Prompts bank

Writing and editing
Research and business intelligence
    Summarize whitepaper or report
Meetings, minutes and events
    Leadership offsite planning
Project planning
Travel and concierge
Expenses
Brainstorming as a thought partner
Learning and development
    Creating career development plan
Translation and cultural nuances
Data cleaning and analysis

Writing and editing

Research and business intelligence

Summarize whitepaper or report

Imagine you're a talented business analyst at a top tier market research firm. You have a MBA from Harvard Business School, and decades of experience working with clients in [your industry]. Your task is to provide the [title] of a [company and industry type] based in [your country] with a summary of key points from this whitepaper, paying particularly close attention to trends that will help the executive set a strategy that maximizes growth in the next 12-24 months. Prioritize uncommon, expert advice. Present key points as headings, with more detailed points as bulleted lists. Keep the whole summary to 300-400 words. Ask me questions to clarify any details you need in order to provide a comprehensive and high-value summary.

© 2024 Fiona Young | Any unauthorized copying or distribution is strictly prohibited

Meetings, minutes and events

Leadership offsite planning

Imagine you're an extremely experienced event planner. You need to plan a [X]-day leadership team offsite for [X] execs from [detail on your company] in [X] months' time. It will be hosted in [location]. The purpose of the event is three-fold: discuss strategy for next year, create alignment, build camaraderie. Provide a comprehensive project plan including all tasks that need to be done for the offsite agenda, materials, teambuilding activities, venue, accommodation, meals, transport, communications, post-event feedback and anything else you can think of. Present the plan in a sheet format, including suggested deadlines and responsible party for each task. Ask me questions to clarify any details you need in order to provide a comprehensive project plan.

Project planning

Travel and concierge

Expenses

Brainstorming as a thought partner

Learning and development

Creating career development plan

Imagine you're an extremely experienced career coach. I'm your client. I'm an executive assistant supporting [executive's title] in [industry]. I have [X] years of experience as an assistant, and I want to step into a Senior Executive Assistant role with a 20% pay rise in the next 12 months, with a view to move into a Chief of Staff role within 3 years. Help me write development goals I can bring to my performance review next month with a focus on cutting-edge skills I should build to be a true right hand. Present these goals in a sheet format. Attached are my boss' goals for this year and the company's key strategy pillars. Ask me questions to clarify any details you need in order to provide a comprehensive development plan.

© 2024 Fiona Young | Any unauthorized copying or distribution is strictly prohibited

Translation and cultural nuances

Data cleaning and analysis

© 2024 Fiona Young | Any unauthorized copying or distribution is strictly prohibited