50 Executive AI Prompts Every Manager Should Know

Ready-to-use prompts to save time, communicate better and make smarter decisions at work

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Use this guide as a working toolkit.
Replace anything in [square brackets] with your own context. For higher-quality results, provide relevant facts, examples, constraints and the audience.

Important: Verify important facts and calculations, protect confidential information, and keep human judgement in decisions involving people, legal obligations, finance, safety or other high-impact matters.

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How to Get Better Results From These Prompts

1. Give context. Explain the situation, audience and desired outcome.

2. Provide source material. Paste your notes, draft, data or documented facts whenever possible.

3. Add constraints. Specify length, tone, deadline, format and anything the AI must not do.

4. Review the output. Treat AI as a capable assistant, not an unquestionable authority.

5. Iterate. Ask it to critique, shorten, clarify or produce alternatives rather than accepting the first draft.

A simple formula: Context + Task + Constraints + Output + Verification

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1. Communication & Email

Use these prompts to turn rough thinking into clear, professional communication.

1. Turn rough notes into a professional email

Act as an experienced manager. Turn the notes below into a concise, professional email. Preserve the facts, remove repetition, and make the required action unmistakable. Use a warm but direct tone. End with a clear next step and deadline if one is provided. Notes: [PASTE NOTES].

2. Rewrite an email for executive clarity

Rewrite the email below for a senior executive audience. Lead with the key message, keep only decision-relevant detail, use short paragraphs, and state any required decision or action clearly. Do not add facts. Email: [PASTE EMAIL].

3. Make a difficult message firm but respectful

Rewrite this message so it is firm, respectful, and solution-focused. Remove emotional or accusatory wording. Clearly state the issue, its impact, the expected standard, and the next step. Keep the tone appropriate for a manager. Draft: [PASTE DRAFT].

4. Create a concise team update

Turn the information below into a team update with four sections: What changed, Why it matters, What happens next, and What I need from you. Keep it under 200 words unless more detail is essential. Information: [PASTE DETAILS].

5. Prepare a stakeholder status email

Create a stakeholder status email from the project notes below. Include: overall status, progress since last update, key risks/issues, decisions needed, and next milestones. Flag anything that requires leadership attention. Notes: [PASTE NOTES].

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2. Meetings & Follow-Up

Make meetings shorter, more focused and easier to follow through.

6. Convert meeting notes into actions

Turn these meeting notes into a clean management summary. Produce: 1) decisions made, 2) action items with owner and due date, 3) unresolved questions, 4) risks or dependencies, and 5) a three-sentence executive summary. Do not invent missing owners or dates; mark them 'TBC'. Notes: [PASTE NOTES].

7. Build a focused meeting agenda

Create a 30-minute meeting agenda for [TOPIC]. The desired outcome is [OUTCOME]. Include the purpose, preparation required, timed agenda items, decisions to make, and clear closing actions. Remove any item that could be handled asynchronously.

8. Prepare for a one-to-one

Help me prepare for a one-to-one with [EMPLOYEE/ROLE]. Context: [CONTEXT]. Create five high-value questions covering progress, blockers, priorities, support needed, and development. Add two follow-up questions for any sensitive issue I should explore carefully.

9. Summarize a long meeting transcript

Summarize this meeting transcript for a busy manager. Separate signal from discussion. Return: executive summary, decisions, commitments, risks, open questions, and follow-ups. Quote no more than necessary and do not attribute statements unless the transcript makes the speaker clear. Transcript: [PASTE TRANSCRIPT].

10. Challenge whether a meeting is needed

Review this proposed meeting: [PURPOSE / ATTENDEES / TOPICS]. Decide whether it should be a meeting, an email, a shared document, or a shorter discussion. Explain why. If a meeting is justified, propose the shortest effective agenda and only the essential attendees.

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3. Decision-Making & Problem Solving

Use AI to structure thinking without outsourcing managerial judgement.

11. Create a one-page decision brief

Create a one-page decision brief for this issue: [ISSUE]. Include: decision required, context, options, advantages, disadvantages, key assumptions, risks, recommendation, and what would change the recommendation. Distinguish facts from assumptions.

12. Compare options objectively

Compare these options: [OPTION A], [OPTION B], [OPTION C]. Use the criteria [CRITERIA]. Create a simple weighted comparison, explain trade-offs, identify missing information, and recommend the best option only if the evidence supports one.

13. Find weaknesses in my plan

Act as a constructive critical reviewer. Stress-test this plan: [PASTE PLAN]. Identify the five most important weaknesses, hidden assumptions, dependencies, and likely failure points. For each, suggest a practical mitigation. Prioritize issues by business impact.

14. Run a pre-mortem

Assume this initiative failed six months from now: [INITIATIVE]. List the most plausible reasons it failed across people, process, technology, budget, stakeholder, and execution risks. Rank the top five and propose early warning indicators and preventive actions.

15. Separate facts, assumptions and unknowns

Analyze the situation below and create three lists: Verified facts, Assumptions, and Important unknowns. Then identify which unknowns could materially change the decision and suggest the fastest responsible way to validate them. Situation: [PASTE SITUATION].

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4. Planning & Prioritization

Translate priorities into realistic plans and protect attention.

16. Turn goals into a 30-day action plan

Convert this goal into a practical 30-day plan: [GOAL]. Break it into weekly outcomes and specific actions. Identify dependencies, likely blockers, measures of progress, and the three highest-priority actions for the first 48 hours.

17. Prioritize an overloaded task list

Prioritize this task list for a manager with limited time: [PASTE TASKS]. Categorize each item as Do now, Schedule, Delegate, or Drop/Defer. Consider urgency, business impact, dependencies, and whether my involvement is actually required. Explain only the non-obvious choices.

18. Create quarterly objectives

Turn these business priorities into 3-5 clear quarterly objectives: [PRIORITIES]. For each objective, propose measurable key results, leading indicators, owner considerations, and major risks. Avoid vague measures such as 'improve' unless quantified.

19. Build a weekly management plan

Create a realistic weekly management plan from these priorities and commitments: [PASTE]. Protect time for focused work, team support, decisions, and follow-up. Identify what should be delegated, shortened, combined, or removed. Do not schedule every minute.

20. Identify the critical path

Review this project plan or task list: [PASTE PLAN]. Identify the likely critical path, dependencies that can delay delivery, tasks that can run in parallel, and the three items that deserve the closest management attention.

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5. Projects, Risks & Execution

Improve visibility, risk management and execution discipline.

21. Create a project kickoff brief

Create a concise project kickoff brief for [PROJECT]. Include objective, scope, out of scope, success measures, stakeholders, roles, milestones, dependencies, key risks, communication cadence, and immediate next actions. Flag any information I still need to define.

22. Turn a project update into RAG status

Assess this project update and assign Red, Amber, or Green status with reasoning: [PASTE UPDATE]. Evaluate schedule, scope, budget/resources, risks, dependencies, and stakeholder confidence. Then list the actions required to improve or protect the status.

23. Build a risk register

Create a practical risk register from this project information: [PASTE]. For each risk include cause, event, impact, likelihood, severity, mitigation, contingency, suggested owner, and early warning indicator. Prioritize the top five risks.

24. Diagnose a slipping project

This project is slipping: [DETAILS]. Diagnose the likely causes. Separate symptoms from root causes. Then propose a recovery plan covering scope, sequencing, resources, decisions, stakeholder communication, and the next seven days.

25. Write an escalation note

Draft a concise escalation note about this issue: [ISSUE]. Include what happened, business impact, actions already taken, what remains blocked, options, recommendation, and the specific decision/support needed from the recipient. Keep the tone factual and non-defensive.

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6. People Management & Performance

Support better preparation while keeping people decisions human-led.

26. Prepare balanced performance feedback

Help me prepare balanced performance feedback based only on these observations: [OBSERVATIONS]. Structure it as strengths, specific improvement area, impact, expected standard, and practical next steps. Avoid diagnosing motives or personality.

27. Draft a performance review

Create a first draft of a performance review from these documented achievements, goals, and observations: [PASTE]. Organize it into results, strengths, development areas, examples, and priorities for the next period. Keep claims evidence-based and flag where evidence is insufficient.

28. Coach an employee through a blocker

I am coaching an employee who is facing this blocker: [BLOCKER]. Give me a sequence of coaching questions that helps them define the problem, explore options, choose an action, and take ownership. Do not solve the problem for them unless I ask.

29. Prepare for a difficult performance conversation

Help me prepare for a difficult performance conversation. Facts: [FACTS]. Expected standard: [STANDARD]. Create a conversation outline that is clear, respectful, specific, and focused on observable behavior and impact. Include questions to hear the employee's perspective and a clear follow-up plan.

30. Create a development plan

Create a 90-day development plan for a [ROLE] who wants to improve [SKILL/AREA]. Include 2-3 measurable outcomes, on-the-job practice, learning activities, manager support, checkpoints, and evidence that would demonstrate progress.

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7. Reports, Analysis & Executive Summaries

Extract decision-relevant information from reports and analysis.

31. Summarize a long report for leadership

Summarize the report below for senior leadership. Provide: five key takeaways, important numbers, implications, risks, decisions/actions required, and questions the report does not answer. Do not overstate certainty. Report: [PASTE REPORT].

32. Turn data into management insights

Analyze the data or summary below as a business manager. Identify meaningful trends, exceptions, possible drivers, and management implications. Separate what the data proves from plausible explanations. Suggest three follow-up questions or analyses. Data: [PASTE].

33. Write an executive summary

Write an executive summary of this material: [PASTE]. Start with the conclusion or most important message. Then cover evidence, business impact, risks, and recommended next step. Keep it concise enough to read in under two minutes.

34. Find what is missing from a report

Review this report draft: [PASTE]. Identify missing context, unsupported claims, unclear metrics, weak conclusions, and questions a skeptical executive is likely to ask. Recommend the minimum changes needed to make the report decision-ready.

35. Convert analysis into a recommendation

Using the analysis below, draft a management recommendation. State the recommendation, evidence supporting it, trade-offs, key assumptions, risks, alternatives considered, and next action. If the evidence is inconclusive, say so rather than forcing a recommendation. Analysis: [PASTE].

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8. Presentations & Executive Communication

Build clearer executive narratives and prepare for scrutiny.

36. Build a presentation storyline

Create a clear presentation storyline for [AUDIENCE] about [TOPIC]. The desired outcome is [DECISION/ACTION]. Propose 6-8 slides, each with one key message, supporting evidence needed, and the transition to the next slide. Lead with the business message, not background.

37. Turn a report into slides

Turn this report into an executive presentation outline: [PASTE REPORT]. Use no more than 8 slides. For each slide provide a headline that states the takeaway, 2-4 supporting points, and the best type of visual or evidence to use.

38. Improve slide headlines

Rewrite these slide titles as message-driven executive headlines. Each headline should communicate the conclusion, not merely name the topic. Keep them concise and do not invent facts. Titles/content: [PASTE].

39. Prepare speaker notes

Create concise speaker notes for this presentation outline: [PASTE]. For each slide, give me the main point, one supporting explanation, likely audience question, and a transition. Keep the notes conversational rather than scripted.

40. Prepare for executive questions

I am presenting this recommendation to [AUDIENCE]: [RECOMMENDATION/DECK SUMMARY]. Generate the 10 toughest questions they may ask across evidence, cost, risk, alternatives, implementation, and accountability. Then help me prepare concise, evidence-based responses.

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9. Strategy & Stakeholders

Clarify strategic choices and improve stakeholder preparation.

41. Create a stakeholder map

Create a stakeholder map for this initiative: [INITIATIVE]. Based on the information provided, categorize stakeholders by influence and impact, identify likely interests/concerns, and suggest an engagement approach. Do not guess personal motivations; flag unknowns.

42. Prepare a stakeholder conversation

Help me prepare for a conversation with [STAKEHOLDER/ROLE] about [ISSUE]. My objective is [OBJECTIVE]. Create an opening, three key messages, questions to understand their perspective, likely objections, and a constructive close.

43. Translate strategy into team priorities

Translate this strategy into practical priorities for my team: [PASTE STRATEGY]. Identify what the team should start, stop, continue, and measure. Highlight any strategic statement that is too vague to translate into action.

44. Identify strategic trade-offs

Analyze this proposed strategy: [PASTE]. Identify the major trade-offs it implies: what we are choosing to prioritize, what we are implicitly deprioritizing, resource implications, execution risks, and decisions leadership must make explicit.

45. Create a simple scenario analysis

Create three plausible scenarios for [BUSINESS ISSUE]: downside, base case, and upside. For each, state assumptions, likely impact, early indicators, and management actions. Do not assign precise probabilities unless I provide sufficient data.

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10. Personal Productivity & Better AI Use

Use AI deliberately, safely and repeatedly in your own workflow.

46. Improve a prompt before I use it

Improve the prompt below so an AI assistant can produce a more useful business result. Add missing context, role, objective, constraints, output format, and quality checks without making it unnecessarily long. Then show me the improved prompt. Original prompt: [PASTE].

47. Create a reusable prompt template

Turn this recurring task into a reusable AI prompt template: [TASK]. Use placeholders in square brackets for information that changes each time. Include a clear objective, context, constraints, desired output, and instruction not to invent missing facts.

48. Decide what to delegate to AI

Review these tasks: [PASTE TASKS]. For each, classify it as Good AI assist, Human-led with AI support, or Keep human-only. Consider confidentiality, judgement, accuracy, relationship impact, and consequences of error. Explain the high-risk classifications.

49. Verify an AI-generated answer

Act as a rigorous reviewer of this AI-generated answer: [PASTE ANSWER]. Identify factual claims that need verification, unsupported assumptions, internal inconsistencies, missing context, and potentially misleading wording. Do not assume the answer is correct.

50. Design my personal AI workflow

Design a simple AI-assisted workflow for this recurring responsibility: [RESPONSIBILITY]. Show the steps I should do myself, where AI can help, what inputs to provide, what output to request, what must be verified, and what information should not be shared with AI.

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Before You Use AI at Work: The SAFE Check

S - Sensitive information: Do not paste confidential, personal, proprietary or restricted information into an AI service unless your organization's approved policies and tools permit it.

A - Accuracy: Verify important facts, calculations, dates, citations and claims against reliable sources.

F - Fairness: Review outputs for bias, missing perspectives and inappropriate assumptions, especially in people-related work.

E - Executive judgement: You remain accountable for the decision, message and action. AI can assist your thinking; it should not replace your judgement.

Your Next Step

Pick three prompts that match work you already do every week. Save them, customize the placeholders, and test them on low-risk tasks. The goal is not to use AI everywhere. The goal is to use it where it improves the quality or speed of real work.

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