



Jodie's AI Prompts

A forever-evolving resource for Executive and Administrative Assistants

Introduction

The role of Executive and Administrative Assistants is evolving rapidly. In today's fast-paced, technology-driven workplace, leveraging tools like AI can transform how you work—amplifying your strategic impact, streamlining your processes, and elevating your visibility. This has also worked for me, and it is what I am passionate about - paying information and knowledge forward. This document provides actionable AI prompts designed specifically for any level of Administrative Assistant or Business Support professional, enabling you to step confidently into the future of your career.

These prompts are not just about saving time; they're about showcasing your expertise, empowering you to take initiative, and helping you excel as a proactive business partner.

We are constantly reminded that the administrative profession is undergoing a big change, and AI is at the heart of this transformation. By taking charge of your learning and development and integrating these prompts into your day, you're not only embracing innovation but also positioning yourself as a strategic partner who drives measurable value.

“Keep this as a living resource to revisit, update, and adapt to your needs as the world of work continues to change. Remember, this document is yours to shape—update it, share it, and let it grow alongside your career”.

Take Action: Use this resource to spark ideas and create your own custom AI prompts. Test them out, refine them as needed, and share your successes.

[Connect with me on LinkedIn](#) for mentorship or training opportunities and to explore more strategies that empower Assistants to thrive.

NETWORK LEARN GROW 🌟



Weekly Summary and Action Items

Prompt: "Summarise all emails and chat messages from my top collaborators over the past week. Present the details in a table with columns for date, topic, key details, and any action items for me."

Impact: This prompt helps you stay on top of important communications and ensures that no critical tasks are missed. It also allows you to provide a comprehensive update to your executive, showcasing your proactive approach to managing information.

Meeting Preparation and Follow-Up

Prompt: "Prepare a briefing document for my upcoming meeting with [Person/Team]. Include a summary of recent communications, key discussion points, and any relevant documents. After the meeting, draft a follow-up email summarising the key takeaways and action items."

Impact: This prompt ensures that you are well-prepared for meetings and can efficiently follow up on action items. It demonstrates your ability to manage meetings effectively and keep everyone aligned on next steps.

Project Management and Progress Tracking

Prompt: "Generate a weekly progress report for [Project Name]. Include updates on milestones, any issues or blockers, and next steps. Present the information in a clear and concise format."

Impact: This prompt helps you keep track of project progress and identify any potential issues early on. It also allows you to provide regular updates to your executive, highlighting your role in ensuring the project's success.



Key Decision Summary

Prompt: "Summarise the key decisions made during the [Meeting Name] with the reasoning behind them. Include a list of stakeholders involved, their roles, and any follow-up actions required."

Impact: Ensures clarity on decisions made, aids in delegating follow-ups effectively, and provides a reliable reference for all parties.

Meeting Highlights Digest

Prompt: "Create a concise highlights digest of [Meeting Name] for distribution to attendees and non-attendees. Focus on the objectives, main discussion points, and agreed-upon outcomes, presented in bullet points."

Impact: Saves time for executives and team members by offering a quick yet comprehensive overview, boosting accessibility and alignment.

Action-Oriented Minutes

Prompt: "Draft detailed minutes for [Meeting Name] with an emphasis on action-oriented takeaways. Organize by topic, specify action items with owners and deadlines, and include unresolved issues to revisit."

Impact: Keeps the team accountable and ensures no action items fall through the cracks, fostering a proactive work environment.



Professional Meeting Summary

Prompt:

"You are a professional executive assistant. Using the provided meeting transcript/audio, summarise the content into clear, actionable notes. Follow this format: Date, Attendees, Agenda, Decisions, Action Items, Key Discussions. Make it concise but thorough, ensuring no important details are missed. Include tasks, names, and deadlines. Maintain a professional and neutral tone suitable for executives."

Impact:

Delivers polished, executive-ready notes that capture the essence of the meeting while ensuring clarity and accountability. This prompt saves time for decision-makers, enhances follow-up efficiency, and ensures key insights are documented in a structured, actionable format.

Strategic Board Minutes Preparation

Prompt:

"Act as a corporate governance professional. Using the provided meeting transcript/audio, draft formal board minutes. Include sections for Meeting Details (Date, Time, Location, Attendees), Key Decisions, Resolutions Passed, Strategic Discussions, and Action Items. Use professional language suitable for legal and audit purposes, ensuring compliance with corporate governance standards."

Impact:

Ensures that board-level minutes are accurate, compliant, and suitable for legal and governance audits. This prompt captures the strategic and regulatory essence of board discussions while providing a clear reference for future decisions.



Executive-Level Meeting Insights

Prompt:

"Review the provided meeting transcript/audio and generate a high-level executive summary suitable for board reporting. Highlight strategic decisions, key performance indicators discussed, risks identified, and major action points. Present insights in a structured format emphasising accountability, timelines, and ownership for action items."

Impact:

Provides a concise yet comprehensive executive summary that highlights strategic priorities, key risks, and performance metrics. This prompt equips board members with actionable insights and ensures alignment with organisational objectives.

Town Hall Meeting Summary

Prompt:

"Using the provided transcript/audio from the town hall meeting, create a detailed summary for executive review. Include sections for Meeting Overview (Date, Time, Attendees), Key Messages from Leadership, Employee Questions and Answers, Actionable Outcomes, and Any Follow-Up Commitments. Ensure the tone is professional yet engaging, and highlight themes or concerns raised by employees."

Impact:

Captures the essence of the town hall, providing leaders with a clear understanding of employee sentiment, key topics discussed, and actionable follow-ups. This prompt ensures alignment between leadership and staff while maintaining transparency and accountability.

Meeting Highlights Digest

Prompt: "Create a concise highlights digest of [Meeting Name] for distribution to attendees and non-attendees. Focus on the objectives, main discussion points, and agreed-upon outcomes, presented in bullet points."

Impact: Saves time for executives and team members by offering a quick yet comprehensive overview, boosting accessibility and alignment.



Daily Executive Wrap-Up & Prep

Prompt:

"Copilot, assist me in closing out my day and setting up for a productive tomorrow."

Today:

Summarise the key work I completed today in a short, structured paragraph.

List any action items generated from my meetings, ensuring clarity and prioritisation.

Highlight the most critical takeaways from today's emails, filtering for urgency and relevance.

Tomorrow's Meetings:

Provide an overview of my scheduled meetings.

Present a table with the organiser's name, meeting details, and category (Personal, Internal, External, or Travelling).

Identify any key context, decisions needed, or prep materials required.

Show a breakdown of my time allocation across these categories in percentage format.

Get Prepared:

Offer a briefing summary to ensure I'm fully prepared for the day ahead.

Recommend optimal times for breaks to maintain focus and energy.

Impact:

This prompt enhances efficiency, visibility, and strategic alignment, allowing executives to wrap up with clarity and step into tomorrow fully prepared—minimising last-minute surprises and maximising focus.



Executive Inbox Prioritisation & Delegation

Prompt:

"Copilot, scan my inbox and prioritise today's emails based on urgency and importance. Categorise them into: (1) Immediate Action, (2) Executive Review, (3) Delegate, and (4) Informational. Provide a concise summary of each email, recommended next steps, and suggested delegation where applicable."

Impact:

This prompt enhances **email management efficiency**, allowing EAs to **quickly assess priorities, streamline delegation, and protect their executive's focus time**. It ensures **no critical emails are missed** while reinforcing the EA's role as a **gatekeeper and strategic partner**.

Weekly Executive Briefing & Industry Insights

Prompt:

*"Copilot, compile a **weekly executive briefing** by summarising key internal updates, competitor news, industry trends, and relevant market insights. Present the information in an easy-to-read format, including: (1) Headline Summary, (2) Key Takeaways, (3) Impact on Our Business, and (4) Recommended Actions. Pull from company communications, industry reports, and news sources."*

Impact:

This prompt positions the EA as a **trusted advisor**, keeping the executive informed on **business-critical updates and emerging trends**. It fosters **proactive decision-making** and ensures the executive always has **a pulse on the industry** without spending time sifting through information.



Executive Travel Brief & Logistics Planning

Prompt:

"Copilot, generate a **comprehensive travel brief** for my upcoming trip to [Destination] from [Date] to [Date]. Include:*

- **Itinerary Overview:** Flight details, hotel, and meeting schedules.
- **Meeting Prep:** Key attendees, objectives, briefing notes.
- **Logistics Summary:** Ground transportation, time zones, and weather forecast.
- **Cultural & Business Etiquette:** Relevant customs, gift recommendations (if applicable).
- **Contingency Plan:** Alternative options for delays or cancellations.
- **Daily Overview:** Optimal time for emails, calls, and downtime."*

Impact:

This prompt **removes the friction from business travel**, ensuring executives are **fully prepared and organised** while reducing last-minute stress. It elevates the EA's role as a **strategic planner** by anticipating needs, improving time efficiency, and enhancing the executive's travel experience.

OTHERS (primarily used with MS Co-Pilot)

- "I want to automate or semi-automate parts of my weekly workflow. Here's what I do each week [insert list]. Suggest a combination of ChatGPT prompts, AI tools, and system tweaks to eliminate bottlenecks and free up 5+ hours."
- "I've been out of the office since July 25. Please review my Teams chats (prioritise @mentions), then check other relevant messages and emails I received during that time. Summarise what I missed and what I need to focus on in a 2-column markdown table: Column 1: Action or topic I need to address Column 2: Priority rating using ★ (5 stars highest priority) Prioritise from most important to least important."
- "Create a board to prioritise my tasks from recent emails, meetings, and chats. Help me decide where to start and focus, estimate the time needed, and identify who to involve with each task. Provide suggestions for managing the tasks, using easy-to-read visuals like tables, emojis, or bullet points"



- **In One-Note**, organise your brainstorming notes and tasks - "Rewrite my notes making them clearer and more concise, so I can share them with colleagues. Generate a list of pros and cons from my brainstorming session. Create a to do list from the information on this page"
- **Get coaching from Copilot on effective prompting**- "Coach me on how to prompt in Copilot for Microsoft 365. Ask me a problem that can be solved with Copilot for Microsoft 365 and let me try to find the prompt that will work. Explain how and why I could enhance my prompt for a better result. Then give me the best prompt."
- **An email thread into a meeting invite**- Select the "Schedule with Copilot" button and it will: Summarize the entire thread. Create an agenda. Find a time that works.
- **In Teams to generate meaningful quotes from meetings or presentations**- "List the most important, meaningful quotations related to the [meeting name] and include the names of the people who said them. After those are generated, ask "Why did you choose these quotes and what makes them meaningful in your opinion?"
- **In Teams to plan an event** - "I need to plan an event for 8 people from September 6th to September 8th. Help me by asking questions, one at a time, and once all the details are gathered, draft an email with a detailed agenda and all the addresses."