



Stay Visible. Stay Valuable. Stay Future-Proof.

The Stay- Relevant Starter Checklist

**10 Survival Moves to Stay in the Room
When Titles Shrink and Younger Voices
Get Louder**

Ready to go deeper?

Check out the next step in the journey:

AI Planner + Prompt Pack

A no-fluff, low-stress intro to using AI to stay ahead without burning out.



Why You Need This Now

You didn't suddenly lose your value.

The workplace just changed the rules – and forgot to tell you.

The truth? Middle management is being flattened. Job titles erased.
Invitations to key meetings disappearing.

Meanwhile, younger colleagues with sharper AI skills are racing ahead.

This checklist isn't about hustling harder or begging to be noticed. It's about making yourself too visible and too valuable to ignore.

These 10 survival moves use AI as your silent ally, helping you reclaim your seat at the table – without working yourself into the ground.

Try one today. Then notice: You feel sharper. You feel seen. You feel like yourself again.



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Survival Move #1: Turn Meeting Chaos into Clarity

Drop messy notes or transcripts into AI, and instantly pull out:

- 3 decisions made
- 2 blockers
- 1 next step for each owner

Suddenly, you're the one with the clarity everyone else forgot. That's influence.



Survival Move #2: Write the Update That Gets You Seen

AI can draft a crisp status update in 30 seconds flat.

"Project X is 75% complete, pending Y team's input by Friday.
Once cleared, we'll enter final QA."

While others ramble, you look sharp and in control – the leader who holds things together.



Survival Move #3: Sound Like the Strategic One

Use AI to brainstorm 3 pointed questions for your next meeting.

Example: "What risks should we anticipate if we delay rollout by 2 weeks?"

Silence looks like irrelevance. Smart questions make you the thinker in the room.



Survival Move #4: Build Your 'Seen File'

Ask AI to turn your messy notes into polished updates for your boss or team.

- Weekly recap emails
- One-page summaries

Your brilliance stops living in your head and starts living in leadership's inbox.

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Survival Move #5: Prep for Hard Conversations

Nervous about pushing back or asking for what you need? Have AI role-play the conversation with you first.

You show up calm, clear, and prepared – not blindsided or tongue-tied.



Survival Move #6: Spot Industry Shifts Before They Hit You

Paste in recent news headlines or reports. Ask AI: "Summarize 3 trends here that could affect my role in the next 6 months."

**You don't just sound current – you are current.
No more late-night blog-scrolling to keep up.**



Survival Move #7: Craft a 30-Second 'Value Pitch'

Prompt AI: "Build me a short elevator pitch showing the results I deliver and why they matter."

Next time someone asks what you do, you won't mumble. You'll own the room with confidence.



Survival Move #8: Master Different Voices, Same Message

Feed AI one update. Ask it to rewrite for:

- Email to leadership
- Slack for peers
- 3 PowerPoint bullet

You look efficient, versatile, and tuned into how people actually consume information.

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**Survival Move #9:
Streamline the Invisible Work**

Ask AI: "Suggest 3 ways to automate or simplify recurring workflows for [your role]."

You're not just getting tasks done. You're showing leadership how to save time and money. That's strategic visibility.



**Survival Move #10:
Rewrite Your Resume Bullets With Impact**

Drop in your old resume bullets. Ask AI: "Rewrite to emphasize measurable impact and leadership value."

Suddenly your experience doesn't just sound busy – it sounds powerful. You look like someone worth investing in.



Try One Today. Then Build the System.

Try one survival move today. Notice how quickly you shift from invisible to undeniable.

If a single checklist item can change how you're seen, imagine what happens when you have a full system.

That's exactly what the **AI Planner + Prompt Pack** is built for – step-by-step templates, real workflows, and a plan to make you impossible to ignore.

Your relevance isn't gone. It just needs a reset.

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The Stay-Relevant Starter



Checklist



AI Prompts That Save Your Sanity

Prewritten Workflows That Make You Look 10x Faster & Smarter—Without the Stress

These aren't just cool tricks. These are survival tools. Use the following AI-ready prompts to knock out the repetitive, draining work that no one sees—but everyone judges you for.

Let AI carry the load, so you can carry the room.

Turn Meeting Chaos into Clarity

Prompt: "You are my Chief of Staff. Summarize the following notes."

Use When: You've got transcripts or meeting scribbles that need to become a one-pager.

Outcome: Clear **TL;DR, decisions made, blockers, action items, and next steps.

Sort Your Inbox Like a Boss

Prompt: "You are my Executive Assistant. Triage these emails + draft replies."

Use When: You're overwhelmed by messages and need clean responses, fast.

Outcome: Prioritized table, reply drafts, and 3 reusable templates.

Create a SOP from a Brain Dump

Prompt: "You are a Process Designer. Turn this into a repeatable SOP."

Use When: You're the only one who knows how things work—and you're tired of repeating yourself.

Outcome: Purpose, steps, checkboxes, QA bar, and a mini new-hire guide.

Fix Messy Data in Minutes

Prompt: "You are my Data Analyst. Clean and analyze this spreadsheet."

Use When: You've inherited a disaster of a file and need to make sense of it.

Outcome: Fix steps + formulas, quick-win analysis ideas, and chart/pivot table plans.

Turn Research into a Strategy

Prompt: "You are a Research Synthesizer. Build a brief from these notes."

Use When: You've got too many open tabs and not enough time.

Outcome: A clear outline, key insights, credible sources, and a shareable summary.

Write a Job Posting That Works

Prompt: "You are a Recruiting Copywriter. Turn this into a compelling JD."

Use When: You need to hire—but also attract the *right* candidates.

Outcome: Hook, day-in-the-life bullets, must-haves vs. nice-to-haves, CTA.

**TL;DR stands for "Too Long; Didn't Read."

TLDR can be used to express that a text is too long, identify a short summary of a long text, or ask for a summary of a long text.

Try One Today. Then ask yourself:
"What else is costing me energy that AI could handle?"

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