

The Executive Assistant AI Prompt Pack

6 copy-paste prompts for the work that lands on your desk daily

These six prompts come from the full Ahead at Work guide for Executive Assistants. They cover the daily load: building a meeting agenda, fixing the tone on a tricky email, turning a meeting into clear follow-ups, cutting a long report down to the points that matter, prepping a one-page executive briefing, and planning travel that holds up when a flight slips. Replace the bracketed details with the real meeting, exec, or trip, paste the prompt in, and you get a strong first draft. Read it over before it reaches your executive or their inbox.

1. Meeting Agenda Builder

Create a detailed meeting agenda for a [MEETING TYPE: e.g., quarterly business review / team stand-up / board meeting] with [NUMBER] attendees.

Meeting details:

- Purpose: [WHAT DECISION OR OUTCOME IS NEEDED]
- Duration: [LENGTH]
- Key attendees and their roles: [LIST]
- Pre-read materials: [ANY DOCUMENTS TO REFERENCE]

Generate:

1. A professional agenda with time allocations for each section
2. 2-3 discussion questions per agenda item to keep conversation focused
3. A 'Decisions Needed' section listing specific items requiring sign-off
4. An 'Action Items' template at the bottom with columns for: Task, Owner, Deadline
5. A brief opening statement I can use to kick off the meeting

Keep total time allocations to exactly [DURATION]. Include 5 minutes at the end for wrap-up and next steps.

2. Email Tone Adjuster (Professional Upgrade)

Rewrite this email to sound more [professional / diplomatic / urgent / warm / concise, pick one]:

[PASTE YOUR DRAFT EMAIL HERE]

Requirements:

- Keep the core message and all factual details identical
- Adjust only the tone, word choice, and structure
- Keep it under [WORD COUNT] words
- The recipient is [DESCRIBE: e.g., 'a board member who prefers direct communication' / 'a frustrated client' / 'a colleague I need a favour from']
- End with a clear next step or call to action

Provide the rewritten version and a one-line explanation of what you changed and why.

3. Meeting Follow-Up Email

Draft a follow-up email after today's meeting.

Meeting details:

- Attendees: [LIST]
- Topics discussed: [KEY POINTS OR PASTE MEETING NOTES]
- Decisions made: [LIST]
- Action items: [WHO IS DOING WHAT BY WHEN]

Requirements:

- Subject line that tells recipients exactly what they need to know
- Opening: thank attendees, reference the meeting date and purpose in one sentence
- Body: clear numbered list of decisions made and action items with owners and deadlines
- Closing: confirm the next meeting date/time if applicable
- Tone: professional but warm, this represents my executive
- Under 200 words total

Do NOT include anything that wasn't discussed. Stick strictly to what I've provided.

4. Document Summariser (Long Report to Key Points)

Summarise this document into an executive-friendly brief that my boss can read in under 3 minutes:

[PASTE THE FULL DOCUMENT OR KEY SECTIONS]

Generate:

1. One-sentence overview (what is this document about and why does it matter)
2. 'Key Findings', 5-7 bullet points capturing the most important information
3. 'Numbers That Matter', pull out every significant statistic, financial figure, or metric
4. 'Recommendations', what does the document suggest should happen next
5. 'Questions to Ask', 3 questions my executive should consider based on this content
6. 'Risk Flags', anything concerning, unclear, or requiring follow-up

Do not add opinions or information not in the original document. If something is ambiguous, say so.

5. Executive Briefing Document

Create a one-page executive briefing document for [EXECUTIVE NAME] ahead of their meeting with [PERSON/COMPANY].

Context I have:

- Who they're meeting: [NAME, TITLE, COMPANY]
- Meeting purpose: [DESCRIBE]
- Background info I've gathered: [PASTE ANY NOTES, LINKEDIN PROFILES, RECENT NEWS]
- Our relationship history: [ANY PREVIOUS INTERACTIONS]

Generate:

1. 'Who You're Meeting' section, 3-4 bullet points on the person (role, background, recent accomplishments, mutual connections)
2. 'Their Company' section, 3 key facts (size, recent news, industry position)
3. 'Meeting Objective', what we want to achieve in one sentence
4. 'Talking Points', 3-5 suggested conversation starters based on their background
5. 'Potential Questions They May Ask', 3 questions to prepare for
6. 'Recommended Follow-Up', suggested next steps after the meeting

Keep the entire document to one page (under 400 words). Use bullet points, not paragraphs.

6. Travel Itinerary Planner

Create a detailed travel itinerary for [EXECUTIVE NAME]'s trip to [DESTINATION] from [START DATE] to [END DATE].

Trip details:

- Purpose: [BUSINESS MEETINGS / CONFERENCE / CLIENT VISITS]
- Meetings/events already scheduled: [LIST WITH TIMES AND LOCATIONS]
- Flight preferences: [e.g., 'morning departures, aisle seat, direct flights preferred']
- Hotel preferences: [e.g., 'walking distance to meetings, quiet room, gym access']
- Dietary restrictions or special needs: [LIST]
- Budget level: [ECONOMY / BUSINESS / NO LIMIT]

Generate:

1. Day-by-day schedule with travel times between locations
2. Suggested restaurant options near meeting venues (2 options per meal)
3. Buffer time before each meeting (minimum 30 minutes)
4. Time zone notes and jet lag considerations
5. A packing checklist based on weather forecast and meeting formality
6. Emergency contacts section (embassy, hotel, airline)

Format as a clean table: Time | Activity | Location | Notes

This is six of sixteen

The full Executive Assistant guide has all sixteen prompts, honest reviews of the AI scheduling, summarising, and document tools with current prices, the workflows that string them together, and a 30-day plan to build the habit. One-time purchase, instant download.

Get the full guide. \$29

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