



USING AI AS YOUR CHIEF OF STAFF:

# EXPANDING LEADERSHIP CAPACITY

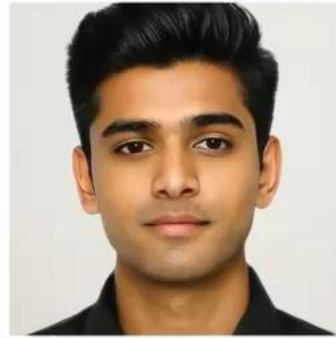
At Work and At Home

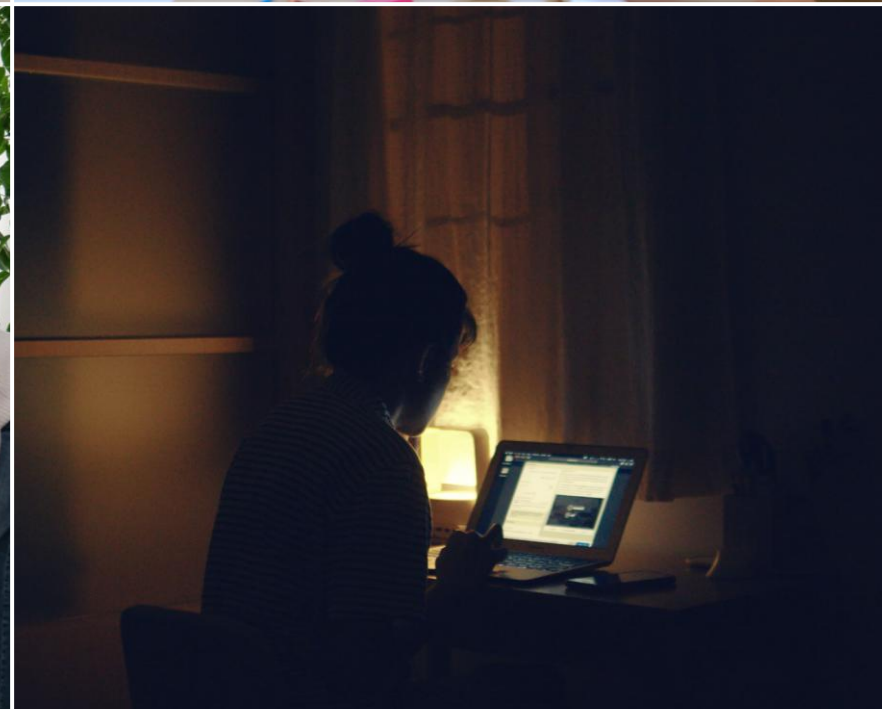
**Sara Holtz**

Optimal Blue Chief Marketing Officer

**35,000**







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AI



The background features a dark blue field with numerous thin, light blue lines radiating from the top center. In the bottom right corner, there is a large, semi-transparent sphere composed of many small, overlapping circles in various shades of blue, green, and purple.

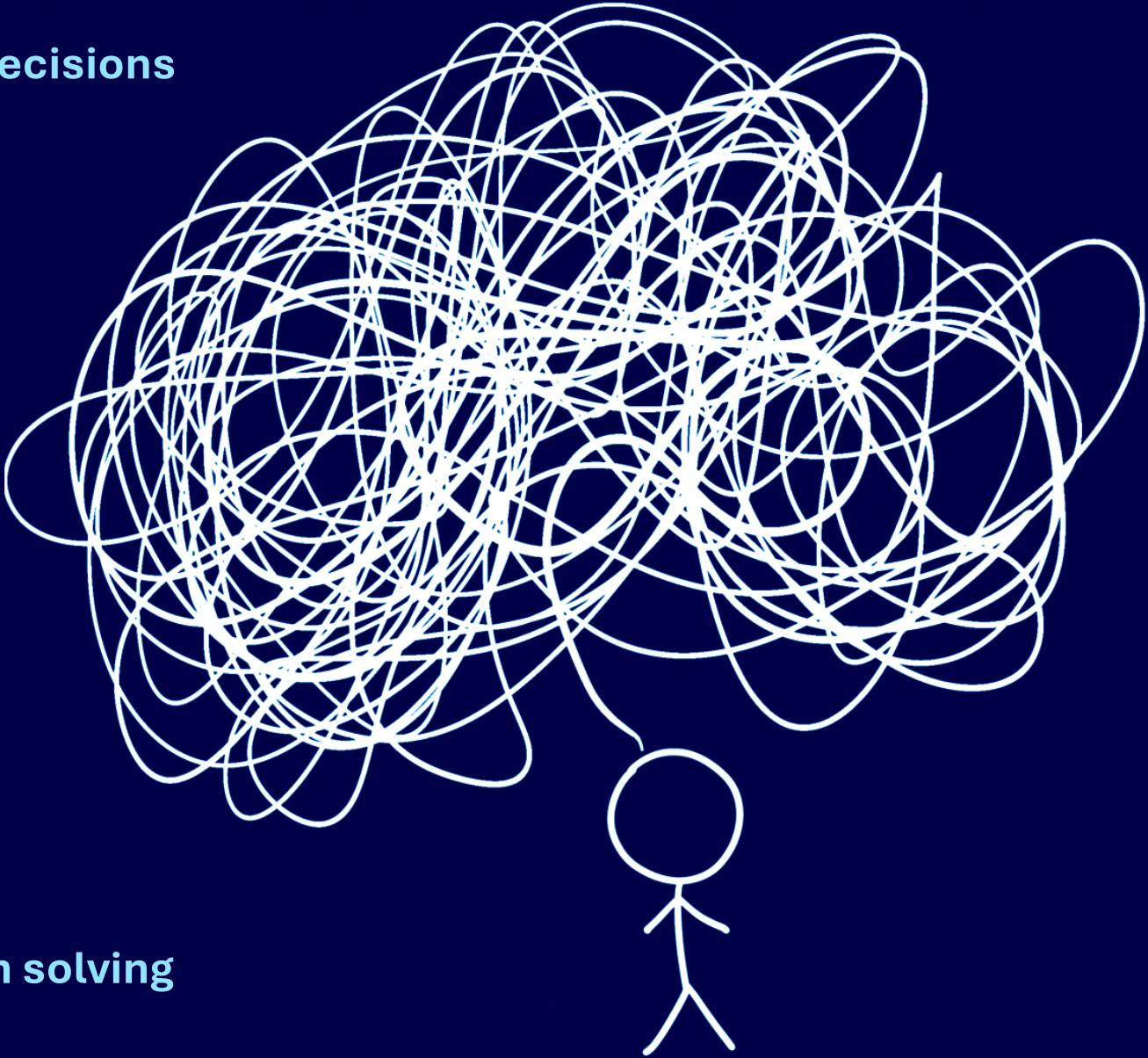
**AI**

**CHIEF OF STAFF**

# AUTHENOVATIVE MARKETING

**AI**

**DEPARTMENT INTERN**



**Professional decisions**

**Team decisions**

**Strategic decisions**

**Family logistics**

**Scheduling**

**Planning**

**Problem solving**

**CHAOS COORDINATOR**

The background is a dark blue gradient with a pattern of fine, light blue lines radiating from the center. In the bottom right corner, there is a circular graphic composed of many small dots in various shades of blue, green, and purple, resembling a globe or a data visualization.

AI

COGNITIVE CONSULTANT



The background is a dark blue gradient with a pattern of fine, light blue lines radiating from the center. In the bottom right corner, there is a semi-circular graphic composed of many small circles in various shades of blue, green, and purple, resembling a globe or a data visualization.

**AI**

**CHIEF OF STAFF**



**PROMPT**  
**WITH CLARITY**



**SOLVE**

**THE REAL PROBLEMS**



**TARGET  
SMALL &  
REPEATABLE WINS**



# **SUPPLEMENT**

# **RELATIONSHIPS**

## My CoCo recommendation (based on how you operate)

You've already shown a pattern of:

- valuing **decision closure**
- avoiding **last-minute friction**
- preferring **high-quality, predictable choices**

 That points strongly to:

**SFO → Newark, morning or midday nonstop**

It keeps your system clean:

- no connections
- predictable arrival
- lower cognitive load day-of





**CULTIVATE**

**DECISION CONFIDENCE**



**Prompt With Clarity**



**Solve the Real Problems**



**Target Small and Repeatable Wins**



**Supplement Relationships**

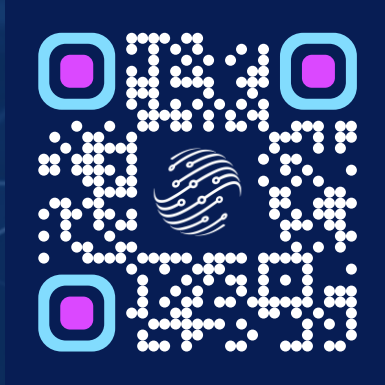


**Cultivate Decision Confidence**



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Optimal Blue Chief Marketing Officer



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