

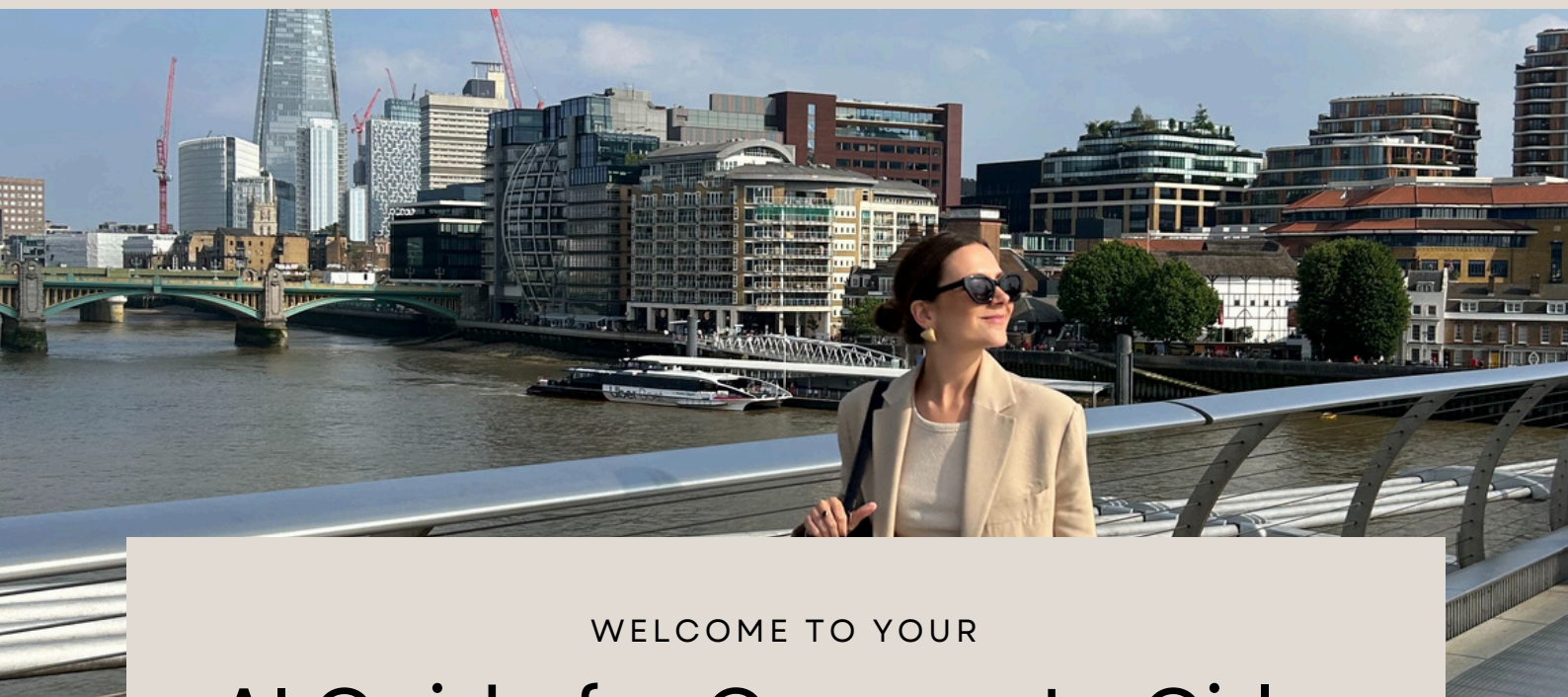


PHASE 20



AI Guide for Corporate Girls

PHASE 20



WELCOME TO YOUR

AI Guide for Corporate Girls



Imagine having a career strategist that never clocks out, and can help you brainstorm, create, and execute your ideas at lightning speed. That's the power of AI. In this guide, I'll show you how to use, teach, and leverage your favourite AI tool to become your all-in-one career support system.

Whilst I'll focus on ChatGPT in this guide you can use these ideas to train pretty much any AI tool of your choice.



In this guide you will find 3 Steps to use AI to help you create a 90 day development plan.

Step 1: Write down your role, challenge and goals

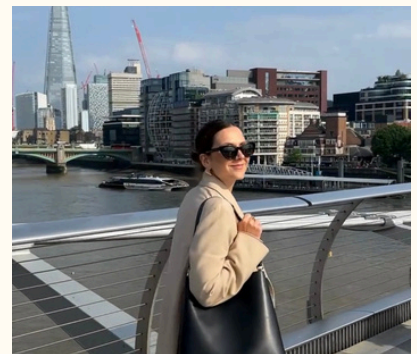
First of all, you need to get clear on what it is you actually want to get out of this year and your career. Take some time to write down your current responsibilities, challenges and actual career goals.

Step 2: Training ChatGPT to Align with Your Role and Industry

The foundation of leveraging ChatGPT effectively is teaching it the details of your situation. The clearer and more specific you are about your responsibilities, industry, and situation, the better the AI can create outputs that truly align with your personal circumstances.

Step 3: Use AI to write your 60 day development plan

Once ChatGPT understands your situation, goals, and challenges, it's time to turn this knowledge into a career development plan you can easily follow.



Let's Get Started!

You don't need to master AI overnight—it's all about taking it step by step and letting it make corporate life easier for you. I'll share the exact prompts that save me hours of trial and error, so you don't have to figure it out alone. From one corporate girl to another, no gatekeeping – just a behind-the-scenes look at how I use ChatGPT for my own career planning (so you can do the same!).



Step 1: Building the foundation

GAIN COMPLETE CLARITY ON YOUR CAREER GOALS AND WHAT'S STANDING IN YOUR WAY

Take 15–30 minutes this week to write down what's really going on in your career: what's currently holding you back, what your biggest roadblocks are, and what you're truly aiming to achieve. Identify your short- and long-term career goals, the ones you'd love to work toward if you had more time, focus, and actionable guidance. The more specific you can be, the better.

Step 2: Training ChatGPT

TRAINING CHATGPT TO ALIGN WITH YOUR ROLE AND INDUSTRY

The clearer and more specific you are about your goals, current situation, and challenges, the better ChatGPT can create outputs that truly align with your career vision. With that in mind, start by giving it a detailed snapshot of your current situation and desired career goal.

Situation: Describe your current role, how long you've been with the company, and what your core responsibilities are day to day.

Example: "I work in the tech industry and run B2B marketing campaigns to help my company grow its footprint in the UK market. My responsibilities include event management, partner marketing, and digital marketing to increase visibility on platforms like LinkedIn. I've been in this role for 2 years and have 5 years of overall experience."

ChatGPT Prompt

"ChatGPT, here is an overview of my current situation at work: I work in the tech industry and run B2B marketing campaigns to help my company grow its footprint in the UK market.

My responsibilities include event management, partner marketing, and digital marketing to increase visibility on platforms like LinkedIn. I've been in this role for 2 years and have 5 years of overall experience."

Challenge to overcome: Share what's currently stopping you from reaching your next career milestone or promotion.

Example: "I feel like I'm not visible enough in the organization and held back by my manager, who I don't feel I can bypass."



ChatGPT Prompt

“ChatGPT, here is an overview of my current challenges I experience at work: feel like I’m not visible enough in the organization and held back by my manager, who I don’t feel I can bypass.”

Career goals: Share both your short-term and long-term career goals.

Example: “My long-term goal is to become a CFO. My short-term career goal this year is to get promoted to Senior Finance Manager.”

ChatGPT Prompt

“ChatGPT, here is as what I am looking to achieve in my career, role and industry in the short and long term: My long-term goal is to become a CFO. My short-term career goal this year is to get promoted to Senior Finance Manager”



Pro Tip

If you have examples of your best projects, recent achievements and great feedback, give them to ChatGPT as examples of your best work and your voice, and tell it to “save it for later use” so it can include it in its future output.

Why this step matters:

By investing time in training ChatGPT upfront, you’re creating a blueprint for success. This foundational work ensures that every output is tailored to your unique situation. It’s like having a career strategist who knows your business as well as you do.

Step 3: Use AI to write your 60 day development plan

Now that ChatGPT understands your situation, goals, and challenges, it’s time to turn this knowledge into a career development plan you can easily follow.

I’ve created a prompt you can simply copy, paste, and personalise with your own details to receive a tailored career plan that’s specific to your industry and situation.

ChatGPT Prompt

"You are an experienced executive career coach who specialises in helping mid-career women in corporate achieve their next big career milestone. Your expertise lies in career strategy, leadership development, and professional visibility.

My Context (I will fill this in):

- Current role, company, and industry: [insert here]
- Time in current role/company: [insert here]
- Core responsibilities: [insert here]
- Key strengths: [insert here]
- Challenges holding me back: [insert here]
- Short-term career goal (within 12 months): [insert here]
- Long-term career goal (3–5 years): [insert here]

Your Task:

Based on my context, create a comprehensive 60-day career development plan that will help me move closer to my short-term and long-term goals.

The plan should include:

1. Clarity & Goal Setting – Refine my short- and long-term goals into measurable outcomes.
2. Skill Development – Identify 2–3 critical skills I need to strengthen and outline a learning plan with resources.
3. Visibility & Influence – Action steps to increase my visibility within my company and industry.
4. Networking & Relationships – Weekly activities to strengthen internal and external connections.
5. Leadership Presence – Specific practices to grow confidence, executive presence, and communication impact.
6. Milestone Tracking – Clear checkpoints at Day 30 and Day 60 to measure progress and adjust.

Output Format:

- Executive summary of my tailored 60-day plan
- Week-by-week action steps (with specific tasks)
- Suggested tools or support I can use like Phase 20's Career Club
- Key success metrics to track along the way
- Troubleshooting advice for common roadblocks (ex: lack of manager support, self-doubt, workload balance)

Important:

Do not give me a generic development plan. I want a tailored, practical, and results-oriented strategy that helps me build momentum toward my career goals in just 60 days."



Pro Tip

Not every detail, ChatGPT shares will 100% hit home, that's why it's important to refine it and add additional details if needed until you get a version of a plan you feel confident with.