

CEO/COO Max Value Kit

PromptAnatomy Executive OS – printable

Prompt Anatomy

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www.promptanatomy.app

A short printable kit for one leadership week: turn messy input into a decision-ready output, run the safety check, and reuse seven starting prompts across the work CEOs and COOs repeat.

The 4-move method

1. **Fog:** capture the messy meeting, report, decision, delegation, or message.
2. **Structure:** ask for decision, trade-off, risk, questions, owner, deadline, and output format.
3. **Result:** use the AI output as a brief, not as final truth.
4. **Safety:** verify facts, missing context, sensitive wording, and ownership before sending.

Quick example (Fog → Structure)

Fog (paste): “Board wants vendor X vs Y by Friday; finance prefers X, ops worries about rollout.”

Structure (add to your prompt): Ask for one recommendation, three trade-offs, three risks, decision criteria, owner, deadline, and a one-page brief format.

30-second executive safety check

Executive send-check

Act as an executive risk reviewer. Review this AI-generated text before I send or use it: [TEXT]. Context: [BOARD / CLIENT / TEAM / PARTNER]. Return 1) factual risks to verify, 2) legal or reputation risks, 3) missing context, 4) unclear decision or owner, 5) a safer revised version if needed.

Start with these 7 prompts

CEO Decisions – Board-ready recommendation

Act as a CEO operating partner. Decision: [DECISION]. Context: [FACTS]. Options: [OPTIONS]. Return 1 recommendation, 3 trade-offs, 3 risks, decision criteria, next action with owner and deadline.

COO Execution – Delivery risk diagnosis

Act as a COO. Review this execution update: [UPDATE]. Identify the bottleneck, missing owner, delivery risk, dependency, and the one operating change to make this week.

Meetings – Decision meeting agenda

Create a leadership meeting agenda for [TOPIC]. Goal: make one decision. Include pre-read, decision question, trade-off, 3 questions to ask, timeboxes, and the closing owner/deadline.

Reports – One-page executive brief

Summarize this report for a CEO: [REPORT]. Return key signal, hidden risk, decision needed, 3 questions for the team, and one next action. Do not invent missing numbers.

Delegation – Delegation brief

Turn this intent into a delegation brief: [INTENT]. Include objective, audience, constraints, deliverable format, quality bar, and review deadline.

Communication – Tense update

Rewrite this leadership update so it is clear, calm, and non-defensive: [MESSAGE]. Structure it as fact, reason, impact, what changes, what stays the same, and next step.

Safety and Quality – Hallucination scan

Scan this AI output for possible hallucinations: [TEXT]. List unsupported claims, numbers, dates, named entities, assumptions, and what source would verify each one.

Weekly ROI path

- **15-40 min:** risk-check, then rewrite the outbound message (board, client, partner, or team) so it is safe, clear, and structured.
- **20-40 min:** scan a long report for signal, hidden risk, and decision needed.
- **20-45 min:** turn options into trade-offs, criteria, risks, and a recommendation.
- **15-30 min:** convert meeting notes into decisions, owners, deadlines, and follow-up.
- **15-45 min:** move executive intent into a delegation brief the team can execute.

Next step

Use this short kit for one leadership week. When the same method needs to become a shared operating standard across the team, move it into the full system at **www.promptanatomy.app**.

Go to the full system

<https://www.promptanatomy.app/>

PromptAnatomy Executive OS – scale the same method as a team-wide standard.

Full operating system: www.promptanatomy.app