



# How Great Executive Assistants Use AI

No fluff. Just real ways to work smarter, faster, better.

## This isn't about AI. It's about leverage.

If you're an executive assistant, chief of staff, or ops lead, you sit at the intersection of chaos and decision making. With proper use of AI you can organize a mess of notes, enhance communications, and empower your exec to perform better. It can't do your job for you, but it can be used as a power tool to accelerate your tasks and save you time.

## Four things you can do with AI right now

### 1. Cut the noise

You're the gatekeeper. You decide what matters. AI can take a 5 minute read and turn it into 90 seconds, but still convey the same info. Be careful nothing critical is lost. Manually add back in any important nuances or details.

Drop in long emails or meeting threads or updates.

Ask: "Make a summary that can be read in 90 seconds"

Ask: "Remove the filler in this and give me only the core message"

Ask: "Create bullet points summarizing the [your interest] aspect of this only"

Ask: "What are the key takeaways and decisions that need to be made?"

Your job is not to repeat what you were told. Your job is to communicate what actually matters.

### 2. Translate for your exec

You are not copying their tone or voice. You are reshaping information so they can make sense of it fast. You already know how they think and what they prefer. Some want bullet points. Some want context. Some care most about risks. Your job is to deliver it in the way they can use it immediately. Quick to read, easy to decide, no wasting of time.

Take the long writeup or doc or update. Even an email you are writing to your exec.

Ask: "Rewrite this to be blunt, no bullet points, outcomes first, open questions last, no filler."

Ask: "Convert this to follow the formatting, tone, and style of this example: [template or example]"

Tip: Make it repeatable: create a template in your preferred AI where you can paste in anything, and get the result.

Keep adjusting over time to get it exactly how your exec needs. Watch for them asking extra questions or re-reading.

### 3. Standardize the delivery

Random formats create friction. If the Monday update looks different every time, you are wasting their energy. Pick a format that works and make everything fit it. You can take numbers from sales, notes from hiring, and quotes from customer calls and stack them into one clean doc. Let AI figure out how to incorporate diverse data sources into a standard format.

Add content from various sources, provide the template, and give guidance to nudge it in the right direction when needed

Ask: "Turn this into my standard Monday format. Emphasize HR hiring wins, timeline risks, and decisions to make."

Consistency builds trust. It makes everything easier to read and faster to act on. Create an AI template for max efficiency.

### 4. Polish the output

You already wrote it. You already know what you are trying to say. But it isn't ready until it hits right. Tighten your phrasing, and make sure it lands the way you meant it to. Describe the point of the message, who it is for, and what it is lacking.

Paste your draft, paragraph, sentence, or idea you need expressed.

Ask: "Make this memo to external partners tighter and more confident. Emphasize our commitment to quality."

Ask: "Rewrite this so the first line makes the goal obvious. Keep my tone."

Ask: "Help me make this sentence more concise and less awkward sounding."

This is not grammar. This is making sure the message actually works and lands like you intend.

## This is not magic. This is speed and clarity

You are still doing the thinking. You are still deciding what stays and what goes. This just gets you there faster and makes it cleaner and more effective. Get to the point. Strip out the mess. Make it easy to understand.

This is your tool, not your replacement. A calculator makes math faster like AI makes language tasks faster. Always check for AI mistakes, but the productivity gains outlined here are worth the costs. Use it where it makes sense, do the rest yourself.

### Want to train your team to move faster and miss less?

I work with individuals and teams to use AI without BS. Real strategies, real prompts, real outputs, real results.

Book a 1-hour session and get more free AI guides at  [BigTent.ai](https://BigTent.ai)

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