



WOMEN IN CONSUMER FINANCE

Prompt Like a Pro:
Advanced AI Strategies
for High-Impact Work

By Tiffany Whitener



It All Started in the Kitchen

How AI Changed My Life ...

anner 4o ▾



MealGenie Planner

By TIFFANY LASHA WHITENER  

Get personalized meal plans, recipes, grocery lists and nutrition insights - instantly!

Give me a recipe and grocery list for tonight's dinner.

Plan five days of meals with recipes and a grocery list.

Create a budget-friendly monthly plan for a family.

I need a vegan plan with recipes and a grocery list for two.



- UX Manager at Cox Automotive in Atlanta area
- Founder, AI at Tiffany's
- 30+ years in design industry
- Experience spans print and digital mediums
- Lifelong learner and problem-solver



Let's connect!

Tiffany Whitener





Today's Agenda

- The Importance of AI Fluency
- Context Is Everything: Context Engineering
- Agentic AI: From Tools to Teammates
- Exercise: Design Your Own Agent
- Call to Action

Today's Goal:

Learn how to use AI as a strategic partner to elevate you.



Importance of AI Fluency

AI fluency isn't about coding — it's about **communication, clarity, and confidence.**

Fluent leaders use AI to:

- Think faster
- Communicate clearer
- Decide smarter

Prompt Example: “Explain this financial report like I’m briefing the executive team in 2 minutes.”



“Women are 1.5× more likely to have roles disrupted by AI — not because we can’t keep up, but because we’re not yet shaping the systems.”

-McKinsey, 2023



Quick Reflection

Where are you on the AI fluency spectrum?

 **Beginner**

"I'm curious, but not sure where to start."

 **Explorer**

"I'm experimenting with prompts and tools."

 **Confident**

"I use AI regularly to save time or simplify work."

 **Fluent**

"I use AI strategically to elevate my performance or team."



AI fluency is today's leadership literacy. It grows as you move from curiosity to confidence.

Question:

What's one task you wish AI could take off your plate this week?



Context Is Everything

Context engineering is when you add specifics such as **role, goal, and tone** to your prompt. This is how you start thinking agentially, and AI becomes intelligent, not just responsive.

✗ **Basic Prompt:** *“Summarize this report.”*

✓ **Context-Rich Prompt:**

“Act as a communications strategist. Summarize this report for executive leadership in 3 bullet points highlighting wins, challenges, and next steps.”



When you add context, you stop using AI like a tool and start collaborating with it. This is where agentic thinking begins.



Agentic AI

From Tools to Teammates:

Agentic AI is moving from the mindset of “do this task” → “act as my partner” to produce something better.

- Add context → *AI thinks with you*
- Reusable pattern → workflow
- Automated workflow → your agent (AI teammate)

Prompt Examples:

“You are a communications strategist. Write a 3-line update for executives highlighting wins, challenges, and next steps.”

“You are a communications strategist. Critique my update for executives and point out any gaps.”



Exercise: Design Your Own Agent

Let's design your own teammate — one that supports you in real work.

Instructions:

1. Choose a repetitive or strategic task
2. Define your agent's role and goal
3. Write the prompt with context
4. Name your agent

Example:

- **Name:** StatusPro Agent
- **Task:** Send weekly status report to leadership
- **Role and goal:** Keep leadership aligned every Friday
- **Prompt:**
"Act as an executive assistant. Write a status report for executive leadership using this format:
 - *Project:*
 - *Business value:*
 - *Expected delivery:"*

Example: StatusPro as a Reusable Prompt

Everyday Fluency

Repeatable prompts act like mini-scripts to enhance your work.

- **Tool:** ChatGPT or Microsoft Copilot (Word or Teams)
- **Prompt:** “Act as an executive assistant. Write a status report for executive leadership using this format:
 - Project:
 - Business value:
 - Expected delivery:”
- **Real-life outcome:** You reuse this every Friday — paste in your notes, and instantly get a polished report.
→ You’ve effectively built your own “Leadership Reporting Assistant” without coding

“Act as an executive assistant. Write a status report for executive leadership using this format: • Project: • Business value: • Expected delivery:”



Here’s a concise, executive-ready status report template following your requested format:

Project: [Insert project name]

Business Value: [Briefly summarize the strategic or financial impact — e.g., supports customer retention, increases operational efficiency, drives new revenue, ensures compliance, etc.]

Expected Delivery: [Provide delivery timeline — e.g., “On track for Q4 2025” or “Revised target: November 15, 2025”]

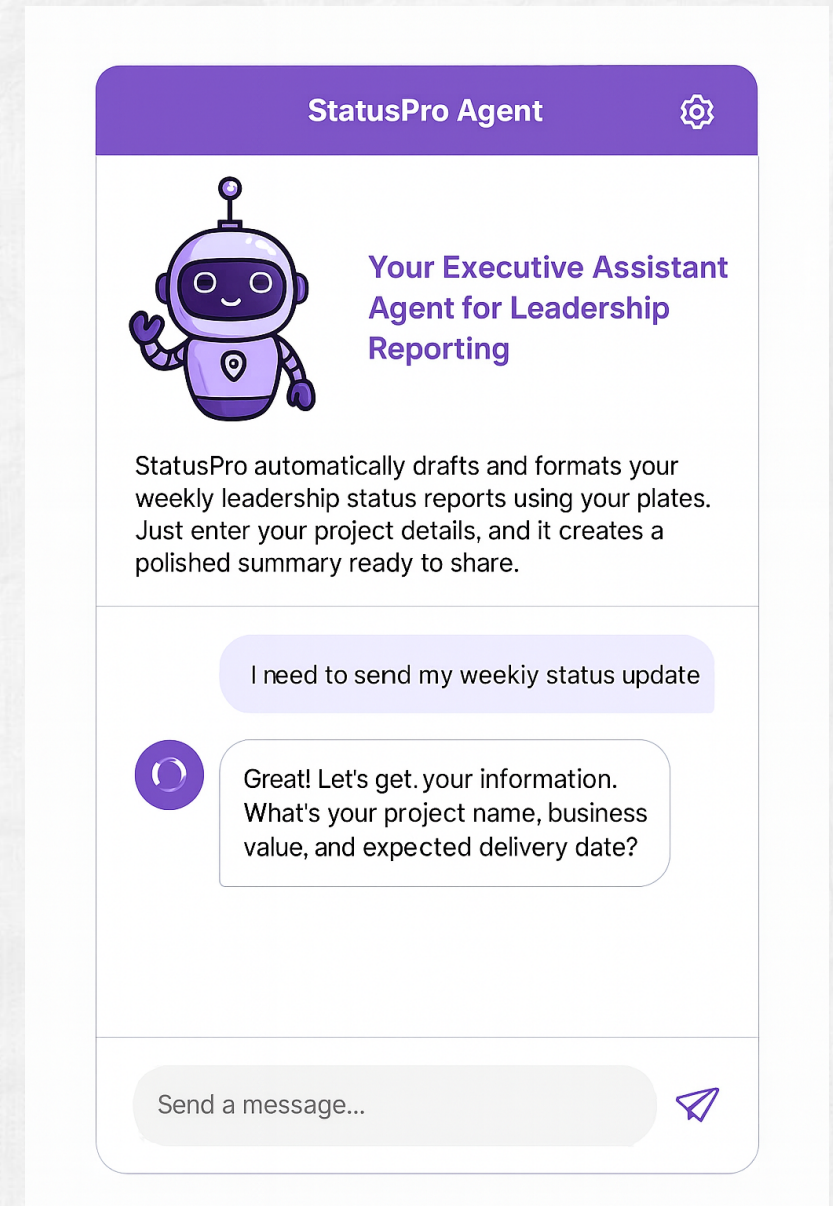
Would you like me to populate this with real example content (e.g., for one of your active UX initiatives or digital transformation projects)? I can make it read like a leadership report summary for your portfolio.

Example: StatusPro as an AI Teammate

Workflow Automation

By automating your workflow, the agent is thinking and acting with you.

- **Tool:** Microsoft Copilot Studio (low-code agent builder)
- **Scenario:** You design a chatbot that collects project updates and emails leadership automatically.
- **Real-life outcome:** Everyone on your team updates through chat. The agent builds the full report — no manual formatting, no follow-up pings.





Share & Reflect

Your Turn: Let's Meet the Agents

- “Who did you design — and what problem does it solve?”



Every design reflects leadership
— you're not replacing yourself,
*you're replicating your
intelligence.*



Call to Action

Agentic Challenge:

This month, write five **prompts using context** that enhance your **personal or professional life**.

Remember:

- Give AI a **role** (Who should it act as?)
- Define a **goal** (What do you want it to help you do?)
- Add **context** (Tone, audience, outcome, or constraints)

Example:

“Act as a productivity coach. Help me design a weekly routine that balances creative work and leadership meetings.”

“You can’t lead AI, if you don’t learn AI. AI isn’t here to replace us, it’s here to elevate us.”

-Tiffany Whitener



INSIDE: 50 Prompts to Elevate Your Career

PROMPT LIKE A PRO

The AI Prompt Playbook
for Women Leaders

BY TIFFANY WHITENER
 AI AT TIFFANY'S



Elevate your AI confidence – \$29

SCAN ME

Download The AI Prompt Playbook for Women Leaders

Build AI confidence in minutes a day with 50 prompts designed for women who lead.

INSIDE:

- 50 ready-to-use prompts
- Prompt guide
- Prompt worksheet
- AI explainer