

AI for Executives: The Prompting Edge

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The 5S Prompting Framework

S	Element	What It Does	Example Phrase
S1	Set the scene	Assign AI a role	"Act as an experienced [role]..."
S2	Specific	Give context & background	"We are a [size/type] organisation. We are currently..."
S3	Simplify your language	State the exact task	"Identify / Analyse / Draft / Stress-test..."
S4	Structure the output	Define format & tone	"Respond in bullet points. Executive tone. Max 200 words."
S5	Share feedback	Ask AI to self-assess	"Rate your confidence 1–10. Flag any gaps in my brief."

Activity Workspace

My scenario:

Prompt 1 — Novice (write first, don't overthink)	Prompt 2 — 5S Upgraded (rewrite using the framework)
	<p>[S1] Role: Act as...</p> <p>[S2] Situation:</p> <p>[S3] Specifics:</p> <p>[S4] Style:</p> <p>[S5] Score: Rate your confidence 1–10...</p>

Prompt 3 — Socratic Version

Rewrite your prompt to invite AI to question you rather than answer you:

"Ask me questions one at a time to help me think through [your issue]. When you have enough context, provide a [format]."

My Socratic prompt:

Reflection

What was the biggest difference between Prompt 1 and Prompt 3?

My 30-Day Commitment

Day 1 — I will apply the 5S framework to this decision before I leave today:

Name: _____ Date: _____