



The AI Prompt Library for Executive Assistants

50+ prompts built for the work admin pros actually do – not generic productivity. Copy any prompt, paste it into ChatGPT, Copilot, or Gemini, and **replace the [bracketed parts]** with your details. One rule before you start: never paste anything you wouldn't put in a forwarded email. Strip names, numbers, and confidential details first. (See our **green / yellow / red AI safety guide** for what's safe.)

1. Calendar & Scheduling

Draft a scheduling email

Write a short, warm email to [name] proposing three meeting times: [times]. Purpose: [topic]. Keep it under 80 words and easy to reply to with one word.

Untangle a scheduling conflict

I have two meetings both requested for [time]: [meeting A] and [meeting B]. Draft a polite message to the lower-priority organizer proposing to move, with two alternative slots.

Build an agenda from a request

Turn this meeting request into a tight agenda with time blocks and one clear objective: [paste the request]. Total meeting length: [X] minutes.

Write a reschedule note

Write a brief, apology-light note rescheduling my [meeting] with [name] from [old time] to [new time]. Confident, not groveling.

Time-zone sanity check

A call is set for [time + zone]. List the local time for attendees in [zones] and flag anyone for whom it falls outside 8am–6pm.

Protect focus time

Draft a friendly message to my exec's team explaining that [block] is now protected focus time and how to flag a true emergency.

Confirm & prep a call

Write a confirmation email for tomorrow's [meeting] that restates time, location/link, and asks each attendee to send one line on what they need from it.

Batch weekly invites

Here are recurring meetings I set up each week: [list]. Draft a clean calendar-invite description for each, with agenda placeholder and a link line.

2. Email & Communication

Turn notes into a clear email

Turn these rough notes into a clear, professional email to [recipient]: [notes]. Match this tone: warm, direct, no filler.

Shorten without losing meaning

Cut this email to half its length while keeping every key point and the ask: [paste email].

Soften a firm message

Rewrite this so it stays firm on the deadline but sounds collaborative, not cold: [paste draft].

Reply on my exec's behalf

Draft a reply to this email in a [busy-but-gracious] executive voice. Keep it to 3 sentences and end with a clear next step: [paste email].

Chase without nagging

Write a polite third follow-up to [name] about [request]. Assume they're busy, not ignoring me. Give them an easy out.

Decline gracefully

Write a warm no to this request, protecting my exec's time and leaving the relationship intact: [paste request].

Summarize a long thread

Summarize this email thread into: (1) the decision or open question, (2) who owes what, (3) any deadline. [paste thread].

Draft an announcement

Write a short internal announcement about [change]. Lead with what it means for the reader, then the detail. Under 120 words.

Fix tone in one line

Rewrite this sentence to sound confident and neutral, not anxious: [paste sentence].

Build a reusable template

Turn this one-off email into a reusable template with [brackets] for the parts that change each time: [paste email].

3. Meeting Prep & Notes

Pre-meeting brief

Build a one-page brief for my exec's meeting with [person/company]. Include: purpose, who they are, 3 talking points, and 2 questions to ask. Use only the facts I give you: [paste context].

Turn notes into minutes

Turn these raw meeting notes into clean minutes with Decisions, Action Items (owner + due date), and Open Questions: [paste notes].

Extract action items only

From these notes, list only the action items as a checklist with owner and deadline. Flag anything with no owner: [paste notes].

Draft the follow-up email

Write a follow-up email to attendees of [meeting] summarizing decisions and next steps from these notes: [paste notes].

Prep questions for a 1:1

My exec has a 1:1 with [name, role]. Suggest 5 useful questions given this context: [context].

Devil's-advocate a decision

We're about to decide [decision]. List the 3 strongest objections someone in the room might raise, so we're ready.

Board-ready summary

Turn this update into 4 crisp bullets suitable for a board or leadership read-out. No jargon: [paste update].

Recap for someone who missed it

Write a 5-sentence recap of this meeting for a stakeholder who couldn't attend, ending with what (if anything) they need to do: [paste notes].

Name the real decision

This discussion went in circles. Read it and tell me the single decision that actually needs making, and who should make it: [paste notes].

4. Research & Summaries

Summarize a document

Summarize this document in 5 bullets, then give me the one thing my exec most needs to know: [paste text].

Compare options in a table

Turn this into a comparison table with the criteria that matter for [decision]: [paste options/details].

Prep talking points on a topic

Give me 5 plain-English talking points on [topic] so I can brief my exec in 3 minutes. Note anything I should double-check.

Explain it simply

Explain [concept/tool] as if to a smart colleague with no background, in under 100 words, with one concrete example.

Vendor/tool shortlist questions

We're evaluating [type of tool/vendor]. List the 8 questions we should ask each one before deciding.

Pull key points from a report

From this report, extract the numbers, deadlines, and risks only – nothing else: [paste report].

Turn research into a one-pager

Organize these notes into a one-page briefing with a headline, 3 sections, and a recommendation: [paste notes]. (Verify any facts before sharing.)

Draft questions for an expert

My exec is meeting an expert on [topic]. Suggest 6 sharp questions that get past the basics.

5. Reports & Documents

Weekly status update

Turn these updates into a clean weekly status with Wins, In Progress, Blockers, and Next Week: [paste updates].

Format a messy doc

Reformat this into clear sections with headings and short paragraphs. Don't change the meaning: [paste text].

Executive summary

Write a 4-sentence executive summary for the top of this document: [paste document].

Draft an SOP from how I did it

Turn this description of how I do [task] into a numbered SOP someone else could follow: [paste steps].

Proofread & tighten

Proofread this for typos, grammar, and clunky phrasing. Show only what you changed: [paste text].

Turn a doc into slides

Outline this document as 6 slides, each with a title and 3 bullets: [paste document].

Build a checklist

Turn this process into a checklist I can reuse, grouped by phase: [paste process].

Draft a policy in plain English

Write a short, friendly internal policy about [topic] that people will actually read. Under 200 words.

6. Getting Better Output (meta-prompts)

Add context every time. Before your ask, tell the AI: who it's for, the tone, the format, and one example of "good." Output quality tracks the context you give.

Ask for the format you want. "Give me a table," "5 bullets," "under 80 words," "as a checklist." Vague in, vague out.

Make it act as a reviewer. "Critique this draft as a skeptical exec would, then suggest 3 fixes." You'll catch problems before your boss does.

Iterate, don't restart. Reply "shorter," "warmer," "more direct," "add a deadline" – refining beats re-writing the whole prompt.

Give it your voice. Paste 2–3 emails you've written and say "match this voice going forward in this chat."

Always keep the last word. AI drafts; you decide. Read every output against what you know before it goes out. That judgment is the job.

Before you paste: AI tools are brilliant with "the client" and terrible places for a real name, an SSN, a contract, or anything confidential. When in doubt, strip the identifiers or don't paste it. Fast, capable, and careful – that's the admin your organization can't replace.

Want to know where you stand with AI at work? Take the free AI Translator Quiz — digitalzen.site/ai-translator-quiz

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