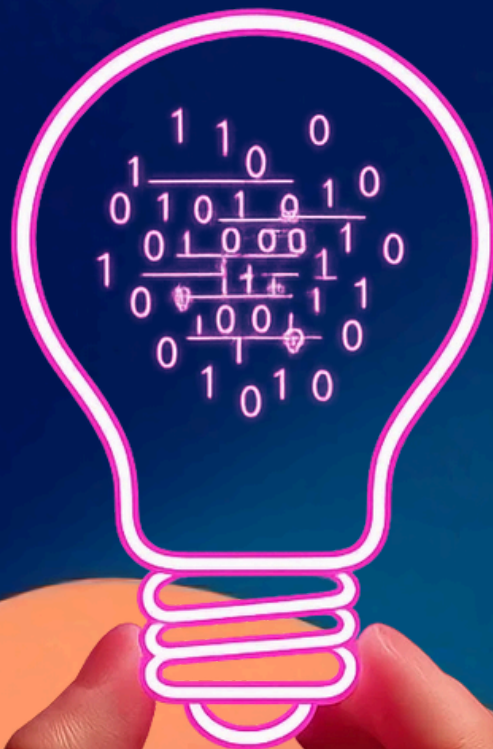


25 PROMPTS TO USE TODAY

*Prompt Like a Pro: Best Practices for
Financial Professionals Using AI*



Prompt Like a Pro:

Best Practices for Financial Professionals Using AI

Whether you're asking AI to help with meeting prep, communication, or idea generation—how you ask makes all the difference. Use this guide to structure better prompts, avoid common mistakes, and work smarter with confidence.

01 Prompt framework that works

The 4-Part Smart Prompt Formula:

Always include these elements for clarity and quality output.



Goal

What are you trying to accomplish?

Summarize, Draft...
Simplify, Create a checklist.



How

What format, tone, or voice?

"Professional but warm... In 3 bullet points... Less than 80 words..."



Constraints

What to avoid or stay within?

Don't use jargon... Avoid making assumptions... Keep compliant tone..."



Context

What's relevant background or use case?

For a 55-year-old pre-retiree in Quebec... For a discovery call with a cautious prospect..."

Bonus Structures to Try:

The Counterpoint Prompt:

“What might I be overlooking?”

Challenge your own logic—great for strategy, ethics, or suitability reviews.

The Role Prompt:

“Act as a compliance officer/trainer/retiree and respond to...”

Helps shift tone and view your content through another lens.

The Layered Prompt:

“Now revise this with more empathy... Now make it more concise... Now explain like I’m 16.”

Stack improvements without starting over.

Prompting

Do's & Don'ts

Do's

- Start general, then refine with follow-ups
- Ask AI to list questions you should be asking
- Use prompts to clarify your own thinking, not just get answers
- Request multiple formats: bullet list, summary, metaphor, pros/cons
- Make tone explicit: "Confident but not pushy," "Cautious and clear"

Don'ts

- Don't input client names or confidential data
- Don't assume AI is accurate—always verify against compliance
- Don't use generic prompts like "What do you think?" or "Analyze this"
- Don't let it flatter you—ask it to challenge you
- Don't replace your judgment—augment it

Remember

A better prompt unlocks a better result—faster, safer, and more aligned with your standards.

Use AI as your thinking partner, not your decision-maker.

Your AI Prompt Power Pack

High-Impact Prompts + 25 Quick Wins to Use Today

Part 1: 3 Detailed Prompts to Elevate Your Workflow

01 MEETING PREP PROMPT

GOAL: Create a client meeting preparation for a pre-retiree concerned about market volatility.

HOW: Structure with 3 key talking points, 2 targeted questions, and 1 discussion framework about portfolio resilience.

CONSTRAINTS: Must align with AMF suitability requirements and avoid performance guarantees. Keep it scannable for quick review.

CONTEXT: Quebec market has seen recent volatility in fixed income due to Bank of Canada policy shifts. This typically affects pre-retirees who are transitioning to more conservative allocations. Focus on how to discuss market changes within regulatory boundaries while addressing common retirement income concerns.

02 MARKET UPDATE PROMPT

GOAL: Draft a quarterly market update explaining interest rate impacts to conservative clients.

HOW: Use plain language explanation, general asset class examples, and a calming perspective framework.

CONSTRAINTS: Must include appropriate AMF-compliant disclaimers. Avoid market timing language. Keep under 250 words.

CONTEXT: Recent Bank of Canada decisions have impacted bond values generally. Quebec investors have shown sensitivity to fixed income fluctuations. The "weather metaphor" approach helps frame market conditions without making predictions. Regulatory focus has increased on how advisors communicate market volatility.

03 FOLLOW UP PROMPT

GOAL: Create a client email summarizing a portfolio review discussion that also serves as compliant documentation.

HOW: Recap general discussion themes, document approaches rather than specific recommendations, and outline clear next steps with timeline.

CONSTRAINTS: Must satisfy AMF documentation requirements while remaining conversational. Avoid guarantees or absolute statements. Keep under 200 words.

CONTEXT: Discussion centered on income strategy approaches suitable for the current interest rate environment. Typical concerns include inflation impact on retirement income. The email should document the conversation while maintaining compliance with Quebec regulations on advisor communications.

Your AI Prompt Power Pack

High-Impact Prompts + 25 Quick Wins to Use Today

Part 2: 25 Prompts to Start Using Today

1. CLIENT INSIGHT & SUITABILITY

1. Help me list 3 key planning considerations for someone nearing retirement with high income needs."
2. "How can I explain portfolio risk to a cautious investor without using technical language?"
3. "Suggest a better way to ask about time horizon without overwhelming the client."
4. "What behavioral red flags should I look for in investor decision-making?"
5. "Give me 3 'soft' questions that surface what a client really wants from our work together."

2. COMMUNICATION & FRAMING

6. "Reframe this sentence to sound more reassuring without sounding like a sales pitch."
7. "Draft a client update summary about market uncertainty in under 80 words."
8. "What's a better metaphor than 'diversification is like a safety net' for a conservative investor?"
9. "How can I explain a fee structure so that clients feel value—not confusion?"
10. "Give me a short, memorable way to summarize today's meeting follow-up items."

3. EFFICIENCY & PREPARATION

11. "Create a clean checklist for a quarterly portfolio review—generic, no personal data."
12. "Outline a meeting prep template I can reuse for different client types."
13. "Help me phrase a follow-up reminder email that sounds personal and thoughtful."
14. "Summarize key regulatory concerns I should keep in mind when using AI."
15. "Draft a call outline for a 20-minute prospect check-in that respects time but builds trust."

4. DECISION SUPPORT & STRATEGY

16. "List 3 common blind spots advisors might miss when reviewing a financial plan."
17. "Help me think through the tradeoffs between stability and upside for a general client case."
18. "What biases might I bring into evaluating new client onboarding tools?"
19. "Give me a framework to prioritize which workflows I should automate first."
20. "What are 5 ways to spot when a client is overwhelmed but not saying it?"

Your AI Prompt Power Pack

Part 3: Tools we help you navigate or set up:

Tools to start prompting with

5. SELF-AWARENESS & GROWTH

- 21. "What's one habit I can adjust this week to make my day feel less reactive?"
- 22. "Suggest 3 reflection questions I can ask myself after a challenging client meeting?"
- 23. "What does it mean to 'show up well' as an advisor—and how can I check in on that?"
- 24. "Help me simplify my weekly planning into 3 main buckets."
- 25. "What's one way to use AI today that supports—not replaces—my judgment?"

TOOLS



NotebookLM
(second brain)



Claude + ChatGPT Projects



Custom GPTs (your
models, your language)



Lovable, Manus, Sora
(experimentation and delivery)