself to confirm exact model names and availability for your plan before switching anything.

- [ ] 2.1 DO FIRST

Read the OpenAI guide once, fully, before changing any settings

It lays out the full model lineup and reasoning options together, so skimming only one section can lead you to the wrong pick for your task.

- [ ] 2.2

Write down what your task actually needs: speed, depth of reasoning, or low cost

The guide frames model choice around matching task demands to model capability, so define this before opening any picker.

- [ ] 2.3

Check which models and reasoning settings are available on your specific plan

Availability differs by plan and product, so confirm in the guide what applies to your account type before telling a team to switch.

- [ ] 2.4

Start with the lowest reasoning effort that still gives a correct, usable answer

Higher reasoning effort costs more and takes longer; the guide positions it as something to dial up only when the task needs it, not a default.

- [ ] 2.5

Reserve the highest reasoning effort for multi-step or high-stakes tasks only

Use it for things like complex analysis or planning where a wrong answer is costly, per the guide's framing of effort as tied to task difficulty.

- [ ] 2.6

Re-check your model and effort choice whenever the task changes shape

A task that grows from a single question into a multi-step workflow may need a different model or higher reasoning effort than the one you started with.

PART 3 OF 4 — 3 CHECKS

Improve prompts and skills before blaming the model

- [ ] 3.1 DO FIRST

Review the guide's prompt and skill guidance before switching to a bigger model

The source covers improving prompts and skills as a lever on its own, separate from model choice, so a prompt fix may solve what looks like a model problem.

- [ ] 3.2

Keep a short written log of which prompt, model, and reasoning setting you used for each task

This lets you compare results later and see whether weak output came from the prompt, the model, or the effort setting.

- [ ] 3.3

Test one change at a time: prompt, then model, then reasoning effort

Changing all three at once makes it impossible to tell which change actually fixed or broke the output.

PART 4 OF 4 — 3 CHECKS

Coordinate tools and prepare for production

☐ 4.1

Read the guide's section on coordinating tools before adding multiple tools to one workflow

The source addresses tool coordination as its own topic, meaning tool setup needs its own check separate from model and prompt choices.

☐ 4.2

Pilot any workflow at small scale before treating it as production ready

The guide includes preparing workflows for production as a distinct step, implying testing and production are treated as separate stages, not one jump.

☐ 4.3

Document the model, reasoning effort, and tools used for each production workflow

This record lets you reproduce results and lets anyone else on the team audit or adjust the setup later without guessing what was used.

WANT ME TO LOOK AT YOURS?

If you have gone through this and want a second pair of eyes, book a free call. We open the account together and look at what is actually happening. No deck, no pitch.

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SOURCES

1. https://openai.com/index/practical-guide-building-gpt-6