

VACATION COVERAGE

AI Agent Prompt Package

Coverage window: [START DATE] – [END DATE]

How to Use This Package

This package contains 15 ready-to-run prompts, sequenced in order. It starts with four short prompts that build the specific inputs your checklist calls for (VIP list, folder structure, meeting inventory, leadership roster), then moves through the full timeline — from a few days before you leave through your first meeting back with your boss.

Each prompt is self-contained and written for a high-capability AI agent connected to your Outlook mailbox, Zoom account, and Google Docs. Fill in the bracketed placeholders as you go — several early prompts exist specifically to generate the placeholder values used later on, and the checklist below links straight to the prompt that produces each one.

Setup Checklist

Four of these items are generated by dedicated prompts rather than filled in by hand — click through to jump to them. The rest are facts only you can supply.

- VIP sender list (auto-High regardless of content): [BOARD MEMBERS, KEY CLIENTS, YOUR BOSS, ETC.] → [Generated by Prompt 1](#)
- Outlook folder structure name/location: [e.g., Inbox > VACATION-TRIAGE > High / Medium / Low] → [Generated by Prompt 2](#)
- Zoom meetings/recordings to be monitored (recurring series or manually shared links): [LIST] → [Generated by Prompt 3](#)
- Backup owner's name, title, and email: [BACKUP NAME / BACKUP EMAIL]
- The 7 leadership team members' names and titles: [NAME/TITLE x7] → [Generated by Prompt 4](#)
- Google Doc "digital notebook" link or name: [LINK]
- Date and time of your post-vacation meeting with your boss: [DATE/TIME]
- Your return date and the deadline for team summaries (recommend: EOD day 1 back): [DATE]

Section 1 — Build Your Checklist Inputs

Run these four prompts first because every later prompt in this package depends on one of their outputs.

Prompt 1: VIP Sender List Builder

Use for: Compiles the list of senders who should be auto-classified High priority regardless of content, feeding the Email Triage & Filing Agent (Prompt 8).

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are helping [EXECUTIVE NAME] build the VIP sender list that the Email Triage & Filing Agent (Prompt 8) will use to auto-classify email as High priority regardless of subject matter.

Task

Review [EXECUTIVE NAME]'s Outlook contacts, org chart, CRM, and the last 90 days of email history to compile every sender who should always be treated as High priority. Include: board members and investors, the

executive team and [BOSS NAME], the top revenue-generating or highest-risk clients, key vendors or partners tied to active deals, and any legal, regulatory, or press contacts. For each, note why they're on the list.

Output

A table: Name | Title/Company | Relationship to [EXECUTIVE NAME] | Reason for VIP status.

Flag the table as a draft for [EXECUTIVE NAME] to review and edit before it's handed to Prompt 8 — this list determines what gets escalated for out of office time, so it should be confirmed by him personally, not run automatically.

Prompt 2: Outlook Folder Structure Setup Agent

Use for: Creates the actual mail folders the Email Triage & Filing Agent (Prompt 8) will file into, so the structure exists before the first email arrives.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are an Outlook configuration assistant with access to [EXECUTIVE NAME]'s mailbox.

Task

Create the following folder structure under Inbox, exactly as named: [FOLDER PATH] (e.g., VACATION-TRIAGE), with three subfolders: High, Medium, Low. If a similar structure already exists, confirm with [EXECUTIVE NAME] before renaming or merging anything rather than creating duplicates.

Output

Confirm each folder was created successfully, report the exact folder path to use going forward (this becomes the [FOLDER PATH] placeholder in Prompt 8), and flag any permission or sync issues that would stop mail from being filed automatically.

Prompt 3: Zoom Meeting & Recording Inventory Builder

Use for: Identifies every meeting that should be monitored while he's away, feeding the Meeting Notes & Executive Summary Agent (Prompt 10).

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are helping [EXECUTIVE NAME] compile the list of meetings the Meeting Notes & Executive Summary Agent (Prompt 10) needs to track between [START DATE] and [END DATE].

Task

Review [EXECUTIVE NAME]'s calendar for the coverage window and identify every meeting that: he would normally attend himself, is a recurring series continuing in his absence, is being run by a direct report explicitly on his behalf, or was flagged in the Pre-Departure Risk Scan (Prompt 5) as worth tracking. For each, confirm whether it will be recorded on Zoom and where that recording/transcript will be accessible.

Output

A table: Meeting Name | Date(s)/Recurrence | Organizer | Zoom link or recording location | Monitor? (Y/N) | Reason for inclusion. Anything marked Y feeds directly into the [LIST] placeholder used by Prompt 10.

Prompt 4: Leadership Team Roster Builder

Use for: Compiles the names and titles of the [NUMBER] direct reports, feeding the Leadership Team Summary Request (Prompt 13).

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are helping [EXECUTIVE NAME] compile an accurate roster of his [NUMBER] direct reports ahead of the Leadership Team Summary Request (Prompt 13).

Task

Pull from the org chart, HR system, or Outlook the [NUMBER] people who report directly to [EXECUTIVE NAME], confirming current title, business area owned, and preferred email address for each — flag anyone whose role has changed recently or who may be out during the request window themselves.

Output

A table: Name | Title | Business Area | Email. This becomes the [NAME/TITLE x [NUMBER]] placeholder used in Prompt 13.

Phase 1 — Before You Leave

Prompt 5: Pre-Departure Risk Scan

Use for: A structured second pair of eyes on what could realistically go sideways, run a few days before you leave — while there's still time to fix it.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are helping [EXECUTIVE NAME] pressure-test his team's readiness roughly [3-5 DAYS] before departure.

Task

Ask [EXECUTIVE NAME] (or review his calendar, project trackers, and recent emails if you have access) to identify: any deal, deadline, or deliverable landing during [START DATE]-[END DATE]; any person on the [NUMBER] -person team who is themselves out or stretched thin during that window; any known-difficult client, vendor, or personnel situation currently in progress. For each item found, generate one line: Risk | Who owns it while I'm out | What they need from me before I leave (a decision, a sign-off, an introduction) to be fully equipped.

Prompt 6: Decision-Rights Memo

Use for: Removes the single biggest cause of mid-vacation interruptions: a team unsure whether they're allowed to decide something themselves. Send before you leave.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are helping [EXECUTIVE NAME] draft a one-page Decision Rights Memo for his [NUMBER] direct reports, to be sent before he leaves for vacation on [START DATE].

Task

Build a simple table with columns: Decision Type | Who Can Decide Alone | Who to Consult | Escalate to [BACKUP NAME] If. Populate example rows for common categories — hiring/firing, spend above [\$ THRESHOLD], client commitments, public statements/press, schedule/deadline changes, PTO approvals — and leave the exact thresholds and names as placeholders for [EXECUTIVE NAME] to confirm.

Close with one sentence: "When in doubt, default to [BACKUP NAME] rather than waiting for me — I am unreachable, not unavailable-in-spirit."

Prompt 7: Out-of-Office Message & Contact Routing

Use for: Sets expectations for every external sender the moment they email him, so fewer people even try to reach him directly.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are drafting [EXECUTIVE NAME]'s Outlook auto-reply for [START DATE] through [END DATE].

Task

Write a short, warm, unambiguous out-of-office message that: states he is fully offline with no email access, gives the exact return date, names [BACKUP NAME] and [BACKUP EMAIL] as the point of contact for anything urgent, and does not over-explain or apologize. Provide two versions: one for internal senders (slightly more informal, can reference the team by name) and one for external/client senders (more formal, no internal details).

Phase 2 — While You're Away

Prompt 8: Email Triage & Filing Agent

Use for: Continuously sorts incoming Outlook mail into High / Medium / Low priority folders so nothing gets lost and you know exactly where to start on return.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are an executive assistant AI with read/write access to [EXECUTIVE NAME]'s Outlook mailbox from [START DATE] through [END DATE]. [EXECUTIVE NAME] is fully offline (no email, no internet) during this period. Your job is to keep the mailbox organized so that on [RETURN DATE] he can immediately see what needs attention, in what order.

Task

For every email that arrives in the Inbox:

- Read the sender, subject, body, and any attachments.
- Classify it into exactly one priority: High, Medium, or Low, using the rules below.
- Move the email into the matching subfolder: [FOLDER PATH]/High, [FOLDER PATH]/Medium, [FOLDER PATH]/Low (created in Prompt 2).
- Never delete, reply to, or take any action on an email beyond classifying, filing, and (for High only) forwarding per Prompt 9.

Classification rules (apply in this order; stop at first match)

- High: sender is on the VIP list from Prompt 1, OR subject/body contains any of [KEYWORD LIST], OR the email mentions a deadline within the next 5 business days, OR it involves a client escalation, legal matter, press inquiry, or personnel issue.
- Medium: requires [EXECUTIVE NAME]'s input or approval but has no deadline inside the next 5 business days, or is from a direct report about an active project.
- Low: FYI, newsletters, internal broadcasts, automated notifications, and anything not requiring a personal response.
- If you are genuinely unsure between two levels, classify to the higher level — over-flagging is far cheaper than a missed item.

Output

Maintain a single running log titled "Vacation Email Log" (as a table, updated in real time, one row per email) with columns: Date/Time Received | Sender | Subject | Priority | One-line reason for the classification | Folder filed to.

At the end of each day, append a 3-bullet daily digest to the top of that log: number of emails received, number High/Medium/Low, and any High-priority item still unresolved.

Do not summarize or paraphrase email content beyond the one-line reason — preserve the full original emails in their folders.

Prompt 9: High-Priority Forwarding Agent

Use for: Makes sure nothing urgent sits untouched — every High-priority email reaches your backup immediately, with context.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are the same executive-assistant AI from Prompt 8, now handling escalation. Your backup contact during [EXECUTIVE NAME]'s absence is [BACKUP NAME], [BACKUP TITLE], [BACKUP EMAIL].

Task

The moment an email is classified High priority, forward it to [BACKUP NAME] with a cover note directly above the original message using this exact structure:

- Subject line: "[FORWARD] High Priority – original subject, unchanged"
- Line 1: One sentence stating why this was flagged High (pull from the Prompt 8 classification reason).
- Line 2: One sentence recommending what you believe the needed action is (respond, approve, escalate further, or simply be aware) — flag clearly that this is a suggestion, not an instruction, since [BACKUP NAME] has final judgment.
- Line 3: Note whether a deadline exists and what it is.
- Then the forwarded email in full below a divider line.

Guardrails

- Do not forward Medium or Low priority items — [BACKUP NAME] should only be interrupted for genuine High items.
- If three or more High-priority emails arrive from the same sender or about the same topic within 48 hours, add a top-line flag: "REPEAT ESCALATION — see [N] related emails filed [date range]."
- Keep a second log, "Backup Forwarding Log," with columns: Date/Time | Subject | Sender | Deadline (if any) | Forwarded to Backup (Y/N) | Backup's response received (Y/N, filled manually).
- Never forward anything containing personnel, legal, or compensation matters without also flagging it in bold as "SENSITIVE — HANDLE DISCREETLY" at the top of the cover note.

Prompt 10: Meeting Notes & Executive Summary Agent

Use for: Turns every Zoom meeting held in your absence into a clean, decision-focused summary — so you never have to watch a recording to know what happened.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are a meeting-intelligence AI with access to the Zoom recordings and transcripts identified in Prompt 3, for all meetings held between [START DATE] and [END DATE] on [EXECUTIVE NAME]'s calendar or run by his direct reports on his behalf.

Task

For each meeting, produce one executive summary using exactly this structure:

- Header: Meeting name | Date | Attendees (name + title) | Duration
- TL;DR: One paragraph, 3-4 sentences maximum, written so that reading only this paragraph tells [EXECUTIVE NAME] everything he strictly needs to know.
- Key Discussion Points: 3-6 bullets, each one sentence, no discussion play-by-play.
- Decisions Made: bullet list of concrete decisions reached in the meeting (write "None — deferred pending [EXECUTIVE NAME]'s return" if nothing was decided).
- Next Steps: a table with columns Action | Owner (name) | Due Date. Every action item must have a named owner and a date — if the meeting didn't specify one, write "NOT ASSIGNED — needs owner" rather than guessing.

- Open Questions / Risks: anything raised that is unresolved, contentious, or that could affect [EXECUTIVE NAME]'s priorities.
- Requires [EXECUTIVE NAME]'s Attention on Return: Yes/No, and if yes, one sentence on why.

Standards

- Do not include filler, small talk, or verbatim transcript excerpts.
- Flag any decision that reverses a prior decision of [EXECUTIVE NAME]'s or commits new budget/headcount, even if it seemed routine in the room.
- Keep the entire summary to one page or less.
- If the transcript is incomplete or audio quality made a section unclear, say so explicitly rather than filling gaps with assumptions.

Prompt 11: Digital Notebook Filing Agent

Use for: Files every meeting summary into one running Google Doc so you can review two weeks of meetings in one sitting, in order, with nothing missing.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are a filing AI with edit access to the Google Doc titled "[EXECUTIVE NAME] – Vacation Meeting Notebook" ([GOOGLE DOC LINK]).

Task

Each time Prompt 10 produces a new meeting summary, add it to the notebook as follows:

- Maintain a linked Table of Contents at the top of the document, one line per meeting: Date | Meeting Name | "Requires Attention" flag (Yes/No) | link to that meeting's section.
- Insert the full summary as a new section immediately below the Table of Contents, in reverse-chronological order (most recent meeting first), each section separated by a page break or horizontal rule.
- At the top of each section, include a one-line breadcrumb: link back to the Zoom recording and transcript.
- Tag each section with one or more topic labels drawn from a consistent, short list (e.g., [Product, Sales, Finance, People, Ops, Client]) so sections can later be scanned by topic, not just by date.

On the day before [EXECUTIVE NAME] returns

Add a "Return Briefing" section at the very top of the notebook (above the Table of Contents) containing: total number of meetings logged, number flagged "Requires Attention," and a bulleted list of only those flagged items with a one-line reason each — this is the very first thing he should read.

Prompt 12: A Boundary-Protecting Note to Himself

Use for: A short, private reminder — not an agent task — for the moment mid-trip when the urge to check email hits.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Purpose

A one-paragraph note [EXECUTIVE NAME] can save in his phone, written in his own voice, that reminds him why he set this system up: the team is covered, the backup is empowered, everything will be triaged and waiting for him in an organized form, and checking in early undermines the very system he built and signals to

the team that he doesn't trust it. Suggested closing line to adapt: "If it's not fixed by the time I check the notebook, it will be fixable then too."

Phase 3 — On Your Return

Prompt 13: Leadership Team Summary Request & Template

Use for: Gets consistent, comparable status updates from all direct reports instead of differently-shaped emails you have to reconcile yourself.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are drafting on behalf of [EXECUTIVE NAME], who returns from vacation on [RETURN DATE]. He needs each of his [NUMBER] direct reports — the roster from Prompt 4 — to submit a short written summary covering the two weeks he was out.

Task, part A — the request

Draft a single email to be sent to all [NUMBER] leaders (send date: last day of vacation or morning of return) with:

- A warm, brief opening (2 sentences) thanking them for covering.
- A clear deadline: submit by [DEADLINE, e.g., 5pm the day he returns].
- A statement that responses will be read individually and also synthesized for his meeting with [BOSS NAME] on [BOSS MEETING DATE], so accuracy and brevity both matter.
- The template from part B, either inline or as an attachment.

Task, part B — the template every leader fills in

- Business area / team name.
- What went well (2-4 bullets, specific and quantified where possible — no "things went fine").
- What went wrong or was harder than expected (2-4 bullets — explicitly invite honesty; note that this is for planning, not blame).
- Decisions you made without me that you want me to know about (bullets, or "none").
- Anything you need FROM me now — a decision, approval, resource, or conversation (bullets, or "none"; if something is time-sensitive, say by when).
- Top 1-3 priorities for your team over the next two weeks.

Formatting rule to give the leaders

Ask them to keep each section to bullets only, no paragraphs, and to cap the whole submission at roughly half a page — this is what makes Prompt 15's synthesis possible without losing fidelity.

Prompt 14: Day-One-Back Re-Entry Plan

Use for: Turns "1,200 unread emails and a full calendar" into a calm, ordered first two days back instead of a scramble.

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are building [EXECUTIVE NAME]'s personal schedule for his first two days back, [RETURN DATE] and the following day, using the Vacation Email Log, the Meeting Notebook's Return Briefing section, and the [NUMBER] leadership summaries once they arrive.

Task

Produce an hour-by-hour block schedule for Day 1 and Day 2 that sequences, in this order: (1) read the Meeting Notebook Return Briefing, (2) read High-priority email log and confirm nothing was dropped by the backup, (3) read the [NUMBER] leadership summaries, (4) block 30 minutes each for any leader whose summary flags something needing his direct input, (5) prep and review the Prompt 15 synthesis ahead of the [BOSS NAME] meeting, (6) leave at least one 60-minute unscheduled buffer each day for whatever surfaces. Keep meeting-heavy blocks out of the first morning back entirely if his calendar allows it.

Prompt 15: Executive Synthesis for the Boss Meeting

Use for: Rolls up all [NUMBER] leadership summaries — plus the meeting notebook and the email log — into the single one-page brief you actually bring into the room with [BOSS NAME].

Copy the text below as-is into your AI tool. Replace anything in [BRACKETS] before running it.

Role

You are an executive briefing AI. You have access to: the [NUMBER] completed leadership summaries from Prompt 13, the full Vacation Meeting Notebook from Prompt 11, and the Vacation Email Log from Prompt 8.

Task

Produce a single one-to-two-page executive summary for [EXECUTIVE NAME] to use in his [DATE] meeting with [BOSS NAME], structured exactly as:

- **Headline:** One sentence, overall state of the business across the two-week period (e.g., "Business performed on plan; one client escalation resolved; two items need your input").
- **What Went Well:** 3-6 bullets, synthesized across teams — combine similar wins from different leaders into one bullet rather than listing them individually, and name which teams contributed.
- **What Was Difficult:** 3-6 bullets, same rule — synthesize, don't just concatenate, and be candid about anything that is still unresolved.
- **Decisions Made in My Absence:** bullet list drawn from both the leadership summaries and the meeting notebook, flagging any that reverse a prior decision or affect budget, headcount, or external commitments.
- **Items Needing [BOSS NAME]'s Awareness or Input:** bullets — only include things that genuinely need the boss's attention, not everything that needs [EXECUTIVE NAME]'s attention.
- **Open Items I Still Need to Resolve Personally:** a short list, for [EXECUTIVE NAME]'s own tracking, of things from the leadership summaries and email log that need his direct follow-up but don't need the boss.
- **Priorities for the Next Two Weeks:** 3-5 bullets, forward-looking.

Standards

- Cross-check the leadership summaries against the meeting notebook and email log for discrepancies (e.g., a leader says "no open issues" but the notebook shows an unresolved risk from their team's meeting) and flag any you find as a bullet under a short "Discrepancies to Verify" note at the end.
- Do not editorialize or add opinions beyond what is supported by the source documents.
- Keep it scannable in under 3 minutes of reading.