
The Executive AI Prompt Playbook

9 Workflow Prompts Every Pan-African Executive Assistant Should Know

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Welcome to the EA Prompt Playbook

The modern Executive Assistant is no longer measured by how many tasks they complete. They are measured by how much better they enable executive decisions.

This playbook contains 9 ready-to-use AI prompts designed specifically for Executive Assistants, Chiefs of Staff and Executive Support Professionals working with leaders across Africa.

Don't copy them. Adapt them. Improve them. Make them your own.

Save up to 20 hours every week and spend more time enabling executive decisions.



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Workflow 1: Executive Email Rewriter

BEST TOOLS ChatGPT | Microsoft Copilot | Claude

WHEN TO USE

Use this prompt whenever you need to communicate via email to stakeholders, to transform lengthy, wordy emails into clear, concise, executive-level communication.

THE PROMPT

You are the Executive Assistant to the CEO of a Pan-African technology company.

Rewrite the email below using an executive communication style.

Your response should:

- Be professional, warm and confident
- Keep the email under 200 words
- Lead with the key message or decision
- Improve clarity and readability
- Maintain diplomacy and emotional intelligence
- End with a clear call to action or next step

If appropriate, recommend a stronger subject line.

TIME SAVED

WITHOUT AI

15–30 minutes

WITH AI

2–3 minutes

VALUE CREATED

Clear executive communication • Consistent professional tone • Faster response times

Workflow 2: Executive Project Briefing

BEST TOOLS

ChatGPT | Microsoft Copilot | Claude

WHEN TO USE

Use this prompt when your CEO asks for updates. Instead of forwarding a long project report, transform it into an executive briefing that enables faster decision-making.

THE PROMPT

You are an experienced Executive Assistant supporting the CEO of a Pan-African organization. Review the project update below and convert it into a concise one-page Executive Briefing.

Structure your response using:

- Executive Summary
- Current Status
- Key Risks
- Decisions Required
- Recommended Next Steps
- Executive Watchlist

Keep it focused on enabling decisions rather than reporting activity.

TIME SAVED

WITHOUT AI

45–120 minutes

WITH AI

5–10 minutes

VALUE CREATED

Before: "Here's what's happening."

After: "Here's what you need to know, the risks to watch, and the decisions you need to make."

Workflow 3: Board Intelligence Brief

BEST TOOLS ChatGPT | Claude | Microsoft Copilot

WHEN TO USE

Use this prompt when your CEO sends you Board papers, Quarterly Business Reviews, or reports. Instead of reading a 100-page report, receive a concise briefing that prepares your leader for discussion and decision-making.

THE PROMPT

You are the Chief of Staff to the CEO preparing for a Board Meeting. Review the uploaded report and prepare a Board Intelligence Brief.

Your response should include:

- Executive Summary
- Five Executive Insights
- Three Strategic Risks
- Decisions Requiring Executive Attention
- Questions the Board Is Likely to Ask
- Recommended Talking Points
- Executive Watchlist

Keep it concise, strategic and suitable for a Board briefing.

TIME SAVED

WITHOUT AI
2–3 hours

WITH AI
10–15 minutes

VALUE CREATED

Before: "I've summarised the report."

After: "I've prepared you for the Board discussion."

Workflow 4: Executive Meeting Action Tracker

BEST TOOLS

ChatGPT + Fireflies.ai | Microsoft Teams Copilot | Otter.ai

WHEN TO USE

Use this prompt after Executive Team, Board, Customer, Investor, or Strategy meetings. Instead of distributing pages of meeting notes, produce an action-oriented briefing that drives accountability.

THE PROMPT

You are the Executive Assistant to the CEO of a Pan-African organization. Review the meeting transcript or notes and prepare an Executive Action Tracker.

Structure your response using:

- Executive Summary
- Key Decisions Made
- Action Items with Suggested Owners and Deadlines
- Key Risks
- Dependencies
- Follow-up Agenda

Keep it concise, executive-level and action-oriented.

TIME SAVED

WITHOUT AI

45–60 minutes

WITH AI

5–10 minutes

VALUE CREATED

Before: "Here are the meeting minutes."

After: "Here are the decisions, actions, owners, risks, and what we need to monitor before the next executive meeting."

Workflow 5: Country Intelligence Brief

BEST TOOLS Perplexity AI + ChatGPT | Microsoft Copilot

WHEN TO USE

Use this prompt before your executive travels to another African country for customer meetings, investor engagements, or government visits.

THE PROMPT

You are the EA to the CEO of a Pan-African organization. Prepare a comprehensive Executive Country Intelligence Brief for a business visit to [Country Name].

Include the following sections:

- Country Snapshot & Economic Outlook
- Political & Regulatory Landscape
- Key Industries
- Business Culture & Etiquette
- Market Opportunities
- Current Business News
- Risks to Consider
- Executive Meeting Preparation
- Executive Watchlist

TIME SAVED

WITHOUT AI

2–4 hours

WITH AI

15–20 minutes

VALUE CREATED

Instead of walking into a meeting informed, your executive walks in **prepared**.

A prepared executive asks better questions, builds stronger relationships and identifies opportunities that others miss

Workflow 6: Executive Calendar Optimizer

BEST TOOLS

Microsoft Copilot | ChatGPT

WHEN TO USE

Use this prompt every Friday afternoon or Sunday evening to review the upcoming week. The objective is to optimise your executive's time, energy, travel and decision-making capacity, not just find scheduling conflicts.

THE PROMPT

You are the Executive Assistant to the CEO of a Pan-African organization. Review the executive's calendar and prepare an Executive Calendar Optimization Report.

Analyse the schedule and provide recommendations using:

- Executive Calendar Health
- Scheduling Conflicts
- Travel Risks
- Executive Energy Management
- Meeting Effectiveness
- Strategic Priorities
- Recommended Improvements

TIME SAVED

WITHOUT AI
30–45 minutes

WITH AI
5–10 minutes

VALUE CREATED

The best calendars don't maximise activity. They maximise impact.
Every unnecessary meeting removed creates time for strategic thinking.
Every protected hour creates space for better leadership.

Workflow 7: Weekly Executive Dashboard

BEST TOOLS

Microsoft Copilot | ChatGPT | Claude

WHEN TO USE

Use this prompt every Friday afternoon or Monday morning to prepare your executive's weekly briefing. Consolidate emails, calendar, meeting notes, project updates and team reports into a single one-page dashboard.

THE PROMPT

You are the Chief of Staff to the CEO of a Pan-African organization. Using the emails, calendar, meeting notes, project updates and other information provided, prepare a one-page Weekly Executive Dashboard.

Include the following sections:

- Executive Snapshot
- Key Priorities
- Major Wins
- Projects at Risk
- Decisions Required
- Critical Meetings
- Executive Watchlist
- Upcoming Deadlines
- Recommended Focus

Keep it to a 5-minute read.

TIME SAVED

WITHOUT AI
60–90 minutes

WITH AI
10–15 minutes

VALUE CREATED

Instead of your executive searching through emails and notes, they begin the week with one clear view of the business. Less time gathering, more time deciding.

Workflow 8: Executive Decision Brief

BEST TOOLS ChatGPT | Claude | Microsoft Copilot

WHEN TO USE

Use whenever your executive needs to make a business decision on investments, vendor selection, budget approvals, market expansion, hiring, technology purchases, partnerships, or product launches.

THE PROMPT

You are the Chief of Staff to the CEO of a Pan-African organization.
Prepare a concise Executive Decision Brief.

Structure your response:

1. Executive Summary (3 sentences maximum)
2. Situation – what is happening and why a decision is needed now
3. Decision Objective – the business outcome we are trying to achieve
4. Options – for each: description, estimated cost, timeline, strategic impact
5. Pros and Cons – compare each option objectively
6. Risks – rate each as High, Medium, or Low
7. Recommendation – preferred option and why
8. Decision Required – clearly state what the CEO needs to decide
9. Consequences of Delay – what happens if no decision is made in 30 days

TIME SAVED

WITHOUT AI
60–90 minutes

WITH AI
10–15 minutes

VALUE CREATED

Instead of asking "What do you want to do?" you present:
"Here are your options, the trade-offs, my recommendation, and the decision required."
That's how Executive Assistants become trusted business partners.

Workflow 9: CEO Strategy Briefing

BEST TOOLS

NotebookLM

WHEN TO USE

When your executive has multiple strategic documents and needs insights instead of individual summaries. Upload company strategy, annual report, surveys, market research, board papers, and quarterly reviews.

THE PROMPT

You are the Chief of Staff to the CEO of a Pan-African company.
Review all the uploaded documents as a single body of knowledge.

Identify:

1. The five biggest strategic themes emerging across all documents
2. Any contradictions between strategy and execution
3. The biggest risks mentioned repeatedly
4. Opportunities that appear in multiple documents
5. Customer concerns that leadership should prioritise
6. Internal capability gaps
7. Questions the CEO should ask the Executive Team
8. A one-page executive briefing with your recommendations

TIME SAVED

WITHOUT AI

6–8 hours

WITH AI

15–20 minutes

VALUE CREATED

Instead of "Here's what the reports say,"
you're saying "Here's what the reports collectively mean."
That's the difference between information and insight.



Key Takeaways

- › Save up to 20 hours every week using AI prompts effectively.
- › Transform from task completion to decision enablement.
- › Each prompt is ready-to-use but designed to be adapted.
- › Combine multiple prompts for more complex workflows.
- › The best Executive Assistants don't copy, they customise.
- › Your role is to enable better decisions, not just complete tasks.
- › AI is a tool for strategic thinking, not just efficiency.
- › Start with one prompt. Measure the impact. Build from there.