

ChatGPT Work *for CEOs*

Build an AI Executive Office in ten minutes.

The boardroom deck — 10 lessons, copy-paste prompts, and the CEO Co-Work Loop

THE PROBLEM

Most CEOs don't have an *information* problem.
They have an *execution* problem.

The information already exists. The problem is moving between every system to find it — then turning it into a decision.

Gmail

Slack

Google Drive

SharePoint

CRM

Project tools

Spreadsheets

Meeting notes

That is where ChatGPT Work changes the equation — by turning an objective into finished work.

Stop asking questions. Start delegating.

QUESTION

“What can ChatGPT tell me?”

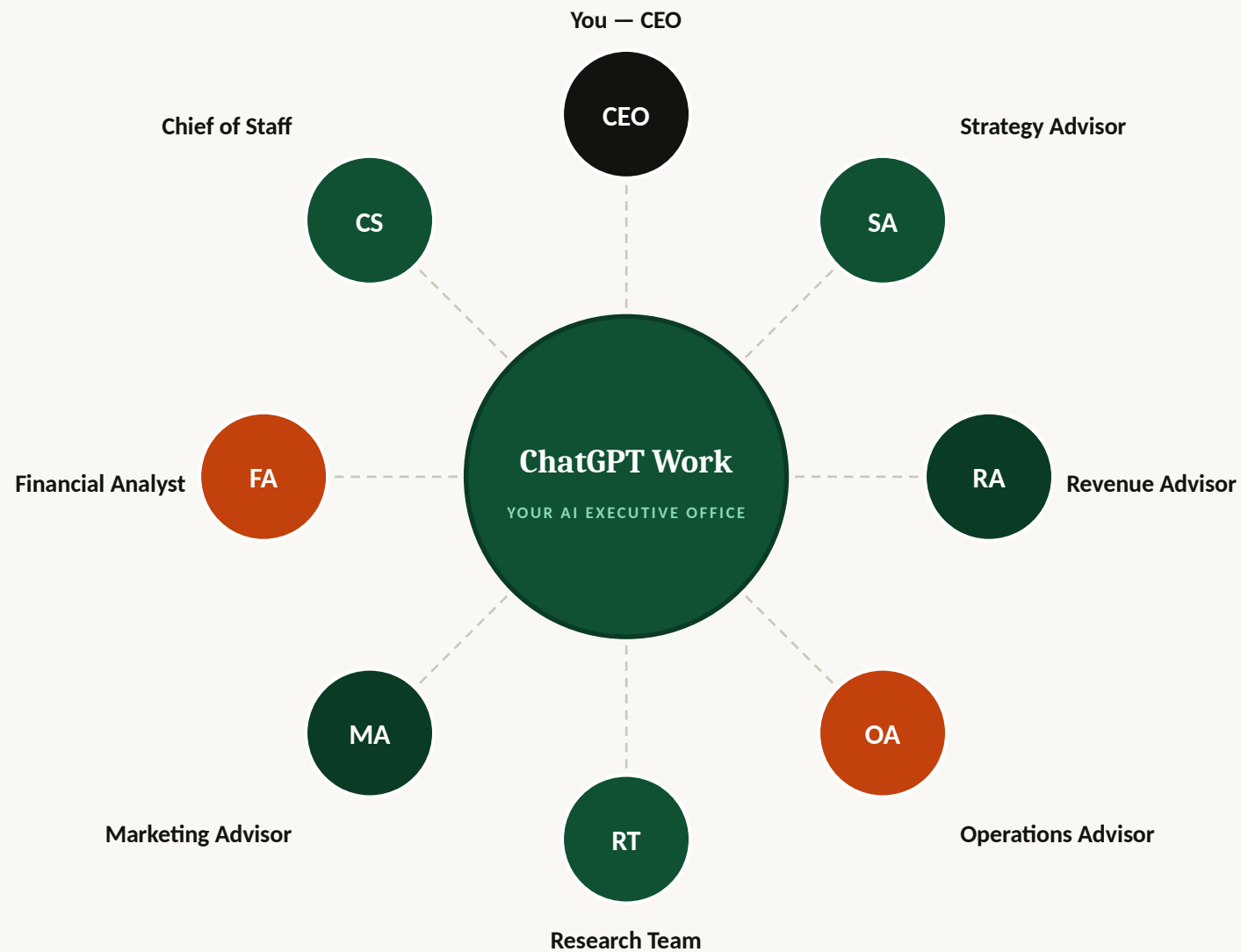
A one-shot task. You get an answer, do the rest yourself, and the context is gone tomorrow. The tool never gets smarter about your business.

OBJECTIVE

“What work can I delegate to ChatGPT?”

Research, analysis, creation and review — handed back as finished work. That is the shift from chatbot to AI Executive Office.

Your AI Executive Office.



Give ChatGPT access to the business.

Bring ChatGPT to the information — don't move the information to ChatGPT.

SYSTEM	TYPICAL APPS	WHAT YOU GET
Email	Gmail	Analyse conversations, draft replies
Calendar	Google • Microsoft 365	Prepare meetings, organise priorities
Documents	Drive • SharePoint	Find and analyse company documents
Team chat	Slack • Teams	Review discussions and decisions
CRM	Salesforce • HubSpot	Pipeline, customers, opportunities
Projects	Asana • Jira • Linear	Progress, blockers and deadlines

Start with one connected app — read access first. Add more once the workflow proves itself.

Build your CEO Company Brief.

The quality of AI output tracks the quality of context. This is the highest-leverage ten minutes you will spend.

- ✓ Company overview, products and services
- ✓ Target customers and revenue model
- ✓ Competitive positioning
- ✓ Organisation structure and leadership team
- ✓ Strategic priorities and annual objectives
- ✓ Key metrics, current challenges, initiatives
- ✓ Important terminology

COPY-PASTE PROMPT

“You are supporting me as CEO. Learn the context of this business and use it whenever you work on company-related tasks. If information is missing or uncertain, identify what you need rather than inventing it.”

Start every day with a CEO briefing.

Forget opening seven applications first thing in the morning. Start with one question.

COPY-PASTE PROMPT • RUN EACH MORNING

“Review the information available to you and prepare my CEO briefing for today. Identify what changed, what requires my attention, what is at risk, what decisions are waiting. Separate facts from assumptions. Finish with the three things that deserve my personal attention today.”

What changed?

Since yesterday

What's at risk?

Customers, deals, projects

What's waiting?

Decisions blocked on you

Top 3 priorities

What deserves attention today

Use ChatGPT as your Chief of Staff.

BEFORE THE MEETING

“Prepare me for this meeting. Review the relevant documents, previous discussions and available context. Give me the background, unresolved issues, decisions required, risks and five questions I should ask.”

The objective is not better meeting notes.

AFTER THE MEETING

“Turn these notes into decisions, action items, owners and deadlines. Draft the follow-up communication and create the appropriate project update.”

It's better execution after the meeting.

Put it on a cadence.

Run the weekly CEO operating review — the biggest gains come from systems, not one-off prompts.

DAILY

- CEO briefing
- Email prioritisation
- Meeting prep & review

WEEKLY

- Revenue & customer review
- Marketing & finance check
- Operations & people

MONTHLY

- Board papers & updates
- Department reviews
- Budget analysis

QUARTERLY

- Strategic planning
- Market intelligence
- Growth opportunities

LESSON 09

Move from read to act — carefully.

The more connected your AI becomes, the more important governance becomes.

A CEO SHOULD KNOW

- What information ChatGPT can access
- Which applications are connected
- What permissions each connection has
- Which actions require approval
- Which workflows can write or modify information

THE PRINCIPLE

Give AI permission to execute only where the workflow is understood, authorised and appropriately controlled.

Automate information gathering first.
Automate execution second.

The CEO Co-Work Loop.

Six steps. Run them in order, then repeat — the more workflows you build, the more valuable the system becomes.

01

Context

Teach ChatGPT your business — the Company Brief.

02

Connect

Connect it to the systems where your business operates.

03

Delegate

Give it an outcome, not merely a question.

04

Challenge

Ask it to test assumptions and find what you missed.

05

Review

You remain accountable for judgement and decisions.

06

Act

Where authorised, let it turn the decision into execution.

THE OUTCOME

A more informed, aligned, and higher-performing business.

✓ Better decisions

✓ More time for strategy

✓ Stronger execution

✓ Sustainable growth

“The next generation of CEOs won’t use AI to work faster. They’ll use AI to delegate entire pieces of work — from objective to finished outcome.

The competitive advantage won’t be having ChatGPT. It will be knowing what to give it.”

— GTM BENCH REVIEW
