

The Executive Assistant AI Prompt Library

75 Ready-to-Use AI Prompts for Executive Assistants

A companion resource to *The AI Executive Assistant Playbook*

www.AIExecutiveAssistantToolkit.com

How to Use This Library

Each prompt is ready to copy and paste into your AI tool (ChatGPT, Claude, Gemini, or Microsoft Copilot). Replace the bracketed [placeholders] with your specific details. Every prompt uses the role/structure/tone framework taught in the book for maximum output quality.

Category 1: Executive Email & Communication

Prompts 1–10

Prompt 1 — Draft Email from Brief Instruction *When to use: Your executive gives you a quick verbal or written note and needs a polished email.*

You are an executive assistant drafting an email on behalf of [Executive Name, Title]. Write a professional email to [recipient/audience] about [topic]. The email should communicate these key points: [list 2–4 points]. Tone: [clear/confident/concise/warm/direct]. Keep it under [word count] words.

Prompt 2 — Rewrite Message in Executive Tone *When to use: Your executive sends a rough draft or casual note that needs to be elevated.*

You are an executive assistant refining communication for [Executive Name, Title]. Rewrite the message below as a professional email to [audience]. The tone should be [direct/composed/action-oriented/warm]. Add a clear subject line. Keep it under [word count] words.
Original: [paste the rough message]

Prompt 3 — Summarize Email Thread *When to use: A long email chain needs to be distilled so your executive can catch up in 30 seconds.*

You are an executive assistant summarizing an email thread for a CEO. Read the thread below and produce a structured summary with these sections: (1) What the thread is about (one sentence), (2) Key discussion points, (3) Decisions made, (4) Open questions or unresolved items. Keep the summary under 200 words.

[Paste the email thread]

Prompt 4 — Draft Reply to a Specific Email *When to use: Your executive needs to respond to a specific message but doesn't have time to write it.*

You are an executive assistant drafting a reply on behalf of [Executive Name, Title] to the email below. The reply should [accept/decline/request more information/provide an update]. Tone: [professional/warm/firm/concise]. Keep it under [word count] words.

Original email: [paste the email being replied to]

Key points to include in the reply: [list what the response should convey]

Prompt 5 — Weekly Team Update Email *When to use: Your executive sends a recurring update to their team or leadership group.*

You are an executive assistant drafting a weekly update email on behalf of [Executive Name, Title] to [the leadership team/all employees/the department]. Using the bullet points below, create a professional, concise update with these sections: (1) Key Wins This Week, (2) Priorities for Next Week, (3) Items Requiring Attention. Tone: confident and motivating. Keep it under 250 words.

This week's updates: [list bullet points]

Prompt 6 — Thank You / Appreciation Email *When to use: Your executive wants to recognize someone's contribution or express gratitude.*

You are an executive assistant drafting a thank-you email on behalf of [Executive Name, Title] to [recipient name and role]. The email should express appreciation for [specific contribution or achievement]. Make it personal and specific — avoid generic praise. Tone: warm, sincere, and professional. Keep it under 150 words.

Prompt 7 — Meeting Follow-Up Email *When to use: After a meeting, your executive needs a follow-up sent to attendees or external parties.*

You are an executive assistant drafting a follow-up email on behalf of [Executive Name, Title] to [recipients] following [meeting name/type] on [date]. The email should: (1) thank attendees for their time, (2) summarize the key outcomes or decisions, (3) outline agreed-upon next steps with owners,

(4) propose a timeline for the next touchpoint. Tone: professional and action-oriented. Keep it under 200 words.

Meeting outcomes: [list key points]

Prompt 8 — Decline a Meeting or Request Diplomatically *When to use: Your executive can't attend something and you need to decline gracefully.*

You are an executive assistant declining a [meeting invitation/request] on behalf of [Executive Name, Title]. The reason is [schedule conflict/not the right level of involvement/can be handled by someone else]. Draft a professional response that declines respectfully, suggests an alternative (such as [delegate name] attending instead, or rescheduling to [timeframe]), and maintains the relationship. Tone: warm, appreciative, and solution-oriented. Keep it under 120 words.

Prompt 9 — Introduction Email Between Two Parties *When to use: Your executive wants to connect two people via email.*

You are an executive assistant drafting an introduction email on behalf of [Executive Name, Title] connecting [Person A, name and role] with [Person B, name and role]. Briefly explain why the connection is valuable for both parties. Include enough context that neither person needs to ask follow-up questions about the purpose. Tone: warm and professional. Keep it under 150 words. Reason for introduction: [explain the connection point]

Prompt 10 — Reschedule Communication *When to use: A meeting or commitment needs to be moved and you need to notify the other party.*

You are an executive assistant sending a reschedule notification on behalf of [Executive Name, Title]. The [meeting/call/dinner] originally scheduled for [date and time] needs to be rescheduled due to [brief reason — keep it professional, no over-explaining]. Propose [two alternative times] and express appreciation for their flexibility. Tone: apologetic but confident. Keep it under 100 words.

Category 2: High-Stakes Communication

Prompts 11–18

Prompt 11 — Company-Wide Announcement *When to use: Your executive needs to announce a new initiative, policy, or organizational change to all employees.*

You are an executive assistant drafting a company-wide announcement on behalf of [Executive Name, Title]. The announcement is about [topic]. The message must: (1) explain what is happening and why, (2) connect it to the company's broader strategic direction, (3) outline what employees should expect next. Tone: confident, direct, and motivating without being generic. Keep it under 200 words.

Key details: [list the essential information]

Prompt 12 — Quarterly Investor Update *When to use: Your executive needs to send a performance update to investors or board members.*

You are an executive assistant drafting a quarterly investor update on behalf of [Executive Name, Title]. Using the information below, create a structured update with these sections: (1) Quarter Highlights — 3–4 key achievements with specific metrics, (2) Challenges and How We're Addressing Them — honest but confident framing, (3) Strategic Priorities for Next Quarter, (4) Closing — a brief forward-looking statement. Tone: transparent, confident, and data-informed. Avoid superlatives and vague claims. Keep it under 350 words.

[Paste quarterly data, notes, or talking points]

Prompt 13 — Difficult News / Delay Announcement *When to use: Your executive needs to communicate a setback, delay, or disappointing outcome.*

You are an executive assistant drafting a sensitive internal communication on behalf of [Executive Name, Title]. The message is to [audience] regarding [the issue — e.g., a project delay, missed target, organizational change]. The executive wants to be transparent about [the reason], express confidence in [the path forward], and outline [the revised plan or next steps]. Tone: honest, calm, and forward-looking. Do not minimize the issue or use overly optimistic language. Keep it under 200 words.

Prompt 14 — Leadership Change Announcement *When to use: Announcing a new hire, departure, or role change in the leadership team.*

You are an executive assistant drafting an internal announcement on behalf of [Executive Name, Title] regarding a leadership change. [Describe the change — new hire, departure, promotion, or restructure]. The message should acknowledge [the departing person's contributions, if applicable], introduce [the incoming person with relevant background], and convey stability and confidence in the transition. Tone: respectful, professional, and forward-looking. Keep it under 200 words.

Prompt 15 — Board Meeting Pre-Read Cover Note *When to use: Sending board materials in advance with a framing note from the CEO.*

You are an executive assistant drafting a cover note from [Executive Name, Title] to the board of directors accompanying the pre-read materials for the upcoming board meeting on [date]. The note should briefly frame what's included in the materials, highlight 2–3 topics that will require board discussion or decision, and set expectations for the meeting's focus. Tone: professional, concise, and respectful of the board's time. Keep it under 150 words.

Prompt 16 — Crisis or Urgent Communication *When to use: A time-sensitive situation requires immediate communication to stakeholders.*

You are an executive assistant drafting an urgent communication on behalf of [Executive Name, Title] to [audience] regarding [the situation]. The message should: (1) clearly state what happened in factual terms, (2) explain what is being done immediately to address it, (3) outline when the next update will be provided. Do not speculate or assign blame. Tone: calm, authoritative, and transparent. Keep it under 150 words.

Prompt 17 — Partnership or Collaboration Proposal *When to use: Your executive wants to propose a strategic partnership or collaboration to an external party.*

You are an executive assistant drafting a partnership proposal email on behalf of [Executive Name, Title] to [recipient name and company]. The email should: (1) briefly introduce our organization and what we do, (2) explain why we see a potential fit for collaboration, (3) propose a specific next step (such as an introductory call or meeting). Tone: professional, enthusiastic without overselling, and concise. Keep it under 200 words.

Context for the partnership: [explain the opportunity]

Prompt 18 — Year-End or Milestone Reflection Message *When to use: Your executive wants to send a reflective message at a milestone — year-end, company anniversary, major achievement.*

You are an executive assistant drafting a milestone message from [Executive Name, Title] to [all employees/the leadership team/stakeholders]. The occasion is [year-end/company anniversary/major achievement]. The message should: (1) acknowledge the collective effort and key accomplishments, (2) be specific about what made this period meaningful — avoid generic praise, (3) look ahead with energy and clarity. Tone: warm, genuine, and inspiring. Keep it under 250 words.

Key accomplishments to reference: [list specifics]

Category 3: Executive Briefings

Prompt 19 — External Meeting Briefing *When to use: Your executive is meeting with an outside company, partner, or individual.*

You are an executive assistant preparing a pre-meeting briefing for [Executive Name, Title]. Using the information below, create a structured one-page briefing with these sections: (1) Company Overview — what they do, size, market position, (2) Key People — names, titles, and relevant background for anyone attending, (3) Recent Developments — news, funding, launches, partnerships from the past 6 months, (4) Discussion Opportunities — 2–3 conversation topics relevant to our agenda, (5) Risks or Considerations — anything to be aware of. Keep it concise and scannable.

[Paste research materials]

Prompt 20 — Internal Decision Brief *When to use: Your executive needs key arguments organized before a meeting where a decision will be made.*

You are an executive assistant preparing a decision brief for [Executive Name, Title] ahead of a leadership meeting. The decision under consideration is: [describe]. Using the materials below, create a structured brief: (1) Decision Required — one sentence framing the choice, (2) Background — 2–3 sentences of context, (3) Options — each option with key pros and cons, (4) Recommendation (if applicable), (5) Open Questions. Keep it to one page.

[Paste relevant materials]

Prompt 21 — Board Meeting Briefing *When to use: Preparing your executive for a board meeting with comprehensive context.*

You are an executive assistant preparing a board meeting briefing for [Executive Name, Title]. Create a structured prep document: (1) Meeting Agenda Summary, (2) Key Metrics and Performance Highlights — frame positively but honestly, (3) Anticipated Questions — 3–5 likely board questions, (4) Suggested Talking Points, (5) Outstanding Items from the previous board meeting.

[Paste agenda, performance data, previous meeting notes]

Prompt 22 — Person/Stakeholder Briefing *When to use: Your executive needs context on a specific individual before a meeting.*

You are an executive assistant preparing a stakeholder profile for [Executive Name, Title]. Using the information below, create a structured profile: (1) Current Role and Background, (2) Notable Accomplishments — 2–3 specifics, (3) Communication and Leadership Style — any available

insights, (4) Connection Points — shared interests or topics likely to resonate, (5) Things to Be Aware Of — sensitivities or context.

[Paste LinkedIn profile, articles, notes]

Prompt 23 — Morning Briefing / Daily Digest *When to use: Starting the day with a concise summary of what your executive needs to know.*

You are an executive assistant preparing a morning briefing for [Executive Name, Title]. Using the information below, create a concise daily digest with: (1) Today's Schedule Highlights — key meetings and prep needed, (2) Overnight Developments — important emails, messages, or news, (3) Action Items Requiring Attention Today, (4) Reminders — deadlines, follow-ups, or commitments due. Keep the entire briefing under 200 words.

[Paste schedule, overnight emails, pending items]

Prompt 24 — End-of-Day Briefing *When to use: Wrapping up the day with a summary so your executive starts tomorrow with context.*

You are an executive assistant preparing an end-of-day briefing for [Executive Name, Title]. Using the information below, create a concise summary: (1) Key Developments Today, (2) Decisions Made, (3) Items Requiring Attention Tomorrow, (4) Upcoming Priorities This Week. Keep it under 250 words.

[Paste the day's summaries, emails, and updates]

Prompt 25 — Talking Points for a Speaking Engagement *When to use: Your executive is speaking at an event, panel, or internal town hall and needs structured talking points.*

You are an executive assistant preparing talking points for [Executive Name, Title] for [event name/type] on [date]. The topic is [subject]. The audience is [describe]. Create 5–7 structured talking points that are specific and substantive — not generic platitudes. Include one memorable opening statement and a strong closing line. Tone: [confident/inspirational/thought-leadership/conversational]. Background context: [paste any relevant materials]

Prompt 26 — Short-Notice Emergency Briefing *When to use: Your executive needs a briefing in 15 minutes or less.*

You are an executive assistant creating an emergency briefing for [Executive Name, Title] who has a meeting in [timeframe]. With limited information available, create a 5-bullet executive briefing on [topic/company/person] covering: what they do or who they are, who leads them, recent notable

activity, one potential discussion topic, and one thing to be cautious about. Be concise and flag anything that needs verification.

[Paste whatever source material you have]

Category 4: Meeting Agendas

Prompts 27–32

Prompt 27 — Recurring Leadership Sync Agenda *When to use: Building the agenda for a weekly or biweekly leadership team meeting.*

You are an executive assistant building an agenda for a recurring [duration]-minute leadership team meeting. The CEO wants to cover these topics: [list topics]. Create a structured agenda with: time allocations for each section, a specific discussion question for each topic, a clear flag for any items requiring a decision (mark with [DECISION]), and a closing section for action items and owners. End the meeting 5 minutes early for buffer.

Prompt 28 — Strategic Planning Session Agenda *When to use: Quarterly planning, annual strategy sessions, or offsite discussions.*

You are an executive assistant building an agenda for a [duration] strategic planning session for [Executive Name] and [number] leadership team members. The session needs to cover: [list topics]. Create a structured agenda with time blocks, discussion questions, required pre-reads for participants, clearly marked decision points, and a [duration] break. Format for advance distribution to attendees.

Prompt 29 — External Meeting Agenda *When to use: Preparing an agenda for a meeting with a partner, client, or investor.*

You are an executive assistant preparing a meeting agenda for a [duration]-minute meeting between [our Executive Name/Title] and [external party name/company]. The meeting purpose is [describe]. Create a professional agenda suitable for sharing with the external party. Include: introductions, brief company overviews, discussion of mutual interests, exploration of [specific opportunity], and next steps. Keep it polished and concise.

Prompt 30 — Board Meeting Agenda *When to use: Building the formal agenda for a board of directors meeting.*

You are an executive assistant building a formal board meeting agenda for [date]. Confirmed topics include: [list]. Based on standard board meeting structures, suggest 2–3 additional agenda items that would be appropriate. Include time allocations, presenter names, and mark items as [INFORMATION], [DISCUSSION], or [DECISION] to clarify what's expected for each item. Include an executive session block if appropriate.

Prompt 31 — One-on-One Agenda *When to use: Preparing a structured agenda for your executive's 1:1 with a direct report.*

You are an executive assistant preparing a 1:1 agenda for [Executive Name] meeting with [direct report name and role]. The meeting is [duration] minutes. Based on the context below, create a structured agenda with: (1) Check-in — how things are going, (2) Updates — key items the direct report should brief on, (3) Discussion topics — [list any known items], (4) Support needed — what the direct report needs from the executive, (5) Action items from the previous 1:1. Keep it to one page.

Context: [any known topics, previous action items, or current priorities]

Prompt 32 — Suggest Agenda Items from Vague Direction *When to use: Your executive gives incomplete instructions and you need to fill in the gaps.*

I'm building an agenda for [meeting type] with [attendees]. Confirmed topics include: [list what you know]. Based on typical [meeting type] structures and common discussion areas for [context], suggest 3–4 additional agenda items that would be appropriate and valuable. For each suggestion, include a one-sentence rationale for why it should be included.

Category 5: Meeting Summaries

Prompts 33–38

Prompt 33 — Summary from Detailed Notes *When to use: You took thorough notes during the meeting and need a polished summary.*

You are an executive assistant summarizing a [meeting type] for distribution to [attendees/CEO/leadership team]. Using the notes below, create a structured summary: (1) Meeting Overview — one sentence on purpose and attendees, (2) Key Discussion Points — organized by topic, (3) Decisions Made — clearly stated with conditions, (4) Action Items — formatted as a table with Action, Owner, and Deadline columns, (5) Open Questions — anything unresolved. Keep the tone professional and concise.

[Paste notes]

Prompt 34 — Summary from Auto-Generated Transcript *When to use: You have a raw transcript from Teams, Zoom, Otter.ai, or Google Meet.*

You are an executive assistant processing an auto-generated meeting transcript. The transcript is raw and includes filler words, tangents, and casual conversation. Extract only substantive content and organize into: (1) Meeting Overview, (2) Key Discussion Points — organized by topic, not chronologically, (3) Decisions Made, (4) Action Items with owners and deadlines where mentioned, (5) Open Questions. Ignore small talk and tangents. If a speaker's name is unclear, note as [Speaker Unidentified]. Keep under 400 words.

[Paste transcript]

Prompt 35 — Summary from Rough or Incomplete Notes *When to use: Your notes are fragmentary — bullet points, keywords, partial sentences.*

You are an executive assistant working with rough, incomplete meeting notes. The notes below are fragmentary. Do your best to organize them into a structured summary with Key Discussion Points, Decisions (if apparent), and Action Items. Where information is ambiguous or incomplete, flag it with [NEEDS CLARIFICATION]. Do not invent details that aren't in the notes.

[Paste rough notes]

Prompt 36 — Reformat Summary for CEO Audience *When to use: You have a full summary and need a version optimized for your executive.*

Reformat the following meeting summary for a CEO audience. Lead with Decisions Made and Action Items (these are what the CEO scans for first). Keep Discussion Points brief — only include what's essential for context. Trim the total length to under 200 words. Flag any items that require the CEO's direct attention or decision.

[Paste full summary]

Prompt 37 — Compare Meeting Outcomes to Agenda *When to use: After a meeting, checking whether all agenda items were addressed.*

Compare the following meeting summary against the original meeting agenda. Identify: (1) agenda items that were fully addressed, (2) agenda items that were discussed but not resolved, (3) agenda items that were skipped or deferred, (4) any new topics that were raised but weren't on the original agenda. This helps me ensure follow-up on deferred items.

Agenda: [paste]

Meeting summary: [paste]

Prompt 38 — Consolidate Multiple Meeting Summaries *When to use: Your executive needs a single weekly overview across multiple meetings.*

You are an executive assistant consolidating summaries from [number] meetings into a single weekly overview for a CEO. Organize the consolidated summary into: (1) Key Decisions Made This Week (across all meetings), (2) Critical Action Items (with owners and deadlines), (3) Themes or Recurring Issues — patterns that appeared across multiple meetings, (4) Items Requiring CEO Attention. Keep it under 300 words.

[Paste all meeting summaries]

Category 6: Action Item Tracking

Prompts 39–44

Prompt 39 — Extract Action Items to Tracker Format *When to use: After generating a meeting summary, populating your action item tracker.*

Using the meeting summary below, extract all action items and format as rows for a tracker with these columns: Action Item, Owner, Deadline, Source Meeting, Status. Set all statuses to "Open." If no deadline was explicitly stated, mark as [TBD — needs confirmation].

[Paste meeting summary]

Prompt 40 — Generate Follow-Up Reminders *When to use: Deadlines are approaching and you need to remind action item owners.*

You are an executive assistant sending follow-up reminders on behalf of [Executive Name, Title]. Using the open action items below, draft a brief, professional follow-up message to each owner reminding them of their item and deadline. Tone: friendly but clear — a gentle accountability check, not a demand. Keep each message under 75 words.

[Paste open items from tracker]

Prompt 41 — Weekly Action Item Status Report *When to use: Giving your executive a weekly view of what's outstanding.*

You are an executive assistant preparing a weekly action item status report for [Executive Name, Title]. Using the tracker data below, create a concise status update: (1) Completed This Week, (2) In Progress — items with upcoming deadlines, (3) Overdue or At Risk — items past deadline or blocked. Highlight anything needing the CEO's attention or decision. Keep it scannable.
[Paste tracker data]

Prompt 42 — Update Tracker from New Meeting Summary *When to use: After each meeting, keeping your tracker current without manual cross-referencing.*

Compare the following meeting summary against my current action item tracker. Identify: (1) existing items that need a status update based on the discussion, (2) new items to add, (3) items that can be marked complete. Return the specific updates I should make to the tracker.
Meeting summary: [paste]
Current tracker: [paste]

Prompt 43 — Escalation Notification for Overdue Items *When to use: An action item is significantly overdue and needs to be escalated.*

You are an executive assistant drafting an escalation message on behalf of [Executive Name, Title] regarding an overdue action item. The item is: [describe the item, original owner, and original deadline]. It is now [number] days overdue. Draft a professional message to [the owner/their manager] that acknowledges the delay without being accusatory, asks for a revised timeline, and offers support if there's a blocker. Tone: firm but constructive. Keep it under 100 words.

Prompt 44 — Month-End Action Item Report *When to use: Providing a comprehensive monthly summary of action item completion rates.*

You are an executive assistant preparing a monthly action item report for [Executive Name, Title]. Using the tracker data below, create a summary with: (1) Total items opened this month, (2) Total items completed, (3) Completion rate percentage, (4) Items still open — organized by owner, (5) Recurring bottlenecks — any owners or teams with consistently overdue items. Include a one-sentence assessment of overall execution momentum.
[Paste full month's tracker data]

Category 7: Executive Research

Prompts 45–52

Prompt 45 — Competitive Analysis *When to use: Your executive needs to understand a competitor's positioning before a strategy discussion.*

You are an executive assistant preparing a competitive analysis for [Executive Name, Title]. Using the information below, create a structured one-page analysis: (1) Competitor Overview — what they do, size, market position, target customers, (2) Key Differentiators — strengths and positioning, (3) Recent Moves — product launches, partnerships, funding, key hires from the past 6–12 months, (4) Potential Vulnerabilities — weaknesses or gaps, (5) Strategic Implications — 2–3 observations about what this means for us. Be specific and avoid generic statements.

[Paste source materials]

Prompt 46 — Market Intelligence Summary *When to use: Your executive needs to understand trends and dynamics in a market.*

You are an executive assistant preparing a market intelligence summary for [Executive Name, Title]. Create a structured brief: (1) Market Overview — size, growth, key dynamics, (2) Major Trends — 3–4 shaping the next 12–24 months, (3) Key Players — important companies and how the landscape is shifting, (4) Risks and Uncertainties — regulatory, economic, or technological, (5) Implications for Our Business — 2–3 specific observations. Prioritize recent developments over historical background.

[Paste source materials]

Prompt 47 — Due Diligence Research *When to use: Preliminary background check on a company for a potential partnership, acquisition, or engagement.*

You are an executive assistant conducting preliminary due diligence research for [Executive Name, Title]. Create a structured assessment: (1) Company Overview — founding, size, funding, ownership, (2) Financial Health Indicators — revenue data, funding rounds, profitability signals, (3) Leadership and Key Personnel, (4) Reputation and Market Perception, (5) Potential Red Flags — litigation, regulatory issues, leadership turnover, (6) Summary Assessment — 2–3 sentences. Note: this is preliminary research based on publicly available information.

[Paste source materials]

Prompt 48 — Recurring Competitive Monitoring Update *When to use: Your regular cadence day for tracking competitor activity.*

You are an executive assistant preparing a recurring competitive update for [Executive Name, Title]. Using the information below (gathered in the past [week/two weeks/month]), summarize notable activity for [Competitor Name]: (1) Product or Feature Updates, (2) Partnerships or Acquisitions, (3)

Leadership Changes or Key Hires, (4) Market Positioning Shifts, (5) Anything Else Worth Noting. If no meaningful activity in a category, say "No notable updates." Keep under 150 words.

[Paste recent sources]

Prompt 49 — Vendor Comparison Research *When to use: Evaluating multiple vendors, tools, or service providers for a business need.*

You are an executive assistant preparing a vendor comparison for [Executive Name, Title]. We are evaluating [number] options for [describe the need]. Using the information below, create a structured comparison with: (1) a summary table comparing key features, pricing, and differentiators side by side, (2) a brief pros/cons assessment for each option, (3) a recommendation based on our priorities of [list priorities — e.g., cost, ease of implementation, scalability]. Be objective and specific.

[Paste vendor information]

Prompt 50 — Industry Event or Conference Prep *When to use: Your executive is attending a conference and needs context on speakers, attendees, or topics.*

You are an executive assistant preparing a conference briefing for [Executive Name, Title] attending [event name] on [dates]. Create a structured prep document: (1) Event Overview — theme, size, notable sponsors, (2) Key Sessions — 3–5 most relevant sessions based on our strategic interests, (3) Notable Attendees — people our executive should prioritize meeting and why, (4) Talking Points — 2–3 topics our executive should be prepared to discuss, (5) Logistics — location, registration details, and schedule.

[Paste event agenda, speaker list, and attendee information]

Prompt 51 — Layered Research: Deep-Dive Follow-Up *When to use: Your initial research raised questions that need more exploration.*

Based on the research summary below, I need to go deeper on [specific area]. Provide a detailed analysis focused specifically on: [list 2–3 specific questions]. Use only the source material provided — do not speculate beyond what's available. Flag any areas where the available information is insufficient and I should seek additional sources.

Initial research summary: [paste]

Additional source material: [paste if available]

Prompt 52 — Synthesize Research into Executive Questions *When to use: You've completed research and want to help your executive ask the right questions in a meeting.*

Based on the research below, generate 5–7 strategic questions that [Executive Name, Title] should consider asking during [the meeting/discussion/negotiation]. Each question should be specific, informed by the research, and designed to surface information that isn't already publicly available. Organize them from most to least important.
[Paste completed research]

Category 8: Travel Planning

Prompts 53–60

Prompt 53 — Single-City Domestic Itinerary *When to use: Building an itinerary for a straightforward round-trip to one city.*

You are an executive assistant creating a detailed travel itinerary for [Executive Name, Title]. Using the confirmed travel details below, produce a structured itinerary organized by day and time. Include: all flight details (airline, flight number, departure/arrival times with time zones, terminals, seat assignments), hotel information (name, address, confirmation number, check-in/check-out), ground transportation, meeting schedule with locations and contacts, and buffer time between commitments. Flag any tight connections or scheduling risks. Format for easy mobile reading.
[Paste confirmed travel details]

Prompt 54 — Multi-City Domestic Travel Brief *When to use: Coordinating travel across multiple cities with different hotels, flights, and meetings.*

You are an executive assistant creating a comprehensive travel brief for [Executive Name, Title]'s multi-city domestic trip. Using the confirmed details below, produce a structured brief organized by day and time. Include: all flight details with confirmations, hotel info for each city, ground transportation, meeting schedule with attendees and locations, buffer time, and a key contacts section. Flag tight connections or scheduling risks.
[Paste confirmed details for all cities]

Prompt 55 — International Travel Brief *When to use: International trips requiring time zone mapping, visa info, cultural notes, and embassy contacts.*

You are an executive assistant creating a comprehensive international travel brief for [Executive Name, Title]. Include: all flight details with confirmations, hotel info for each city, ground transportation, meeting schedule, buffer time for jet lag recovery, time zone references throughout

(local and home time zone), passport/visa section, key contacts including embassy information, and a cultural notes section for each country. Flag any scheduling risks.

[Paste confirmed details]

Prompt 56 — Pre-Trip Briefing *When to use: Pairing strategic context with the travel itinerary for important trips.*

You are an executive assistant preparing a pre-trip briefing for [Executive Name, Title] ahead of [trip destination]. The trip includes [number] meetings. For each meeting, provide: (1) who they're meeting and why, (2) one key thing to know about each attendee, (3) the desired outcome, (4) relevant context or sensitivities. Keep under 300 words.

[Paste meeting details and background research]

Prompt 57 — Travel Logistics Confirmation Email *When to use: Confirming meeting details with a host, external EA, or coordinator.*

You are an executive assistant coordinating travel logistics. Draft a professional email to [recipient name and role] confirming the following meeting details: [paste details]. Include date, time, location, attendees from our side, and any materials we'll bring or need from them. Ask about visitor entrance procedures if relevant. Tone: warm and professional. Keep under 150 words.

Prompt 58 — Pre-Trip Checklist *When to use: Ensuring nothing is forgotten before your executive travels.*

You are an executive assistant creating a pre-trip preparation checklist for [Executive Name]'s [duration]-day trip to [destination]. Organize into: (1) Documents and Access — passport, IDs, boarding passes, confirmations, (2) Meeting Prep — briefings prepared, materials printed/loaded, (3) Technology — devices, chargers, adapters, hotspot, (4) Logistics Confirmed — transport, reservations, (5) Post-Trip — return travel confirmed, first morning back cleared. Customize based on the trip details provided.

[Paste trip details]

Prompt 59 — Trip Change Notification *When to use: A flight, hotel, or meeting has changed and you need to notify affected parties.*

You are an executive assistant notifying [recipients] of a change to [Executive Name]'s travel plans. The original plan was [describe]. The change is [describe what changed and why — keep it brief].

Provide the updated details clearly and confirm whether any action is needed from the recipient.
Tone: professional and efficient. Keep under 120 words.

Prompt 60 — Post-Trip Expense Summary *When to use: Organizing travel expenses after a trip for reporting or reimbursement.*

You are an executive assistant organizing a post-trip expense summary for [Executive Name]'s trip to [destination] on [dates]. Using the receipts and details below, create a structured expense report with: (1) Transportation — flights, car service, rental car, (2) Accommodation — hotel charges, (3) Meals and Entertainment, (4) Miscellaneous — tips, parking, incidentals, (5) Total. Format as a clean table with Date, Category, Description, and Amount columns.
[Paste receipt details and amounts]

Category 9: Calendar Optimization

Prompts 61–66

Prompt 61 — Weekly Calendar Audit *When to use: Your Friday or Monday review of the upcoming week's schedule.*

You are an executive assistant analyzing [Executive Name]'s weekly calendar to identify optimization opportunities. Review the schedule below and provide recommendations: (1) Back-to-Back Risks — meetings with no buffer, (2) Focus Time Gaps — days with no protected strategic work time, (3) Grouping Opportunities — meetings that could be combined or batched, (4) Low-Value Time — meetings that seem routine, overly long, or delegable, (5) Energy Management — high-stakes meetings at suboptimal times. Reference specific meetings in your recommendations.
[Paste the week's schedule]

Prompt 62 — Design a Weekly Time-Blocking Template *When to use: Establishing a recurring weekly structure for your executive.*

You are an executive assistant designing a weekly time-blocking template for [Executive Name, Title]. Their priorities: [list time allocation preferences — e.g., 30% strategic meetings, 20% external, 15% 1:1s, 15% focus time, etc.]. They are most sharp during [morning/afternoon]. They prefer [any preferences — e.g., no external meetings before 10 AM, one meeting-free morning per week]. Design a template showing which activity types belong in which blocks with day/time recommendations.

Prompt 63 — Decline a Meeting Request *When to use: A meeting request doesn't warrant your executive's attendance.*

Draft a professional message from an executive assistant declining a meeting request on behalf of [Executive Name, Title]. The meeting is [describe]. The reason for declining is [not CEO-level/schedule conflict/can be delegated]. Suggest [alternative — e.g., another attendee, a briefing afterward, or a shorter check-in]. Tone: warm, appreciative, and solution-oriented. Keep under 100 words.

Prompt 64 — Request a Shorter Meeting *When to use: A meeting is scheduled for longer than necessary.*

Draft a brief message from an executive assistant to [meeting organizer] requesting that a [current duration]-minute meeting be reduced to [proposed duration] minutes. [Executive Name] has reviewed the agenda and believes the key items can be addressed in a shorter session. Tone: respectful and collaborative. Keep under 80 words.

Prompt 65 — Protect Focus Time Block *When to use: Someone is trying to book over your executive's protected time.*

Draft a professional response from an executive assistant to [requester name] who is attempting to schedule over [Executive Name]'s protected focus block on [day/time]. Explain that this time is reserved for strategic work and offer [two specific alternative time slots]. Tone: firm but friendly. Keep under 80 words.

Prompt 66 — Monthly Calendar Analysis *When to use: Reviewing the past month's calendar to identify patterns and recommend structural changes.*

You are an executive assistant analyzing [Executive Name]'s calendar data from the past month. Using the schedule data below, identify: (1) what percentage of time was spent in meetings vs. focus time, (2) which recurring meetings consumed the most time, (3) patterns of back-to-back scheduling, (4) days that were consistently overloaded, (5) recommendations for structural changes to next month's schedule. Present findings with specific data points.
[Paste month's calendar data]

Category 10: Executive Relationship & Miscellaneous

Prompts 67–71

Prompt 67 — Onboarding Briefing for a New Executive *When to use: A new executive is joining and needs a comprehensive orientation document.*

You are an executive assistant preparing an onboarding briefing for a new [Title] joining [Company Name]. Create a structured welcome document with: (1) Company Overview — mission, key products/services, current strategic priorities, (2) Leadership Team — names, roles, and one-sentence descriptions, (3) Key Meetings — recurring meetings they'll attend with day/time/purpose, (4) Current Priorities — top 3–5 initiatives they should know about, (5) Useful Contacts — who to reach for IT, HR, facilities, etc. (6) First Week Schedule — suggested meetings and orientation activities.
[Paste relevant company information]

Prompt 68 — Prepare for a Media Interview *When to use: Your executive has a press interview and needs talking points and preparation.*

You are an executive assistant preparing [Executive Name, Title] for a media interview with [outlet name] on [topic]. Create a prep document with: (1) Key Messages — 3 main points to communicate regardless of questions asked, (2) Anticipated Questions — 5–7 likely questions with suggested concise responses, (3) Bridging Phrases — ways to redirect difficult questions back to key messages, (4) Things to Avoid — topics or phrasing that could be problematic, (5) Background on the Interviewer — their style and recent articles if available.
[Paste any available context]

Prompt 69 — Draft a LinkedIn Post for Your Executive *When to use: Your executive wants to share a thought leadership post or company update.*

You are an executive assistant drafting a LinkedIn post for [Executive Name, Title]. The post should be about [topic]. The goal is to [share a company update/offer a perspective on an industry trend/celebrate a team achievement]. Tone: [thoughtful/conversational/professional/authentic]. Include a hook in the first two lines that makes people stop scrolling. Keep it under 200 words. Do not use hashtags unless specifically requested.
Key points to cover: [list]

Prompt 70 — Event Planning Checklist *When to use: Coordinating a leadership dinner, team offsite, or corporate event.*

You are an executive assistant creating a comprehensive event planning checklist for [event type] on [date] with [number] attendees. Organize into: (1) Venue and Logistics — booking, setup, A/V, catering, (2) Invitations and RSVPs — who to invite, deadline, tracking, (3) Agenda and Program —

schedule, speakers, materials, (4) Day-of Coordination — arrival logistics, point-of-contact list, contingency plans, (5) Post-Event — thank-you notes, feedback collection, expense summary. Customize based on the details below.

[Paste event details]

Prompt 71 — Prepare a Recommendation or Reference *When to use: Your executive needs to provide a professional recommendation for someone.*

You are an executive assistant drafting a professional recommendation on behalf of [Executive Name, Title] for [person's name] who is [applying for a role/being nominated for an award/requesting a reference]. The recommendation should highlight [2–3 specific strengths or accomplishments].

Tone: warm, credible, and specific — avoid vague praise. Include one concrete example that illustrates the person's impact. Keep under 200 words.

Background: [paste what you know about the person's contributions]

Category 11: Voice & Style

Prompts 72–75

Prompt 72 — Analyze Executive Communication Style *When to use: One-time setup to create a voice profile for your executive.*

Analyze the following emails written by [Executive Name] and describe their communication style in terms of: tone (formal/casual/warm/direct), sentence length and structure, formality level, use of greetings and sign-offs, and any recurring patterns or phrases. Be specific — I'll use this description to ensure future AI-drafted communication matches their natural voice.

[Paste 3–5 recent emails your executive actually sent]

Prompt 73 — Adjust Draft to Match Executive Voice *When to use: You have an AI-generated draft that needs to sound more like your executive.*

Rewrite the following draft to match this communication style: [paste your saved voice profile description]. Maintain the same content and key messages but adjust the tone, sentence structure, and phrasing to sound like this executive's natural writing voice. Flag any passages where the style adjustment significantly changes the meaning so I can review.

Draft to adjust: [paste the AI-generated draft]

Prompt 74 — Adjust Tone for a Different Audience *When to use: The same message needs different tones for different recipients.*

Rewrite the following message for a [new audience — e.g., board members / all employees / external partners]. Adjust the tone from [current tone] to [target tone — e.g., more formal / more casual / more detailed / more concise]. Keep the core content and key messages the same but adapt the language, level of detail, and framing for this specific audience.

Original message: [paste]

Prompt 75 — Create a Communication Style Guide *When to use: Building a reference document for consistent executive communication.*

Based on the following sample communications from [Executive Name], create a one-page communication style guide that anyone drafting on their behalf can reference. Include: (1) Tone Description — 2–3 sentences capturing their voice, (2) Preferred Greetings and Sign-offs, (3) Sentence Style — short/long, simple/complex, (4) Words and Phrases They Use Often, (5) Words and Phrases to Avoid — anything that sounds unlike them, (6) Formatting Preferences — bullet points vs. paragraphs, email length tendencies. Be specific enough that someone unfamiliar with this executive could draft in their voice.

[Paste 5–10 sample communications]

About This Resource

This prompt library is a companion to *The AI Executive Assistant Playbook* by Executive AI Institute. For the complete workflows, example outputs, and strategic frameworks behind these prompts, visit www.AIExecutiveAssistantToolkit.com.

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