



# Top AI prompts for Personal Assistants (PA)

Do you want to start using Artificial Intelligence (AI) in your role but don't know where to start and how it can benefit you? AI prompting is giving specific instructions or questions to an AI to get relevant and accurate responses. It helps guide the AI to understand what you need and respond appropriately.

The CREATE formula is a great structured approach for crafting effective AI prompts to get the outcome you want, but in a simple way.

- C**haracter: Define the persona or role the AI should assume.
- R**equest: Clearly state the task or question.
- E**xamples: Provide sample inputs and desired outputs.
- A**djustments: Specify modifications or constraints.
- T**ype of output: Indicate the format and detail level of the response.
- E**xtras: Include additional context or instructions to refine the output.

## Example:

**(C)** Assume you are an experienced Personal Assistant with 10+ years of experience supporting C-suite executives. **(R)** Provide strategies for optimising an executive's daily schedule to enhance productivity and minimise distractions. **(E)** Specifically, include methods for prioritising high-value tasks, reducing unnecessary meetings, and managing last-minute schedule changes effectively. **(A)** Focus on approaches that balance professional commitments with personal well-being while maintaining flexibility for urgent matters. **(T)** Provide a structured daily schedule template and a list of best practices for time management. **(E)** Consider using productivity tools, delegation techniques, and strategies to limit interruptions from emails and calls.

Here are fifty ideas for prompts that Personal Assistants can use to streamline their workflows, enhance executive support, and improve overall efficiency.

## Time Management & Scheduling

How can I optimise my executive's schedule to improve productivity and work-life balance?

What strategies can I implement to manage last-minute schedule changes more effectively?

How can I improve my approach to prioritising and delegating tasks?

## Managing Meetings & Time Efficiency

What are the best practices for scheduling meetings across different time zones?

How can I improve communication around scheduling conflicts and rescheduling requests?

What strategies can I use to ensure meetings are productive and time-efficient?

How can I create a system for handling urgent and non-urgent tasks separately?

What are the best ways to manage and limit unnecessary distractions in my executive's day?



## Tools & Systems for Time Management

- What tools and software can I use to streamline calendar management?
- How can I set up an effective system for tracking deadlines and key deliverables?
- How can we better leverage social media for talent acquisition and employer branding?

## Email & Written Communication

- How can I improve my email management system to ensure faster response times?
- What strategies can I use to draft professional and effective emails on behalf of my executive?
- How can I enhance my ability to proofread and edit important documents?
- What are the best techniques for writing concise and impactful reports?

## Meetings & Information Sharing

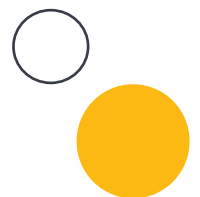
- How can I maintain clear and organised communication between multiple stakeholders?
- How can I improve my note-taking and summarisation skills for meetings?
- How can I create an efficient system for tracking follow-ups from emails and meetings?
- What are the key elements of an effective briefing document?
- What strategies can I implement to ensure my executive stays updated without information overload?

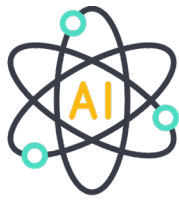
## Confidentiality & Professionalism

- What are the best practices for handling confidential information in emails and meetings?

## Travel Planning & Logistics

- How can I improve my approach to planning and coordinating travel arrangements?
- What are the best practices for handling last-minute travel disruptions?
- How can I negotiate better rates for flights, hotels, and transportation?
- How can I streamline the process of arranging visas and travel documentation?
- How can I create a detailed yet flexible travel itinerary that minimises stress?





### Event Organisation & Coordination

How can I ensure seamless logistics for business events and conferences?

What are the best strategies for managing event guest lists and RSVPs?

How can I proactively manage weather-related or geopolitical travel risks?

### Expense & Reimbursement Management

What are the best tools for managing expenses and reimbursements related to travel?

### Travel & Meeting Coordination

What strategies can I use to ensure smooth coordination between travel plans and meetings?

### Document & Information Management

How can I create a more efficient filing system for digital and physical documents?

What are the most effective ways to organise and store confidential documents securely?

What are the best practices for organising executive briefings and reports?



### Task & Workflow Management

What strategies can I use to improve my to-do list and task management system?

How can I improve my ability to track and manage multiple projects simultaneously?

What are the best tools for managing reminders and deadlines efficiently?

How can I use automation tools to save time on repetitive administrative tasks?

### Executive Support & Anticipation

How can I better manage my executive's personal and professional commitments?

How can I improve my ability to anticipate my executive's needs before they arise?

### Handover & Multi-Executive Support

What strategies can I use to ensure seamless handovers when supporting multiple executives?

## Networking & Professional Relationships

- How can I improve my ability to network and build strong professional relationships?
- What strategies can I use to strengthen relationships with key clients and stakeholders?
- How can I ensure seamless coordination between different departments?
- How can I support my executive in strengthening key business relationships?



## Stakeholder & VIP Management

- What are the best practices for handling difficult or demanding stakeholders?
- How can I improve my approach to handling VIP guests and high-profile clients?
- How can I manage confidential communications discreetly and professionally?

## Executive Representation & Information Gathering

- How can I proactively gather useful information for my executive ahead of meetings?
- What are the best ways to support my executive in maintaining their personal brand?
- How can I ensure smooth coordination and communication between my executive and the board of directors?

**Iterative Prompting - refining and adjusting prompts based on the AI's responses to gradually guide it towards your desired outcome. As an example, let's create a travel itinerary for a trip to Japan.**

**Initial Prompt:** Generate a rough outline for a week-long trip to Japan, focusing on major cities like Tokyo, Kyoto, and Osaka.

The AI will provide a basic itinerary including major tourist attractions in Tokyo, Kyoto, and Osaka.

**First Iteration:** Refine the itinerary by adding specific recommendations for culinary experiences in each city that are popular with locals, not just tourists.

The AI might then add local food recommendations in Tokyo, Kyoto, and Osaka.

**Second Iteration:** Further refine the itinerary by incorporating a day trip to a lesser known but culturally significant location near one of the cities, including how to get there and what to do. The AI may suggest a day trip to Nara from Osaka, detailing transportation options and key activities.

**Third Iteration:** Finalise the itinerary by including tips for cultural etiquette that travellers should observe in the places mentioned, to enhance their experience and respect local customs. The AI might then incorporate etiquette tips for visiting temples in Kyoto, dining in Tokyo, and interacting in Nara.

### Find out more

Contact us to discuss any of the above or to find out how we can help you more with our AI services.

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