

# BossGPT™

## LEADING BETTER WITH AI

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52 Practical Tips to Think More Clearly,  
Make Better Decisions, Have More Effective Conversations,  
and Lead with Greater Impact

*AI won't replace  
great leaders.*

*But leaders who use  
AI well will be ready  
for what's next.*



THINK  
BETTER



MAKE  
BETTER  
DECISIONS



HAVE  
BETTER  
CONVERSATIONS



LEAD  
YOUR TEAM  
BETTER



CREATE  
BETTER  
CONDITIONS

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# The BossGPT Maturity Model

FIVE LEVELS.

WHERE WE ARE  
HEADED



| LEVEL 0<br>"Google" Researcher                                                                                                                                                                              | LEVEL 1<br>Administrative Assistant                                                                                                                                                                                            | LEVEL 2<br>Thought Partner                                                                                                                                                                                                                                                        | LEVEL 3<br>Agent                                                                                                                                                                                                                                    | LEVEL 4<br>Orchestrator                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Gathers and summarizes information for us. Helps us find, organize, and make sense of existing information quickly.</p> <p><i>Examples: Research a topic, summarize an article, compare options.</i></p> | <p>Performs requested "creative" tasks for us. Helps us create, reformat, and produce content based on our instructions.</p> <p><i>Examples: Draft an email, write a LinkedIn post, create an agenda, design an image.</i></p> | <p>Enhances our ability to think (with us). Helps us explore ideas, see different perspectives, challenge assumptions, and think more clearly about decisions.</p> <p><i>Examples: Pressure-test an idea, identify tradeoffs, explore alternatives, ask better questions.</i></p> | <p>Acts in place of us. Completes multi-step tasks with limited oversight, using tools and information to get work done.</p> <p><i>Examples: Analyze data, build a draft plan, create a first cut of a presentation, run a routine process.</i></p> | <p>Prompts us to act. Coordinates multiple tasks, tools, and agents to help us achieve broader goals and amplify our impact.</p> <p><i>Examples: Design a campaign, manage a project workflow, bring together insights across sources, help us stay focused on what's next.</i></p> |

## THE ESSENTIALS - START HERE

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### **Give AI the situation, not just the question.**

AI doesn't know what's in your head. Explain the people, history, constraints, stakes, and what has already happened. Better context usually matters more than a clever prompt.

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### **Tell AI what success looks like.**

Don't just ask, "How should I handle this?" Explain the outcome you want - for the work and for the people involved.

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3

### **Give AI the evidence - not just your version of it.**

Upload the email, presentation, meeting notes, survey comments, proposal, chart, or report. Let AI work from the evidence instead of only your interpretation.

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4

### **Show AI what "good" looks like.**

Give it one or several examples of strong work and ask it to match the structure, level of detail, tone, and style. Examples often outperform long instructions.

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### **Don't assume AI is right.**

Ask which claims require verification and which parts are facts, assumptions, generalizations, or interpretations. Treat AI as input to your judgment - not a substitute for it.

## THE ESSENTIALS - START HERE

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### **Ask AI what you're missing.**

After describing a problem, ask: "What important information might be missing?" This simple question can expose blind spots before you act.

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### **Let AI ask the questions.**

Instead of asking for an answer, say: "Interview me. Ask one question at a time before giving me your assessment." Better questions often produce better leadership thinking.

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### **Don't let AI agree with you.**

Ask: "What assumptions am I making? What's the strongest argument against my interpretation? What alternative explanations should I consider?"

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### **Borrow someone else's perspective.**

Ask AI to examine your plan through the eyes of your employee, boss, customer, CFO, skeptic, or other stakeholder. It cannot know what they think, but it can help you consider what you haven't.

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### **Use AI to think - not just to make things.**

Writing faster is useful. The bigger leadership opportunity is using AI to explore, question, challenge, prepare, and improve the thinking before the work gets produced.

## THINK BETTER

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### Turn AI into your executive coach.

Tell it not to give you advice. Ask it to question you one question at a time until you've worked through the issue yourself.

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### Separate what you know from what you think you know.

Paste your description of a difficult situation and have AI label facts, assumptions, generalizations, and interpretations. You may discover how much of the "problem" is your explanation of it.

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### Ask for five explanations, not one.

"My employee doesn't care." "My boss doesn't trust me." "The team is resisting change." Ask AI for five other plausible interpretations before accepting your first one.

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### Make your assumptions visible.

Give AI a plan and ask: "What would have to be true for this to work?" Now you have assumptions you can investigate instead of assumptions you don't know you're making.

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### Expand the choices before choosing.

If you're deciding between A and B, ask AI to generate C, D, E, and F. Sometimes the best contribution is escaping a false choice.

## THINK BETTER

### **Ask AI to find the question behind the problem.**

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Give it a messy situation and ask: "What are the three questions I actually need to answer?" Leaders don't just solve problems; they frame them.

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### **Work through complex problems in rounds.**

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Don't cram an organizational challenge into one giant prompt. Explore the situation, stakeholders, assumptions, alternatives, risks, and action in separate rounds.

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### **Have AI write the prompt for you.**

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Tell AI the outcome you want, ask it to interview you about context and constraints, then have it create the prompt you should use.

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## MAKE BETTER DECISIONS

### **Pressure-test the decision before everyone else does.**

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Give AI your recommendation and explicitly ask it to attack the weak spots, hidden assumptions, trade-offs, and likely objections.

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### **Run the future before you live it.**

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Ask AI to create plausible best-case, expected-case, and worst-case scenarios - and what you would want to watch for in each.

## MAKE BETTER DECISIONS

21

### **Hold a pre-mortem before the launch.**

Ask: "It's six months from now and this initiative failed. What are the most plausible reasons?" Then decide which risks you can address now.

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### **Ask "And then what?"**

Have AI trace second- and third-order effects of a decision. The first consequence is often obvious; the consequences of that consequence are not.

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### **Put the stakeholders around a virtual table.**

Ask AI to react to your decision as your CFO, customer, frontline employee, HR leader, and skeptical peer. Where are their interests aligned? Where might they conflict?

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### **Decide what evidence would change your mind.**

Before becoming committed to an answer, ask: "What information, if I learned it tomorrow, should cause me to reconsider?"

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25

### **Turn the analysis into a decision brief.**

After a long AI conversation, ask it to summarize the decision required, facts known, assumptions, alternatives, trade-offs, unresolved questions, recommendation, and next steps.

## HAVE BETTER CONVERSATIONS

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### **Prepare for the conversation - not just what you'll say.**

Give AI the situation, relationship, desired outcome, likely tension, and what matters to the other person. Ask what you should be ready for.

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### **Read your message through their eyes.**

Before sending an important email or announcement, ask: "Read this as the recipient. What might they hear that I don't intend?"

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### **Ask for the questions you hope nobody asks.**

Before a presentation, reorganization announcement, proposal, or executive meeting, have AI generate the toughest questions you might receive.

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### **Practice the conversation before you have it.**

Tell AI to play the other person and have a real back-and-forth. Better yet, use voice so you practice responding rather than just writing.

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### **Make the simulation difficult.**

Tell AI what you know about the person's perspective and instruct it not to agree too easily. Ask for realistic defensiveness, skepticism, confusion, or resistance.

## HAVE BETTER CONVERSATIONS

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### **Ask AI to diagnose before you ask it to fix.**

Before asking AI to rewrite your email, plan, presentation, proposal, or other work, ask it to assess what's working, what isn't, and why. Then decide what you actually want to change.

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### **Ask AI to critique you.**

After a simulation, ask where you became defensive, overexplained, failed to ask a question, made an assumption, or missed an opening.

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33

### **Practice managing up.**

Have AI play your boss while you disagree with a decision, ask for resources, deliver bad news, or make a recommendation.

## UNDERSTAND YOUR TEAM

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### **Give everyone the same question - privately.**

Have each team member respond independently to the same prompt or questions before group discussion. You get parallel perspectives without the first speaker anchoring everyone else's thinking.

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### **Synthesize the parallel answers.**

Remove identifying information where appropriate, combine the responses, and ask AI to identify common themes, meaningful disagreements, outliers, unresolved questions, and areas of alignment.

## UNDERSTAND YOUR TEAM

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### **Compare what the team says with what the leader thinks.**

Answer the same questions yourself, then have AI compare your responses with the synthesized team responses. Where are you seeing the organization differently?

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37

### **Turn qualitative feedback into something you can see.**

Give AI anonymized survey comments, interview notes, or team feedback and ask it to identify themes and create a simple diagram or infographic that makes the patterns easier to discuss.

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38

### **Use transcripts as data.**

With appropriate consent and privacy safeguards, give AI a meeting or interview transcript and ask what themes emerged, where people agreed or disagreed, what went unanswered, and what was committed to.

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### **Turn conversations into structured documents.**

Provide a transcript or notes plus a blank template and ask AI to draft the relevant sections using only information actually discussed. Then review and correct it.

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### **Ask AI to find the pattern across meetings.**

Give AI notes or transcripts from several meetings and ask what issues, decisions, bottlenecks, or names keep recurring.

## LEAD THE WORK BETTER

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### **Stop writing from a blank page.**

Give AI several examples of strong work your team has already produced plus the raw material for the new assignment. Ask for a first draft that follows the existing standard.

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42

### **Turn your best work into a reusable template.**

Give AI several strong examples and ask it to infer the common structure, questions, quality criteria, and process behind them. Now your expertise is easier to teach and repeat.

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43

### **Build a Project, GPT, skill, or reusable AI workspace.**

If you repeatedly provide the same background, examples, instructions, and standards, stop rebuilding the context. Create a reusable environment for that recurring task.

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### **Give your team the same AI starting point.**

Create a shared prompt, template, rubric, or AI workspace for recurring work. You're not just helping one employee work faster - you're creating a more consistent way for the team to work.

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### **Turn the 40-page document into the 4-minute version.**

Upload the strategy, policy, research report, or deck and ask AI to create audience-specific versions: executive summary, manager talking points, employee FAQ, presentation outline, or visual explainer.

## LEAD THE WORK BETTER

46

### **Make the picture instead of another PowerPoint slide.**

Ask AI to turn a complicated process, strategy, framework, or change into a diagram, infographic, or other visual people can understand quickly.

## LEAD PEOPLE BETTER

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### **Prepare questions instead of answers.**

Before a one-on-one, describe the employee's challenge and ask AI for questions that help them think rather than solutions you can hand them.

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### **Make delegation harder to misunderstand.**

Give AI the assignment you're about to delegate and ask what is still ambiguous about the outcome, authority, deadline, constraints, or definition of done.

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49

### **Use AI to prepare a performance conversation from your own evidence.**

Have AI interview you one question at a time about the employee's results, strengths, examples, development areas, and goals, then use your answers to populate a review structure.

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50

### **Look for the system behind the recurring problem.**

Give AI several examples of the fires you keep putting out. Ask what patterns in roles, processes, incentives, information, capability, or decision-making might keep producing them.

## LEAD PEOPLE BETTER

51

### **Ask what only you should be doing.**

Give AI your calendar, responsibilities, or recurring task list and sort the work into: requires my leadership/judgment; could be delegated; could be standardized; could potentially be automated.

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52

### **Remember which one of you is the leader.**

AI can provide speed, analysis, options, synthesis, and preparation. You still provide judgment, empathy, context, relationships, and accountability. Use AI to strengthen the human work of leadership.

# Let's Work Together

I help leaders and teams use AI to think more clearly, work more effectively, and create greater impact - while keeping the human work of leadership at the center.

**Executive coaching**

**Leadership and team workshops**

**Custom AI + leadership programs**

**Practical tools, prompts, and templates**

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**Better leaders. Brighter teams. A more human future.**