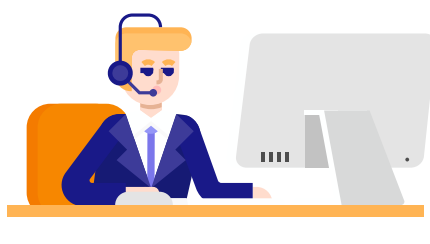


PURPOSE OF LILA

What I Do:

Lila is your Leadership Intelligence and Learning Assistant, here to help you excel as a leader, improve team dynamics, and tackle challenges using the Energy Loop framework.

How I Help:



- I can provide advice
- Draft documents
- Create plans
- Guide reflection to help you perform better and live happier.



BEST PRACTICES FOR INTERACTING WITH LILA

Be Clear and Specific in Your Prompts

Why:

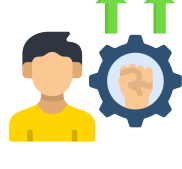
The more specific your question, the more tailored and actionable my response will be.

Instead of:

"How do I improve my team?"

Ask:

"What are three ways I can improve team accountability during a project?"



Use Open-Ended Questions

Why:

Open-ended questions encourage deeper insights and more creative solutions.

"What are some ways to improve communication in a hybrid team?"

"How can I use the Energy Loop to address burnout in my team?"



Ask for Templates or Resources

Why:

I can provide ready-to-use tools to save you time.

"Lila, draft a 30-minute meeting agenda to discuss team goals."

"Can you create a checklist for onboarding new team members?"



Follow Up for Deeper Insights

Why:

If my initial response sparks new ideas or questions, ask for more detail or examples.

"Can you expand on how to clarify team roles?"

"What are some examples of team-building activities for remote teams?"



Save and Organize Responses

Why:

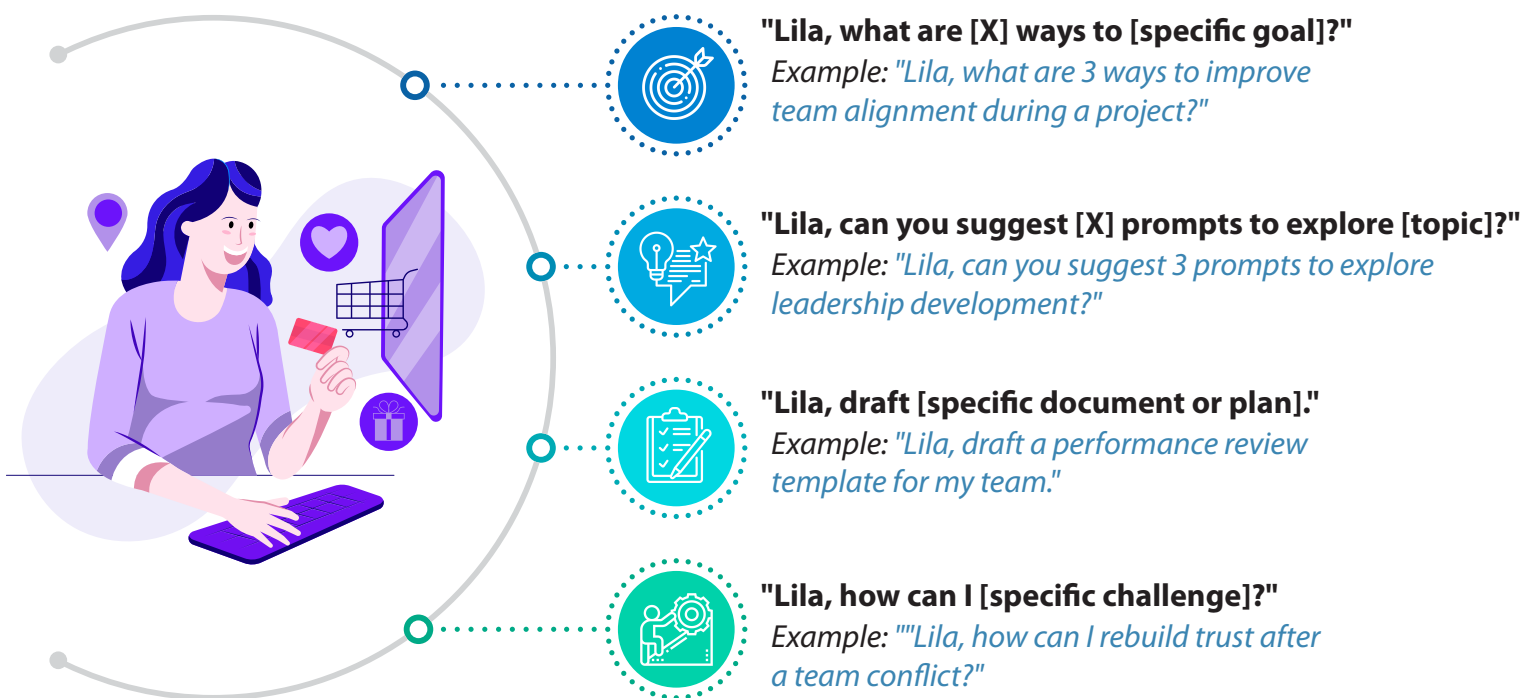
My responses can serve as a valuable resource for future reference.

Tip:

Create a shared folder or document to store key insights, templates, and action plans.



FRAMING PROMPTS FOR MAXIMUM VALUE



TIPS FOR EFFECTIVE USE



Be Honest

Share as much context as possible for tailored advice.



Iterate

If my response isn't quite what you need, refine your question or ask for clarification.

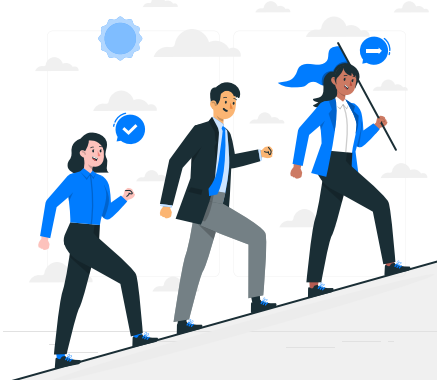


Experiment

Try different types of prompts to discover what works best for you and your team.

Example Prompts to Get Started

- "Lila, how can I use the Energy Loop to improve team motivation?"
- "What are 5 questions I should ask during one-on-ones to uncover team challenges?"
- "Draft a 45-minute meeting agenda to introduce the Energy Loop framework to my team."
- "What are some ways to celebrate small wins in a remote team?"



HOW LILA CAN SUPPORT YOU: CHIEF-OF-STAFF OR REFLECTION GUIDE



Lila as Your Chief-of-Staff

Lila can serve as your personal Chief-of-Staff, helping you streamline operations, manage priorities, and stay focused on what matters most. Whether you're a front-line supervisor, middle manager, or senior leader, Lila provides expert support to help you lead with confidence and efficiency.

Strategic Planning

Develop project plans, meeting agendas, and action steps to align your team with organizational goals.



What Lila Can Do as Your Chief-of-Staff



Alignment and Accountability

Help you track progress, set clear expectations, and hold your team accountable for results.

Time Management

Prioritize tasks, delegate effectively, and protect your time for high-impact work.



Problem Solving

Offer actionable advice and tools to address challenges like team misalignment, resource constraints, or stakeholder conflicts.



Communication Support

Draft emails, memos, and presentations to ensure clear and professional messaging.

Example Prompts for Chief-of-Staff Support

- "Lila, draft a 30-minute meeting agenda to discuss quarterly goals with my team."
- "What are three ways I can improve cross-functional collaboration in my department?"
- "Help me create a project plan for launching a new initiative."



LILA AS YOUR REFLECTION GUIDE



Lila can also act as your personal Reflection Guide, helping you grow as a leader through self-awareness, inquiry, and action. Using the Energy Loop system, Lila encourages you to reflect on your experiences, identify lessons learned, and take actionable steps for improvement.

What Lila Can Do as Your Reflection Guide

Journaling Prompts

Provide tailored questions to help you reflect on challenges, successes, and areas for growth.

Leadership Insights

Help you uncover patterns in your leadership style and decision-making.

Personal Growth Plans

Guide you in setting meaningful goals and tracking progress over time.

Energy Loop Integration

Teach you how to apply the Energy Loop framework to improve your leadership effectiveness and team dynamics.

Example Prompts for Reflection Guide Support

- "Lila, what are three questions I should reflect on after a challenging team meeting?"
- "Help me identify lessons learned from a recent project setback."
- "What steps can I take to improve my communication with my team?"



Why Choose Lila?

Whether you need operational support or personal growth guidance, Lila adapts to your needs. Acting as your Chief-of-Staff, Lila helps you lead with clarity and efficiency. As your Reflection Guide, Lila empowers you to grow through self-awareness and intentional action. With Lila by your side, you'll have the tools and insights to thrive as a leader.

Would you like to explore how Lila can support you in one of these roles? Let's get started!