

25 AI Productivity Tips for Executives

AI-Driven Executive Efficiency: This Step-By-Step Guide Shows You How to Save an Hour a Day!



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What would it be worth to you to have an extra hour every day?

In today's fast-paced business environment, time has become the most valuable resource for us as executives. I am sure you have heard about AI tools like **ChatGPT**, and most business leaders think of how AI tools can be used by your employees or your team to be more efficient.

The **real power** of the AI tools available today is however in making top management more efficient. Thus **freeing up precious time to focus on strategic planning and decision-making.**

This short ebook is designed to give you step-by-step directions on how you can quickly set up and start using three AI tools ChatGPT, Bing and Midjourney **to save up to one hour a day!**



Introduction

The tips in this book is based on my own personal experience spending a great many hours on research and experimenting with a large number of different AI tools, and how I can boost my own personal efficiency as an executive at a large company. They are also based on the learnings of a public experiment I did in building an “AI-first” company in just 30 days, that turned into IntelliTees.ai, and that was profitable after just 12 days.



Image credit: Eplehuset

An estimated 2000 new AI tools was released in the past 30 days as of me writing this, so it is impossible to keep even an e-book like this up to date. Therefore the focus is on showing some practical applications for you as an executive in boosting your productivity using generative AI utilizing a few select AI tools.

Disclaimer

Before using any of the tips or tools mentioned in this e-book, please consult with your IT and legal department about your company policy on using such tools. Also never use these tools on sensitive data, personal data, trade secrets etc.

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ChatGPT: How to set it up



ChatGPT can be used through a web browser on your PC/Mac or on your phone. I highly recommend getting the paid ChatGPT Plus service to access the latest version of ChatGPT and avoid usage limits. It is only \$20/month and it will make you much more than that in saved time.

1. Go to <https://chat.openai.com/auth/login>
2. Sign up for an account or sign in with your Google or Microsoft account
3. Subscribe to ChatGPT Plus
4. Once you have set up everything you will see a new chat window. Make sure to select GPT 4 before entering your prompts

GPT-4

Our most advanced model, available to Plus subscribers.

GPT-4 excels at tasks that require advanced reasoning, complex instruction understanding, and more creativity.

Reasoning ■ ■ ■ ■ ■

Speed ■ ■ ■ ■ ■

Conciseness ■ ■ ■ ■ ■

Model

Default (GPT-3.5) ▾

Default (GPT-3.5) ✓

GPT-4

ChatGPT PLUS

Send a message.



ChatGPT may produce inaccurate information about people, places, or facts. [ChatGPT May 3 Version](#)

Bing Chat: How to set it up

Bing Chat is free and offers ChatGPT 4 in addition to web access. You need to use the Edge browser on your PC or download the Bing app to your phone to access the service.



1. Go to <https://bing.com>
2. Click on “Chat”
3. Set the conversation style to “Creative”
4. Start typing your prompts.

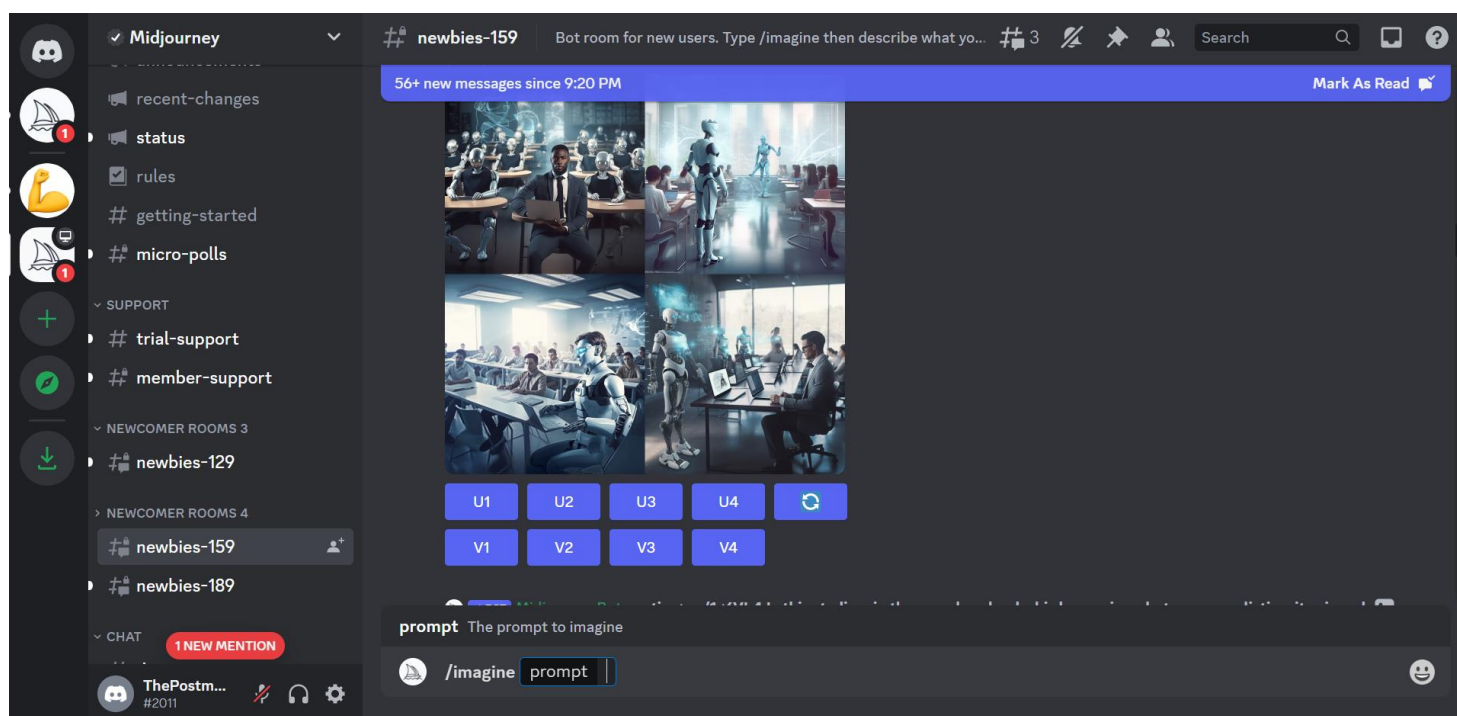
The screenshot shows the Bing Chat interface. At the top, there's a navigation bar with the Microsoft Bing logo, a search bar, and a 'CHAT' button. Below this, a large heading reads 'Welcome to the new Bing' with the subtitle 'Your AI-powered copilot for the web'. Three main interaction cards are displayed: 'Ask complex questions' with a prompt about meals for a picky toddler, 'Get better answers' with a prompt about pet vacuums, and 'Get creative inspiration' with a prompt to write a haiku. A disclaimer states that Bing is powered by AI and may have surprises or mistakes, encouraging users to check facts and share feedback. Links for 'Terms of Use' and 'Privacy Statement' are provided. A section for 'Choose a conversation style' features three buttons: 'More Creative' (highlighted in purple), 'More Balanced', and 'More Precise'. At the bottom, there's a 'New topic' button and a text input field labeled 'Type a message...'. A link at the bottom center encourages users to 'Link your work and personal accounts to have longer conversations.'

Midjourney: How to set it up



Midjourney is a little bit tricky to set up and use, but not very difficult once you understand its little quirks. **You need to access Midjourney through a service called Discord in your browser.** Midjourney is free, but I would recommend subscribing to the paid version at \$10/month.

1. Go to <https://www.midjourney.com/auth/signin/>
2. Click “Join the beta”
3. Create a free discord account by choosing your user name and following the steps.
4. Once inside the Midjourney Discord click on one of the channels named “Newcomer rooms”
5. In the Message field at the bottom enter /imagine and hit enter. Now enter the text description of the image you want Midjourney to create. It will take about 1-3 minutes and 4 pictures will show up. By clicking the V buttons, you can make variants of this image, and with the U buttons you can get the full size image.
6. What is confusing for many is that your channel feed will also be filled up with other user’s pictures and finding yours might be a little difficult.



Tip #1: Give you a summary of a long text



Tool: ChatGPT

Do you need to summarize a long text such as a long memo or meeting notes? Using ChatGPT you can do it so much faster than even asking someone else to do it for you. In addition it can also list out any decisions made or any action items that came out of the meeting.

Open a new ChatGPT window and write the following text prompt:

Give me an executive summary of the meeting notes in a single paragraph. Include a bullet list of any decisions that were made.

Then paste the text you want to summarize (max 4000 characters) below and hit enter.

 The meeting focused on the potential acquisition of a software company and its implications for the organization. Attendees were presented with detailed information on the financial, technical, marketing, and operational aspects of the acquisition. The open discussion session allowed for a thorough examination of the various benefits and challenges associated with the acquisition, with differing opinions and concerns raised.

Decisions made during the meeting include:

- Further exploration of the financial implications and potential return on investment
- Assessment of the technical feasibility of integrating the software company's technologies with the existing infrastructure
- Evaluation of the market demand for the software company's products and services
- Consideration of the operational challenges and potential benefits of integrating the software company into the organization

Regenerate response

Send a message.

Tip #2: Query the contents of a long text

Tool: ChatGPT

In addition to the ability to summarize long texts you can also ask questions about the text. For example in a long meeting notes text you can ask “Who voted in favor of the decision to buy the widget?”

Open a new ChatGPT window and write the following text prompt:

What were the biggest concerns during the meeting.

Then paste the text you want to query (max 4000 characters) below and hit enter.



The biggest concerns during the meeting were:

1. The high initial investment required for the acquisition, with some attendees questioning whether the potential returns would justify the costs.
2. The technical feasibility of integrating the software company's technologies with the company's existing systems, as some attendees raised concerns about potential challenges.

You can also query the text by specifying your own role:

As the CFO what tasks did I get in the meeting?



As the CFO, your tasks from the meeting include:

1. Conducting a deeper analysis of the financial implications of the acquisition, including a more thorough breakdown of the costs and potential returns.
2. Evaluating the potential revenue streams from the software company's products and services.
3. Assessing potential synergies and cost savings resulting from the acquisition.
4. Analyzing the risks and uncertainties associated with the acquisition, such as market fluctuations and potential integration challenges.



Tip #3: Create an outline for a strategy document, marketing plan etc.



Tool: ChatGPT

Quickly create an outline for almost anything. Then divide the sections up to be worked on by the relevant managers or departments. This gives you a super quick start to any new project since you don't have to wait for someone else to come up with and write the outline.

Open a new ChatGPT window and write the following text prompt:

Give me a 5 point outline for a company strategy document



Certainly, here's a condensed 5-point outline for a company strategy document:

- 1. Executive Summary and Introduction**
 - Brief overview of the strategy and high-level goals.
 - Company mission, vision, and core values.
- 2. Situation Analysis**
 - Evaluation of the current market and competitive landscape.
 - SWOT and PESTEL analyses for comprehensive understanding of internal and external factors.
- 3. Strategic Goals and Initiatives**
 - Identification of key strategic goals and SMART objectives.
 - Definition of key strategies and initiatives to achieve these goals.
- 4. Implementation and Resource Allocation**
 - Detailed action steps, roles, responsibilities, and timelines for each initiative.
 - Allocation of necessary resources (human, financial, technological, physical).
- 5. Performance Evaluation and Risk Management**
 - Development of Key Performance Indicators (KPIs) and benchmarks for monitoring and evaluation.
 - Identification of potential risks, obstacles, and corresponding contingency plans.

Tip #4: Make your event names, titles, and slogans better



Tool: ChatGPT

Trying to come up with a clever title for a presentation or project name? Or maybe you need a new slogan? Let ChatGPT give you multiple suggestions, and you can even combine several of them yourself to create an even better version.

Open a new ChatGPT window and write the following text prompt:

We are hosting a breakfast seminar for customers about trends in our industry. Give me 10 suggestions for titles.



1. "Breakfast Bytes: Wake Up to the Latest Trends in Our Industry"
2. "Morning Insights: A Fresh Look at Industry Trends"
3. "Rise and Shine: Illuminating Industry Innovations Over Breakfast"
4. "Bacon, Eggs, and Insights: Your Morning Guide to Industry Trends"
5. "The Early Bird's Guide: Emerging Trends in Our Industry"
6. "Coffee & Clarity: A Seminar on Industry Trends"
7. "Sunny Side Up: Bright Ideas & Trends in Our Industry"
8. "Caffeinate and Innovate: A Morning Seminar on Industry Trends"
9. "Breakfast with the Trendsetters: Understanding Today's Industry Landscape"
10. "Morning Brew: Stirring Conversations on Industry Innovations"

Tip #5: Rewrite your text to make it better



Tool: ChatGPT

Written a piece of text that you just aren't happy about? Should it sound more professional? Be more convincing or funnier? Let ChatGPT help you to rewrite your text.

Open a new ChatGPT window and write the following text prompt:

Rewrite the following text in 3 different ways: make it better, make it more convincing and make it funnier "We are happy to invite you to our breakfast seminar about industry trends. Coffee and pastries will be served. And we will have two speakers. We really hope you will attend»



Better:

We're delighted to extend an invitation to you for our exclusive breakfast seminar, dedicated to the exploration of emerging trends in our industry. Join us for a morning filled with enriching discussions, punctuated by the aroma of freshly brewed coffee and a selection of gourmet pastries. Our session will be led by two distinguished speakers. We're looking forward to your presence as we delve into these exciting topics together.

More Convincing:

We are thrilled to invite you to a pivotal event, our breakfast seminar focused on the latest industry trends. This is your unique opportunity to start the day with a cup of exquisite coffee, a selection of artisan pastries, and a wealth of knowledge delivered by two industry experts. This seminar is an invaluable opportunity to stay ahead of the curve in our fast-paced industry. Don't miss out on this chance to learn, grow, and network with your peers. We're counting on your attendance!

Funnier:

We're over-the-moon excited to invite you to our breakfast seminar on industry trends. But let's be honest, we had you at 'breakfast', didn't we? Picture this: a steaming cup of coffee and pastries that taste like they've been baked by an angel with a degree in deliciousness. And, if that's not enough to tempt you, we also have two speakers who know a thing or two about our industry! So, put on your thinking cap, and join us for a morning of learning, laughing, and probably licking crumbs off your fingers. We're not just hoping you'll attend – we're baking on it!

Tip #6: Spark creativity

Tool: ChatGPT

AI can be great tool when it comes to sparking new ideas and unleashing creativity when you are stuck. From suggestions to what to do to refresh your product lines to what should be the theme of your next office party. ChatGPT can give you some great suggestions to start off with.



Open a new ChatGPT window and write the following text

Give me 10 suggestions of themes for our next office party



1. **Casino Night:** Set up poker tables, roulette, and blackjack for a fun-filled evening. Don't forget to include non-monetary prizes!
2. **Around the World:** Each area or department can represent a different country or culture. Food, drink, and decorations can match the chosen theme.
3. **Decades Party:** Pick a specific decade like the '70s, '80s, or '90s. Encourage costumes, play music from that era, and decorate accordingly.
4. **Hollywood Glamour:** Roll out the red carpet and encourage everyone to dress as their favorite movie star or character.
5. **Sports Day:** Set up different sports stations and host a mini-Olympics. This can also include fun, non-traditional games like sack races or egg-and-spoon races.
6. **Masquerade Ball:** A classic theme that encourages elaborate masks and gives a sense of mystery and elegance to the event.
7. **Pajama Party:** Everyone comes in their coziest PJs, perfect for a more casual and relaxed gathering.
8. **Superhero Party:** Encourage people to come dressed as their favorite superhero or even as their own made-up hero.
9. **Under the Sea:** Decorate the office like an underwater paradise. You could even hire a DJ and have a dance floor that looks like the ocean floor.
10. **Harry Potter Party:** Sort everyone into houses, serve "butterbeer", and host a magical quiz. This is a great theme if your team loves the books or movies.

Remember, whatever theme you choose should be inclusive and suitable for your team.

Tip #7: Do basic research on (almost) any topic



Tool: Bing Chat

Do you need to do some quick basic research for your next meeting or business case? There is no quicker way than asking AI for some basic insights to get you started.

The last knowledge update for ChatGPT was in September 2021 and it can't access the internet, so to do updated research you need to use Bing Chat.

Open a new Bing Chat window and write the following text

What is the smart phone penetration in Africa?

According to Statista ¹, the mobile penetration rate in Sub-Saharan Africa rose significantly from 2012 to 2020, and growth is expected to continue in to 2025. By 2025, it is expected that **half of the Sub-Saharan African population will subscribe to a mobile service**. The GSMA ² also reports that **613 million unique mobile subscribers** by 2025 covering 50% of the population and **41 million 5G connections** by 2025. However, these numbers may vary depending on the region and the country. For example, Nigeria has a high number of mobile phones, but many Nigerians have more than one mobile connection ³. Also, smartphone adoption is not the same as mobile penetration, as some users may still use feature phones. The GSMA estimates that smartphone adoption was at **64%** in Sub-Saharan Africa in 2021 ².

Learn more: [1. statista.com](https://www.statista.com) [2. gsma.com](https://www.gsma.com) [3. connectingafrica.com](https://www.connectingafrica.com) +2 more

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Tip #8: Write a draft for a blog, social media post or other types of content



Tool: ChatGPT

Got a guilty conscience for not posting as much as you planned on the company blog or on LinkedIn? With ChatGPT you can turn your high-level ideas into a full blog post in just a few minutes. The results are often 90-95% complete, and you can spend a few minutes editing the AI suggestions to make it perfect instead of writing everything from scratch. You can also specify the destination (Twitter, LinkedIn etc.) to get the right formatting, even including appropriate emojis.

Open a new ChatGPT window and write the following text prompt:

I think that AI will affect the publishing industry in a positive way liberating authors to create more and better. Write a two paragraph LinkedIn post about this.



💡 In the rapidly evolving world of technology, Artificial Intelligence (AI) is becoming a powerful ally for the publishing industry, particularly for our most valued creatives – the authors. I am increasingly convinced that AI will not replace, but rather amplify the human creativity at the heart of publishing. By automating routine tasks and providing insightful analytics, AI can free authors to focus more on what they do best: creating captivating content.

With tools like predictive text, sentiment analysis, and market trend identification, AI can provide authors with a deeper understanding of their audience and their preferences. This, in turn, allows for more targeted, engaging, and impactful writing. As we continue to embrace these exciting advancements, we're not just transforming our industry, we're empowering authors to reach new heights of creativity and connection. Let's look forward to a future where technology and creativity intertwine more closely than ever before. #AI #Publishing #FutureofPublishing #EmpoweringAuthors 🚀

Tip #9: Explain advanced topics in simple terms



Tool: ChatGPT 4

As a business executive you come across unfamiliar lingo or expressions all the time. From tech jargon to legalese, to the latest fad in business management theory. ChatGPT can not only explain the topic to you, but it can also even explain it at any age level. That way you can get a quick basic understanding of even the most advanced concept in a few minutes.

Open a new ChatGPT window and write the following text prompt:

Explain in short what quantum computing is to an adult, a 12-year-old and a 5 year old



Adult Level:

Quantum computing is a new type of computation that makes direct use of quantum-mechanical phenomena, such as superposition and entanglement, to perform operations on data. Unlike classical computers, which process bits of information as 1s or 0s, quantum computers use quantum bits, or "qubits". Qubits can represent and process data as both 1 and 0 simultaneously, thanks to superposition. This allows quantum computers to process a vast number of computations all at once, potentially solving certain complex problems much faster than classical computers.

12 Year Old Level:

Imagine if your computer could do multiple things at the same time. Regular computers use something called "bits" that can be either a 1 or a 0, like flipping a coin to heads or tails. But a quantum computer uses "quantum bits" or "qubits". These are special because they can be both a 1 and a 0 at the same time, like flipping a coin and having it land on both heads and tails simultaneously. This lets quantum computers solve really complicated problems much faster than regular computers.

5 Year Old Level:

You know how when you play a video game, you can only make one move at a time? Well, imagine if you could make lots of moves all at once. That's kind of what a quantum computer does. It's like a super-duper powerful computer that can do lots of things all at the same time! It's like having a superpower for solving puzzles really, really fast.

Tip #10: Ask you expert questions to help you decide



Tool: ChatGPT

Stuck when trying to make an important decision? Need someone knowledgeable on the subject to discuss it with? ChatGPT can ask you a series of questions to get you thinking.

Open a new ChatGPT window and write the following text

I need to decide on which job candidate to hire. Ask me a few questions to help me choose



Absolutely! Here are some thought-provoking questions that may assist you in your decision-making process:

1. **Skills Match:** Which candidate's skills and experience align most closely with the job requirements and responsibilities?
2. **Cultural Fit:** How well does each candidate align with your company's culture and values?
3. **Potential for Growth:** Which candidate shows the most potential for growth and taking on more responsibilities in the future?
4. **Team Dynamics:** Who would work best with your existing team? Have you considered the interpersonal dynamics?
5. **Initiative and Drive:** Which candidate demonstrated the most initiative or drive during the interview process? Who seemed most enthusiastic about the role and your company?
6. **References Feedback:** What feedback did you receive from their references? Did one candidate's references speak more highly of them than the others?
7. **Problem-Solving Skills:** Based on the interview and any assessments you conducted, who showed the best problem-solving skills?
8. **Long-Term Vision:** Who seems most likely to stay with the company in the long term and contribute to its ongoing success?

Remember, it's crucial to consider multiple factors in your decision, not just who has the most experience or skills. The candidate who might be the best fit may bring a unique set of qualities that align well with the role, the team, and the company culture.

Tip #11: Give you an executive summary of a web page



Tool: Bing Chat

Did your boss or maybe colleague send you the link to a lengthy article that you need to read before the next meeting? Short on time? Unlike ChatGPT, Bing Chat can access the internet. You can get Bing Chat to give you an executive summary of the contents of a web page by providing the URL.

Open a new Bing Chat window and write the following text prompt

Give me an executive summary of this research briefing by MIT

https://cisr.mit.edu/publication/2020_0201_InnovatingGreaterValueFaster_Fonstad

Here is a possible executive summary of the research briefing by MIT CISR:

The briefing explores how some firms are innovating greater value faster by switching the focus of innovating from inputs to outcomes. It presents a case study of Posten Norge AS, a Norwegian postal and logistics company, that has implemented this approach to increase the likelihood of creating competitively advantageous innovations and to become more agile. The briefing identifies four key steps that Posten Norge AS followed to achieve this:

- Define desired outcomes for each innovation effort
- Empower cross-functional teams to realize those outcomes
- Provide teams with time and resources to learn
- Monitor and reward teams based on outcomes

The briefing concludes that by taking time to learn, Posten Norge AS has been able to innovate greater value faster and avoid wasting resources on “fondue sets” - innovations that are rarely used and generate little business value. The briefing also suggests some implications and recommendations for other firms that want to adopt this approach.

Learn more: [1. cisr.mit.edu](#) [2. cisr.mit.edu](#) [3. cisr.mit.edu](#)

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Tip #12: Create a multiple-choice quiz



Tool: Bing Chat

Using a multiple-choice quiz can be a great way for you or your team to learn a new topic. Or maybe you want a fun quiz for a company social event. A pro tip is to copy the results into a tool like Kahoot to make the experience even more fun and let people compete in real time.

Open a new ChatGPT window and write the following text prompt

Make a multiple choice quiz with 3 questions with 3 options each about marketing. Add the correct answers at the end



Sure, here are three multiple-choice questions on marketing:

Question 1: What is the term for a series of actions that are taken to achieve a particular marketing goal?

- A. Marketing Strategy
- B. Marketing Plan
- C. Marketing Campaign

Question 2: In the marketing mix, the 4Ps stand for:

- A. Product, Price, Promotion, and Place
- B. Product, People, Process, and Promotion
- C. Price, Place, Promotion, and People

Question 3: What is the primary purpose of content marketing?

- A. To promote products directly
- B. To engage and educate the audience while building brand trust
- C. To improve the company's SEO rankings

Answers:

1. C. Marketing Campaign
2. A. Product, Price, Promotion, and Place
3. B. To engage and educate the audience while building brand trust

Tip #13: Analyze market trends and the impact on your industry



Tool: Bing Chat

Need a quick up-to-date analysis of market trends in your industry? Simply ask the AI for the most important trends in your industry and their effects.

Open a new Bing Chat window and write the following text prompt

What are 3 trends that are going to affect the logistics industry

The logistics industry is constantly evolving and adapting to the changing needs and demands of customers, suppliers, and regulators. Based on my web search, here are three trends that are going to affect the logistics industry in 2023:

- **Automation.** Automation has become widespread in logistics, changing how the industry operates in its day-to-day activities. AI (artificial intelligence), machine learning, and blockchain can all be applied to help businesses optimize efficiencies, minimize mistakes, and reduce costs along their supply chains ^{1 2}. Automation can also help overcome labor shortages, which is another challenge facing the logistics industry ¹.
- **Green logistics.** Green logistics refers to the efforts to reduce the environmental impact of logistics operations, such as carbon emissions, energy consumption, waste generation, and noise pollution. Green logistics can also help businesses save money, improve their reputation, and comply with regulations ^{1 3}. Some of the strategies for green logistics include using renewable energy sources, optimizing routes and modes of transportation, implementing circular economy principles, and adopting eco-friendly packaging materials ^{1 3}.
- **Supply chain visibility.** Supply chain visibility is the ability to track and monitor the movement and status of goods and materials throughout the supply chain, from the source to the destination. Supply chain visibility can help businesses improve customer service, reduce risks, increase efficiency, and enhance collaboration with their supply chain partners ^{1 4}. Some of the technologies that enable supply chain visibility include GPS tracking, RFID tags, IoT sensors, cloud computing, and digital twins ^{2 4}.

These are some of the trends that I found online that are going to affect the logistics industry in 2023. I hope they are helpful for you. Do you want me to search for more trends or do you have any questions?

Learn more: [1. tawi.com](#) [2. dhl.com](#) [3. kpmg.com](#) [4. mecalux.com](#)

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Tip #14: Create checklists for almost anything



Tool: Bing Chat

Having the right check list in hand can be crucial (just ask any airline pilot in the world) and with AI you can create a detailed checklist to accomplish your goals for almost anything.

Open a new Bing Chat window and write the following text prompt:

Give me a 5 point checklist for the most important tasks when taking the position as the CEO at a company

Here is a possible 5 point checklist for the most important tasks when taking the position as CEO at a company:

- **Set and communicate your vision and strategy.** As a CEO, you are responsible for defining the direction and goals of the organization and aligning them with the expectations of the board, shareholders, customers, and other stakeholders ^{1 2}.
- **Build and lead your executive team.** You need to have a strong and diverse team of senior leaders who can execute your vision and strategy, as well as manage the day-to-day operations of the company. You also need to delegate effectively, empower your team, and hold them accountable ^{1 2 3}.
- **Engage with key stakeholders.** You need to build relationships with the board of directors, investors, customers, suppliers, regulators, media, and other external parties who can influence or be influenced by your organization. You also need to communicate clearly and frequently with them about your progress, challenges, and opportunities ^{4 3 5}.
- **Monitor and improve performance.** You need to track and measure the results of your organization against your vision and strategy, as well as the industry benchmarks and best practices. You also need to identify and address any gaps or issues that may arise, and implement changes or improvements as needed ^{5 1}.
- **Innovate and adapt.** You need to keep abreast of the changing trends and demands in your industry and market. You also need to foster a culture of innovation and experimentation in your organization, and be willing to adapt or pivot your vision and strategy as needed ^{3 1}.

I hope this checklist helps you prepare for your new role as CEO. Congratulations! 🎉

Learn more: [1. corporatefinanceinstitute.com](https://corporatefinanceinstitute.com) [2. resources.workable.com](https://resources.workable.com) +3 more

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Tip #15: Quickly get an overview of the top software in a category



Tool: Bing Chat

Do you need to summarize a long text for an email or meeting notes? Using ChatGPT you can do so much faster than even asking someone else to do it for you. It can not only give you a summary, but also list out any decisions made or action items. **Pro tip:** Once summarized you can continue to ask questions about the contents, like “What was the main concerns?” or “Who voted in favor of the decision?”

Open a new ChatGPT window and write the following text

What are the top 5 software for sales teams at Fortune 500 companies?

Based on some web sources ^{1 2 3}, here are some of the software that are popular and well-reviewed by sales professionals:

- **HubSpot Sales Hub:** A sales CRM that helps sales teams build long-lasting relationships with their customers, streamline their workflows, automate their tasks, and integrate with various apps. HubSpot Sales Hub offers contact management, lead management, activity tracking, pipeline management, reporting and analytics, and more.
- **Salesforce Sales Cloud:** A sales CRM that helps sales teams manage their leads, accounts, contacts, opportunities, and deals. Salesforce Sales Cloud offers lead generation, lead scoring, email marketing, forecasting, analytics, and more.
- **Outreach:** A sales engagement platform that helps sales teams connect with their prospects and customers across multiple channels, such as email, phone, social media, and text. Outreach offers email tracking, cadence management, sequence automation, call recording, analytics, and more.
- **Gong:** A revenue intelligence platform that helps sales teams capture and analyze their customer interactions across phone, web conferencing, and email. Gong offers conversation intelligence, deal intelligence, account intelligence, coaching tools, and more.
- **Seismic:** A sales enablement platform that helps sales teams create and deliver engaging content to their prospects and customers. Seismic offers content management, personalization tools, analytics and insights, integrations with CRM and other tools, and more.

Learn more: [1. g2.com](#) [2. pandadoc.com](#) [3. zendesk.com](#)

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Tip #16: Learn new skills and knowledge by asking for courses, tutorials, books, podcasts, videos, etc. on any subject



Tool: Bing Chat

As a busy executive it might be hard to find the time to acquire a new skill or knowledge. By using AI, you can quickly get a list of resources that will help you learn in no time. From book recommendations to videos and podcast episodes. Starting to learn a new skill has never been quicker.

Open a new Bing Chat window and write the following text prompt

Give me links to good resources where I can learn the basics of podcasting

Sure, I can give you some links to good resources where you can learn the basics of podcasting. Here are some of them:

- [The Complete Guide to Podcasting for Beginners - Buffer Library](#) - This guide covers everything from choosing a topic and format, to creating a logo and intro, to publishing and distributing your podcast.
- [How To Start A Podcast In 2023: A Step-By-Step Guide](#) - This guide walks you through every step of the process, from planning and equipment selection, to audio recording and editing, to submission and promotion.
- [Podcasts: The Ultimate Guide - Podcast Pursuit](#) - This guide explains what podcasts are, how they work, and why they are popular. It also gives you tips on how to find and listen to podcasts that interest you.
- [The Podcast Host - Helping you launch, grow & run your show](#) - This website offers a lot of resources and courses on podcasting, from beginner to advanced levels. You can also find articles, reviews, and tools to help you with your podcasting journey.

I hope these resources help you learn how to become a podcaster. Happy podcasting! 😊

Learn more: [1. buffer.com](#) [2. podcastinsights.com](#) [3. podcastpursuit.com](#) [+1 more](#)

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Tip #17: Add a fun story to your next speech



Tool: Bring Chat

Everybody loves a good story, and with AI you can have a fun and poignant story ready for any occasion!

Open a new Bing Chat window and write the following text prompt

I'm speaking in front of my sales team. What is a short and fun story I can tell them that also includes some sound advice on selling?

Here is a great story you can tell your sales team:

One day, a young salesman walked into a Pet shop. He approached the owner and said, "Hello, sir. I'm a salesman and I have some great products for your pets. Can I interest you in some?" The owner looked at him and said, "Sure, why not? What do you have?"

The salesman smiled and said, "Well, for starters, I have this amazing shampoo that will make your dog's fur shiny and soft. It also has a pleasant scent and prevents fleas and ticks. It's only \$10 a bottle." The owner said, "That sounds good. I'll take one."

The salesman said, "Great. How about this wonderful bird seed that will make your bird sing louder and happier? It also has vitamins and minerals that will keep your bird healthy and strong. It's only \$5 a bag." The owner said, "That sounds good too. I'll take one."

The salesman said, "Awesome. And last but not least, I have this incredible snake oil that will cure any ailment your snake might have. It's only \$20 a bottle." The owner said, "That sounds good too. But I don't have a snake." The salesman said, "You don't have a snake? Well, you're in luck. I happen to have one right here in my bag. It's only \$50 and it comes with a free bottle of snake oil." The owner said, "Wow, that's a great deal. I'll take it." The salesman said, "Perfect. Here you go. Thank you for your business." He handed over the snake and the snake oil to the owner and collected his money. He then left the shop with a big grin on his face.

The moral of the story? A good salesman can sell ice to a polar bear, but a great one can sell the polar bear a cozy blanket and make it thank him for the warmth.

Tip #18: Do brainstorms

Tool: Bing Chat

Stuck on a problem? Do a brainstorm together with the AI to come up with potential solutions. Once Bing has come up with the first ideas, you can send your own ideas or reflections back to the AI for it to consider.



Open a new Bing Chat window and write the following text

Brainstorm with me some potential solutions for finding cost savings in our restaurant business

Sure, I can help you brainstorm some potential solutions for finding cost savings in your restaurant business. Here are some ideas based on my web search:

- **Minimize your food waste** by identifying the source of waste, using the FIFO method (first in, first out), pre-portioning ingredients, and streamlining your menu ^{1 2}.
- **Optimize your supply chain** by minimizing the number of suppliers you use, hunting seasonal ingredients, and negotiating better deals with your vendors ².
- **Train your staff** to be efficient, productive, and customer-oriented. This can reduce labor costs, improve service quality, and increase customer loyalty ^{2 3}.
- **Optimize energy usage** by turning off unused equipment and lights, opening windows when the weather is good, and investing in energy-efficient appliances ^{2 3}.
- **Reduce free offerings** such as bread, chips, or condiments. You can either cut the amount in half, charge a small fee, or only bring them upon request ³.

These are some of the cost-saving ideas that I found online. I hope they are helpful for you. Do you want me to search for more ideas or do you have any questions?

Learn more: [1. thebottomlinegroup.com](https://www.thebottomlinegroup.com) [2. gloriafood.com](https://www.gloriafood.com) [3. lavu.com](https://www.lavu.com)

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Tip #19: Get free images for your next presentation



Tool: Midjourney

Sick of using the same company stock photos? Can't find the perfect picture to fit your message? Or simply can't afford professional photographers? Using the AI tool Midjourney you can create photorealistic images by simply providing a text description of the phot you want.

The best part is that it is both free and copyright free!

In Midjourney write the following text prompt:

/imagine an office meeting room with a chart that shows increased sales



Tip #20: Get your point across with a surprising image



Tool: Midjourney

To leave a lasting impression, it's essential to deliver something that not only stands out but also stirs surprise. Leveraging an AI tool like this empowers you to craft images that push the boundaries of imagination, blending two ordinary elements in an unexpected way., that also underscores your message and creates an unforgettable narrative.

Imagine you start your presentation with “Well they said at the start of the year that there was no way we would reach our sales projections, then this happened.” Show the image below to make the point that you did make it!

In Midjourney write the following text prompt:

/imagine pigs with wings flying over a city



Tip #21: Spark imagination and creativity in your team



Tool: Midjourney

Are you working on a new physical product? Why not use Midjourney to come up with unique ideas to get the creative juices flowing? Say for example you are crating a new line of colorful sneakers. Ask Midjourney to create some images.

In Midjourney write the following text prompt:

/imagine a female model wearing colorful sneakers in Milan



Tip #22: Master styles

Tool: Midjourney

To get absolute stunning and unique pictures out of Midjourney the trick is to add the phrase “in the style of...”

In Midjourney write the following text prompt:

/imagine a woman in a business suit in an office in the style of ...



Double exposure



Photo realistic



Drawing



2D illustration

Tip #23: Create images for articles and social media



Tool: Midjourney

Need an image to illustrate your LinkedIn post? Or maybe something to go with your recent article about cyber security on Forbes.com? It has never been simpler to create images that are a perfect fit for your message and at the same time avoid using those stale old stock photos.

In Midjourney write the following text prompt:

/imagine an illustration of cyber defense in a company



Tip #24: Create product image mockups



Tool: Midjourney

Working on a new product? With Midjourney you can do quick product image mockups to quickly get a sense for what such a product could look like to decisions makers. It also sparks the creative imagination of the team working on it.

In Midjourney write the following text prompt:

/imagine a cereal box for business executives in an office in a photorealistic style with a business man on the packaging



Tip #25: Now it is time to get your team on board



The previous tips have been about how you can work more efficiently using AI tools. Remember that you should also equip the rest of your team with these powerful tools. Just imagine the productivity gains and the higher morale of not having to do a lot of the grunt work and get results quicker. It also frees up time in your team to focus on creativity and high-level decisions making and strategic discussions.

Set up a meeting with your team three days from now, and in the meeting go through some of the tips in this ebook together.

