

EXECUTIVE BUSINESS PARTNER

# AI Tools

- Protect attention.
- Expand leverage.
- Elevate the work.

A practical playbook for everyday AI

# From individual leverage to team scale

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01

## WHY AI

Elevate your scope

02

## YOUR DAY

Create personal capacity

03

## YOUR LEADER + TEAM

Scale clarity and follow-through

04

## BUILD

Simple agents + Slack automations

## THE OPPORTUNITY

# AI creates room for higher-value work

1

**TASK RELIEF**

Draft, summarize, organize

Get time back

2

**DECISION LEVERAGE**

Surface context and patterns

Improve the signal

3

**STRATEGIC SCOPE**

Anticipate needs and shape systems

Increase your impact

AI doesn't replace judgment—it creates more space to use it.

# Work smarter, not harder



The goal: fewer manual handoffs, more thoughtful decisions.

# Your day, upgraded

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01

## EAT THE FROG

Identify the highest-friction task

“What should I finish first—and why?”

02

## DAY AT A GLANCE

Compress calendar, priorities, and risks

“Brief me on the day in 90 seconds.”

03

## CLOSE THE LOOP

Capture decisions before they disappear

“Turn these notes into owners + dates.”

# Build your leader's operating system



**P1 INITIATIVES**

Priority shifts + risks



**MEETING BRIEFS**

Decisions + context



**MONTHLY ROUNDUP**

Progress + narrative



**FOLLOW-THROUGH**

Owners + deadlines



**LEADER  
CONTEXT**

## TEAM LEVERAGE

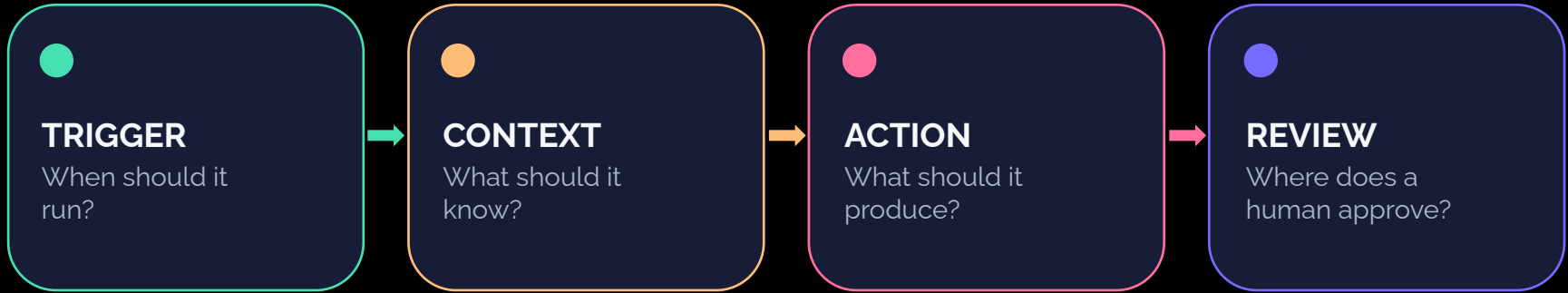
# Scale clarity across the team



A lightweight weekly system can create consistent agendas, cleaner decisions, and visible ownership.

BUILD ONCE, REUSE OFTEN

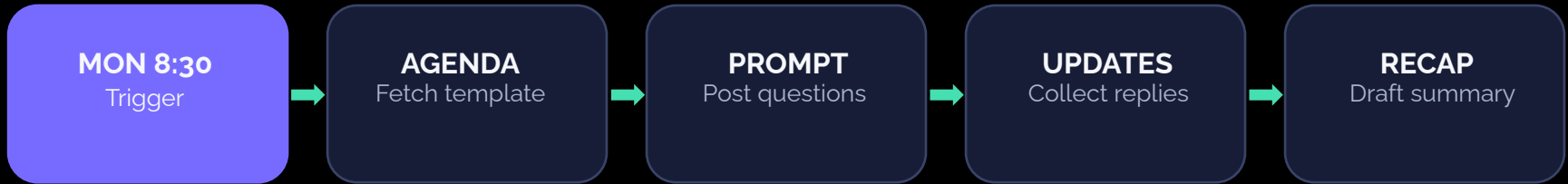
# A simple AI agent



Start with one repeatable workflow. Make the human checkpoint explicit.

## AUTOMATION RECIPE

# A simple Slack workflow



## GUARDRAILS

- Keep sensitive data out of prompts
- Require approval before posting externally
- Log what ran and who owns it

OPEN CONVERSATION

# Q & A

What would you automate first?

MY DAY

MY LEADER

MY TEAM



THANK YOU • BUILD SMALL • LEARN FAST