EA AI Academy

FREE GUIDE

EA AI ACADEMY PRESENTS

The AI Toolkit for Executive Assistants

20 practical prompts to win back hours every week, in the AI tool you already have.



20 PROMPTS

5 CHAPTERS

1 CHECKLIST

Email · Calendar · Meetings · Travel · Research

anciai.com/ea-ai-academy

WELCOME

AI drafts. You decide.

Executive assistants hold an office together. You know the people, the politics and the rules nobody wrote down. None of that is going anywhere.

What is changing is the first draft. The email, the agenda, the itinerary, the summary of a 40-reply thread: AI can now produce a good first version in seconds. The assistants who learn to direct it get hours back every week, and spend them on the work only they can do.

This toolkit is where to start. Twenty prompts, written for the tasks in an EA's real week, that work in ChatGPT, Microsoft Copilot, Google Gemini or Claude. No technical skills needed. Copy one, fill in the brackets, and see what it does.

Then come and tell us how it went. That's what the Academy is for.

Raj Lal
Founder, ANCI AI · Host of the EA AI Academy

1

Pick a prompt

Start with a task you did this week. Each one says when to use it.

2

Fill the brackets

Replace everything in **[brackets]** with your details. Leave out anything confidential.

3

Check, then send

Read every answer before using it. Ask for changes: "shorter", "warmer", "as a table".

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BEFORE YOU START

The anatomy of a great prompt

Every prompt in this toolkit has the same five parts. Once you see them, you can write your own for any task.

1 · WHO **The role**	Say who it's for and whose voice. `"from my executive to a board member"`
2 · WHAT YOU HAVE **The context**	Paste the notes, the thread or the calendar. AI only knows what you give it.
3 · WHAT YOU WANT **The task**	One clear verb: draft, summarise, compare, list. `"Draft a reply declining…"`
4 · THE SHAPE **The format**	Length, tone and layout. `"under 150 words"` `"as a table"` `"five bullets"`
5 · THE LIMITS **The guardrails**	What it must not do. `"Use only the information I give you. Flag anything unclear."`

ALL FIVE TOGETHER

Draft a short, warm reply from my executive to a board member [1] declining the dinner on the 14th. Here is their email: [paste] [2]. Draft [3] it in under 100 words, friendly but firm [4], and don't promise another date [5].

CHAPTER 1

Email and writing

Most of an EA's day is words: replies, requests, polite refusals. AI is at its best on the first draft, so you can spend your time on the judgment.

01 Turn notes into an email

USE IT WHEN You have bullet points from your executive and need a sendable email in two minutes.

> `Turn these notes into a clear, friendly email from [executive] to [recipient]. Keep it under 150 words, lead with the ask, and end with one specific next step. Notes: [paste]`

TIP Add "in plain English, no buzzwords" if the first draft sounds like a press release.

02 Write in your executive's voice

USE IT WHEN You draft on your executive's behalf and want it to sound like them, not like a robot.

> `Here are three emails my executive wrote: [paste]. Describe their tone in five bullet points. Then use that tone to draft a reply to this message: [paste]`

TIP Save the five tone bullets. Paste them at the start of future prompts and skip the examples.

03 Say no politely

USE IT WHEN Speaking invitations, “quick coffee” requests and vendor pitches.

```
Draft a warm, short reply declining [invitation or request] on behalf of [executive]. Don’t over-apologise, keep the relationship strong, and offer [alternative, if any].
```

TIP Ask for three versions: warm, neutral and firm. Pick the one that fits the relationship.

04 Summarise a long thread

USE IT WHEN Your executive was copied on 40 replies and needs the gist before a call.

```
Summarise this email thread in five bullets: what was decided, what is still open, who owes what, and by when. Then list any question my executive must answer. Thread: [paste]
```

TIP Remove signatures and disclaimers before pasting. The answer gets sharper and you share less.

MY NOTES · WHAT I CHANGED, HOW LONG IT SAVED

CHAPTER 2

Calendar and scheduling

Calendar Tetris is where an EA's judgment shows most. AI can do the arithmetic, the time zones and the wording, while you keep the unwritten rules.

02

05 Find the time zone overlap

USE IT WHEN A meeting across three or more time zones.

> My executive is in `[city]` and works `[hours]`. The other people are in `[cities]`. List the one-hour windows next week that fall inside everyone's working hours, shown in each person's local time.

TIP Name the dates. Daylight saving changes on different days in the US and Europe.

06 Fit a meeting into a full week

USE IT WHEN An urgent meeting has to land in a week with no free time.

> Here is my executive's week: `[paste]`. A `[length]` meeting with `[person in time zone]` has to fit before `[date]`. List every option that respects these rules: `[no Friday afternoons, 15 minutes between calls]`. For each one, say what would have to move.

TIP Write the unwritten rules down once and reuse them. They are what make the answer usable.

07 Offer times that end the back-and-forth

USE IT WHEN Proposing times to someone outside the company.

```
Write a short email offering [person] these three times: [times, with time zone]. Show each time in their time zone too, and ask them to reply with one number.
```

TIP "Reply with 1, 2 or 3" gets faster answers than "let me know what works".

08 Reschedule without the awkwardness

USE IT WHEN Your executive has to move a meeting, again.

```
Draft a short note moving [meeting] with [person] from [old time] to one of these: [times]. Give a brief, honest reason: [reason]. Make it easy to say yes.
```

TIP For senior guests, ask for a version your executive can send from their own account.

MY NOTES · WHAT I CHANGED, HOW LONG IT SAVED

CHAPTER 3

Meetings

Before, during and after: AI can turn a pile of notes into a brief, an agenda or a follow-up that goes out the same day.

09 A one-page prep brief

USE IT WHEN The night before an important external meeting.

```
Create a one-page prep brief for my executive's meeting with [person, company]. Include: purpose, what we last discussed [paste notes], three questions to ask, and one risk to watch for. Use only the information I give you.
```

TIP "Use only the information I give you" stops the AI from inventing facts.

10 An agenda that keeps time

USE IT WHEN Recurring meetings that keep running over.

```
Draft a [length] agenda for [meeting purpose] with [attendees]. Give each item an owner and minutes, put the decision items first, and end with five minutes for next steps.
```

TIP Send the agenda with the invite. People come prepared when they know what is being decided.

11 Clean notes into actions

USE IT WHEN Right after the meeting, while it's fresh.

```
Turn these raw meeting notes into: 1) three-line summary, 2)
decisions, 3) action items as a table with owner and due date.
Flag anything unclear instead of guessing. Notes: [paste]
```

TIP The "flag anything unclear" line is the most important part of this prompt.

12 The same-day follow-up

USE IT WHEN Closing the loop before the end of the day.

```
Write the follow-up email for this meeting: [summary and actions].
Thank people in one line, list actions with owners and dates, and
confirm the next meeting time if there is one.
```

TIP Chain it: run prompt 11 first, then paste its table into this one.

MY NOTES · WHAT I CHANGED, HOW LONG IT SAVED

CHAPTER 4

Travel and events

Confirmations arrive in ten different formats. AI is good at turning them into one clean plan, and at catching what doesn't fit.

13 Build an itinerary

USE IT WHEN A multi-city trip with flights, hotels and meetings.

```
Build a day-by-day itinerary for my executive's trip from these confirmations: [paste]. Include local times, addresses, confirmation numbers, and travel time between stops. Flag any tight connections.
```

TIP Check every time and confirmation number against the original before you send it.

14 Compare options quickly

USE IT WHEN Three options and a decision needed by noon.

```
Compare these [flights or hotels]: [paste]. Make a table of price, times, total travel time and cancellation terms, then recommend one for an executive who values [priority].
```

TIP Say what your executive values ("arrives the night before", "aisle seat") and the recommendation gets better.

15 Plan an offsite

USE IT WHEN The first hour of planning any event.

```
Create a planning checklist for a [size]-person offsite in [city]
on [dates], with a timeline counting back from the date: venue,
catering, travel, agenda, materials and follow-up.
```

TIP Paste the checklist into your task tool and assign dates straight away.

16 A clear event invite

USE IT WHEN Team dinners, board events and customer visits.

```
Write an invitation for [event] on [date] at [place]. Include why
it matters to the guest, what to expect, dress code, and how to
RSVP by [date]. Keep it under 120 words.
```

TIP Lead with why it matters to the guest. That is what gets the RSVP.

MY NOTES · WHAT I CHANGED, HOW LONG IT SAVED

CHAPTER 5

Research and organising

The quiet work that keeps everything running: briefings, priorities, process docs, and a final check before anything goes out.

05

17 Brief me on a company

USE IT WHEN Before a first meeting with a new company.

```
Using only these sources [paste or links], write a short briefing
on [company]: what they do, recent news, who we're meeting, and
two good conversation openers.
```

TIP Give it the sources. AI that searches on its own can mix up companies with similar names.

18 Turn a task list into a plan

USE IT WHEN Monday morning, or any day that starts with chaos.

```
Here is everything on my plate: [paste]. Sort it into today, this
week and later, using these priorities: [executive's priorities].
Point out anything I could hand off or drop.
```

TIP Do it with your executive's top three goals for the quarter in the prompt.

19 Draft a process doc

USE IT WHEN Before a vacation, or when a teammate joins.

> Write a step-by-step guide for `[recurring task]` so a backup assistant could do it. Use numbered steps, note where to find each thing, and list the mistakes to avoid. Here's how I do it today: `[paste]`

TIP Talk it through out loud, paste the transcript, and let AI turn it into steps.

20 Check the AI's work

USE IT WHEN Every time AI wrote something that goes out under your executive's name.

> Review the text below for factual claims, names, dates, numbers and anything that could embarrass my executive. List each one I should double-check before sending. Text: `[paste]`

TIP Use it last, on anything important. It is the habit that keeps AI safe.

MY NOTES · WHAT I CHANGED, HOW LONG IT SAVED

KEEP IT SAFE

Before you paste: a safe-use checklist

AI is a powerful assistant and a public place at the same time. These five habits keep your executive, your company and you out of trouble.

Use only tools your company has approved

Many companies have a licensed version of Copilot, Gemini or ChatGPT that keeps your data private. Ask IT which ones, and use those.

Never paste the sensitive things

Passwords, bank or card details, health information, legal matters, or anything marked confidential stay out of every chatbot.

Share only what the task needs

“A board member” usually works as well as the name. Strip signatures, phone numbers and addresses before pasting a thread.

Check every fact before it goes out

AI can sound sure and still be wrong. Names, dates, numbers and times get checked against the source. Prompt 20 helps.

You stay the sender

AI drafts; you decide what is sent, and when. Nothing goes out under your executive’s name that you haven’t read.

Tip: forward this page to IT with a one-line question: “Which AI tools are we approved to use, and is there anything else I should know?” It shows initiative, and gets you a clear answer.

MAKE IT A HABIT

Your first week with AI

One prompt a day, on real work. By Friday you'll know which ones save you the most time.

MONDAY	**Plan the week** Sort everything on your plate into today, this week and later.	Prompt 18
TUESDAY	**Clear the inbox** Summarise the longest thread, then turn your notes into a reply.	4 + 1
WEDNESDAY	**Play calendar Tetris** Fit the hardest meeting of the week, with the unwritten rules written down.	Prompt 6
THURSDAY	**Prep and follow up** A one-page brief before a meeting, actions out the same day.	9 + 11
FRIDAY	**Teach the backup** Turn one recurring task into a process doc, and check it with prompt 20.	19 + 20

Keep score. Note how long each task used to take and how long it took with AI. A week of numbers is the best way to show your executive what AI is worth, and a great story for your next review.

Learn it live, with EAs everywhere.

The EA AI Academy is a free place for executive assistants to learn AI: live workshops, practical resources, and a community figuring it out together.

FREE LIVE WORKSHOP · 90 MINUTES · ONLINE

The AI-Powered Executive Assistant: Your Practical Guide to AI

Wednesday, January 20, 2027 · 11:00am PT / 2:00pm ET

Five live demos you can repeat the same afternoon, using AI safely at work, and time for your questions. Limited to 50 seats.

Save your free seat → anciai.com/ea-ai-academy

Join the community

Weekly prompts and questions from other assistants in the EA AI Academy group on LinkedIn.

Share what works

Found a prompt that saves you an hour? Tell us at **eaai@anciai.com**. The best ones are shared, with credit.

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