

Executive Empress

Executive AI Toolkit



Use AI to think strategically, work smarter and increase your impact



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Welcome

AI isn't replacing judgment. It's rewarding the people who know how to think.

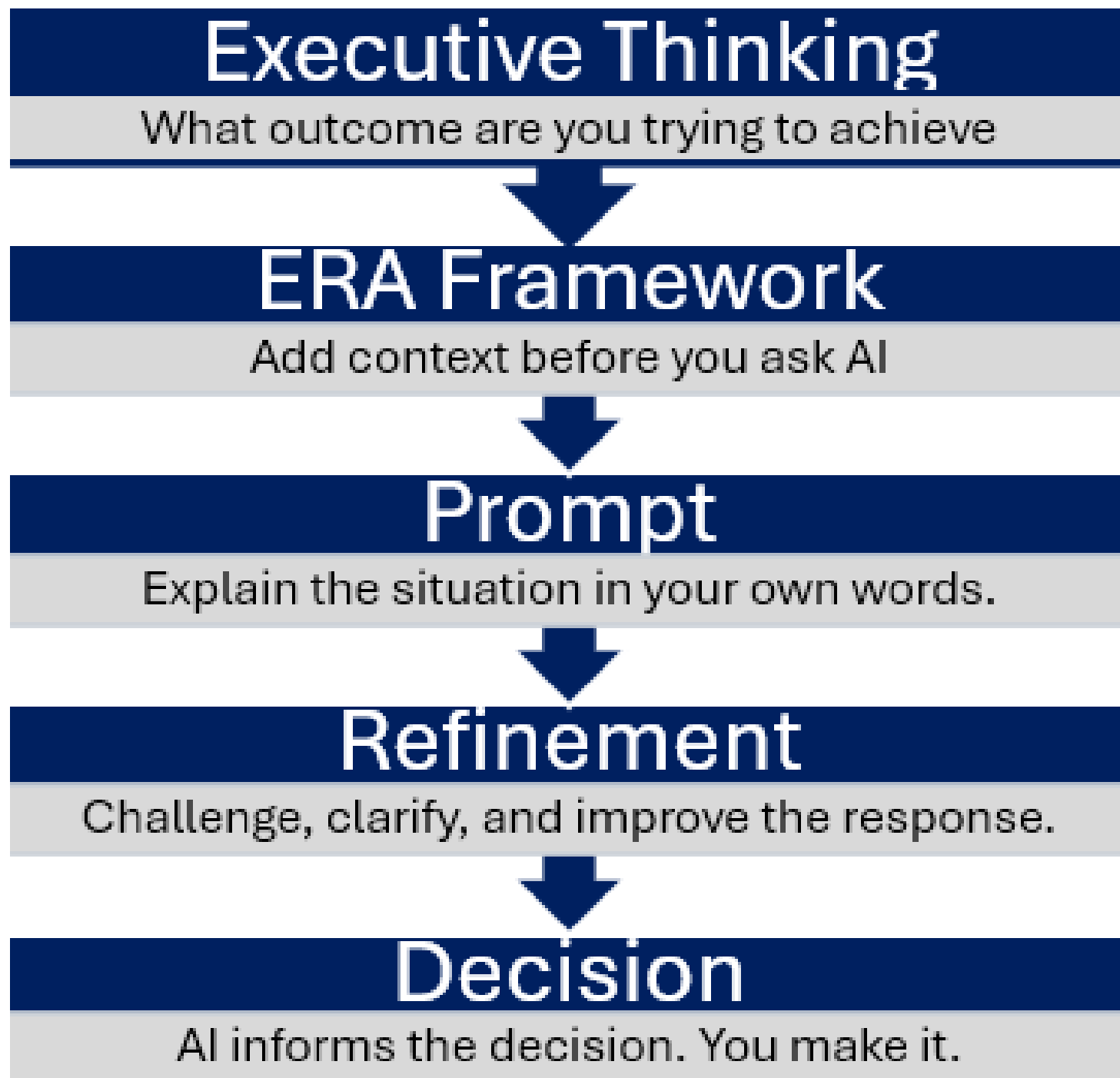
This toolkit shows you how I use AI after years as an executive, from Executive Assistant to CXO.

This toolkit will teach you to think with AI—not just use it.



The Executive AI Workflow

Executive AI isn't one prompt.
It's a process.



The Executive AI ERA Framework

Most people stop when AI gives them an answer. Executive thinkers don't.



1. Identify the executive objective.
2. Consider the reader and the risks.
3. Think downstream to any possible aftermath.

To get the most from AI, ask:

- What questions will be asked?
- What decision comes next?
- What risks am I missing?
- What problems could this create?



The AI Conversation Formula

The Old Way



The Executive Way





The 10 Questions I Ask AI

- What assumptions are we making?
- What risks am I missing?
- What will my executive ask next?
- Make this more strategic.
- What's another perspective?
- Simplify this.
- Make this executive-ready.
- What objections/questions should I anticipate?
- What's unclear?
- What decision would you recommend?



Meeting Prep (1)

Plan:

Consider

- What's the purpose?
- Who will attend?
- What decisions need to be made.

Prompt (use your everyday language):

I have a meeting tomorrow about our new onboarding process. Honestly, I feel like there are a lot of moving pieces and I'm not sure I'm thinking about everything.

The goal is to decide whether we're ready to launch next month. The people attending are my manager, someone from IT, and our customer service lead.

Can you help me get organized? I'd like to know:

- what we should cover,
- what questions people are likely to ask,
- what risks I might be overlooking,
- what decisions we should leave the meeting having made?



Meeting Prep (2)

Refine:

3–5 follow-up prompts you see for improving the output.

- Think downstream.
- Is anything missing?
- Is AI making assumptions that aren't true?
- What are some difficult questions I may need to be ready for?
- Challenge my assumptions that we need this done this quarter and list reasons why and why not.
- What questions will leadership ask?
- Make this more concise.



Executive Emails

Plan:

Before you begin, think about:

- What's the purpose?
- What's the most important message I want them to remember?
- What tone do I want to strike?
- Is any follow-up needed from the recipient?

Prompt:

Use your everyday language

- Please draft an email letting the CMO know I won't be able to attend the meeting to review the sales and marketing plan. I want to make sure she knows I have asked Amy to take notes and fill me in and that our sales team will support her marketing team goals. If she'd like, we can set up a teams call to catch up if needed.



Executive Emails (2)

Review & Refine:

Don't stop at the first response. Review it, then continue the conversation.

- Make it confident but still apologetic.
- Make it shorter.
- Ask if she needs anything from me before the meeting.
- Add the times I'm available (Tuesday at 3 or Thursday at 10) if she'd like to meet afterward.
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Difficult Conversations (1)

Plan:

Before you begin, think about:

- What's the purpose of the meeting?
- What result am I looking for?
- What tone do I want to use?
- Any consequences to follow?
- Is any follow up needed from the recipient?

Prompt:

Use your everyday language.

- I'm meeting with Terri today about some customer complaints.
- She's great with details, but she loses track of timelines and doesn't always keep clients updated. She's also slow to return calls.
- I'd like her to shadow Christine to see how she manages follow-up.
- I need to give her an official verbal warning, but I want it to be encouraging rather than harsh.
- Please help me put together what I'd say. Also include three monthly follow-up dates through the end of November.



Difficult Conversations (2)

Review and Refine:

Don't stop at the first response. Review it, then continue the conversation.

- Please put in two places she can add the dates she is going to shadow.
- Give me another way to word the verbal warning, this one feels too serious.



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Executive AI Checklist

Before you hit Enter, ask yourself:

- ☐ Have I clearly defined the outcome I want?
- ☐ Have I given enough context using the ERA Framework?
- ☐ Am I asking AI to think, not just write?
- ☐ Have I reviewed and refined the first response?
- ☐ Am I applying my own judgment before using the result?

**AI doesn't replace strategic thinking.
It gives strategic thinkers leverage.**

Lisa Dean

Founder, Executive Empress

www.ExecutiveEmpress.com

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Put ERA Into Practice

In the **Executive AI Leverage Lab**, you'll apply the ERA Framework to real workplace situations:

- **executive communication**
- **meeting preparation**
- **decision support**
- **stakeholder challenges**
- **strategic updates**
- **everyday AI workflows**

**You won't just collect prompts.
You'll think strategically with AI.**

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Join the Executive AI Leverage Lab

For professionals who want to think
more strategically with AI

- **Real workplace scenarios**
- **Coaching and feedback**
- **Practical tools you can use immediately**
- **3 Live, interactive sessions**

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