The AI-Driven Leader
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PART I -Redefine Your Leadership in the AI Era

CHAPTER 2 - We've Been Here Before: What Past Technological Revolutions Can Teach AI-Driven Leaders (p.35)

1. **Embrace Change:** Change may be uncomfortable, but it's where growth happens.
   - Treat it as an opportunity to build better businesses and lives.
2. **Become a Practice Leader:** AI adoption starts with you.
   - As a practice leader, you'll share the benefits you've gained and the risks you're navigating.
   - This builds trust and encourages others to follow.
   - Your firsthand experience allows you to lead change authentically and with integrity.
3. **Communicate Transparently:** Cast a vision for the future.
   - Share how you've benefited and explain "what's in it for others" when they embrace AI.
     - Empathize with fears and concerns.
   - Be transparent about what you know and what you don't know.
   - Commit to evolving with people's interests at the center.
4. **Invest in Future Skills:** Help your team master valuable skills that will serve them wherever they go.
5. **Empower People to Shape the Future:** Authorship is ownership.
   - Give your people a role in building the future.
6. **Shift from Operational to Strategic:** AI is here to help your team focus on high-impact priorities with superhuman abilities.
   - Make the shift now!
7. **Prioritize High-Impact Work:** Focus on priorities aligned with human strengths, leaving people fulfilled at the end of the day instead of overwhelmed.

CHAPTER 3 - Shift From Operational Overwhelm to Strategic Clarity: The Essential Mindset for AI-Driven Leaders (p.68)

1. As an AI-driven leader, you are shifting from operational to strategic.
2. This is less about doing and more about becoming a composer of strategy and a conductor of teams and technology.
3. Change is hard. While it is woven into our evolutionary DNA, we resist it.
4. Change happens over time, and not everyone will adopt at the same time.
   - Start with your innovators and early adopters.
5. The AI Empowerment Curve
   - **Starting Point:** Start wherever you are.
   - **The Lightbulb Moment:** Have AI turn a relatable moment into a remarkable experience.
   - **The Reality Check:** Change is hard, and you will question if AI is a priority or a distraction.
     i. The issue is not AI, it's how you are communicating with it.
     ii. Focus on better communication, and you will get results.

- **Building Momentum:** You will start to get value from AI and feel you are doing better work in less time.
- **Accelerating Progress:** You will be harnessing AI across different use cases and feel confident that this is your new Thought Partner.
- **Expanding What's Possible:** Your focus shifts from your own adoption to helping others as well as building an AI-driven company with your people's best interest at the center.

PART 2 - Become an AI-Driven Leader

CHAPTER 4 – Understand AI: What It Is, How It Works, and How to Get Started (p. 95)

1. Artificial intelligence (AI) is a technology that enables computers and machines to perform tasks that usually require human intelligence.
2. It works following an Input > Processing > Output > Learning framework.
3. What most people think of when it comes to AI is generative AI.
   - Large language models (LLMs) are how people interact with generative AI.
     i. Examples are ChatGPT, Claude, Gemini, Perplexity, and AI Thought Partner™
4. AI is a tool to achieve your goals, not the end goal.
5. There are six simple ways you can use AI to increase your productivity:
   - Strategic Thinking
   - Decision-making
   - Content creation
   - Idea generation
   - Analysis (data, content, ideas)
   - Research
6. There are risks when it comes to AI.
   - Understand them and know how to manage them.
     i. **Job Displacement:** Every job will evolve because the skills applied and processes followed will change.
        1. Focus on what's within your control: learning skills that will be valuable in an AI-driven world.
     ii. **Biases:** AI models can inherit biases from the data they're trained on, so it's crucial to approach AI-generated results with a critical eye and apply your human judgment.
     iii. **Hallucinations:** AI may sometimes make things up.
        1. Always fact-check AI's responses and ask it to cite sources or explain its reasoning.
     iv. **Privacy:** Public AI models can be trained on the data you input, so be cautious about sharing sensitive information.
        1. Consider using AI solutions with robust privacy and security features.
     v. **Relationships with Machines versus Humans:** As AI becomes increasingly engaging and empathetic, it's essential to remember that true fulfillment comes from real human connections.

      vi. **Abdicating Thought Leadership:** Resist the temptation to outsource your thinking to AI entirely.

          1. Use it as your Thought Partner, but always maintain your role as the Thought Leader, providing context and judgment to shape the final output.

7. Master your communication with AI.
   - The quality of your communication determines the quality of your results.
8. Focus on using high-quality prompt ingredients to boost your communication and your results:
   - **Describe the Task:** What do you want it to do for you?
   - **Give Context:** What does it need to know to complete the task?
   - **Assign a Persona:** What expertise do you want it to bring to the table?
   - **Specify Requirements:** Is there anything specific you want it to do?
     - i. Create a list or a table?
     - ii. Write in a certain tone?
   - **Establish Limits:** What do you want it to avoid doing?
   - **Explain Why:** This will help you understand the reasoning.
   - **Ask AI to Interview You:** Let AI do the heavy lifting of pulling the information out of your head to accomplish the task.

CHAPTER 5 - Supercharge Your Leadership: Five AI Use Cases You Can Use Today (p.114)

1. AI can redefine your strategic thinking and transform your decision-making.
   - This can help you drive accelerated growth.
2. AI can bring value to you through the following use cases:
   - **Strategic thinking**
   - **Decision-making**
   - **Content creation**
   - **Idea generation**
   - **Analysis** (data, content, ideas)
3. When asking AI to act as your Thought Partner, consider having it play these three roles:
   - **The Interviewer:** Ask AI to interview you to gather the information in your head and help you clarify your thinking.
   - **The Communicator:** Engage AI to turn complex ideas into simple, powerful messages.
   - **The Challenger:** Ask AI to challenge your thinking so you overcome your biases and assumptions.
4. Here are additional ways AI can enhance your strategic thinking:
   - **Providing Faster and More Accurate Data Analysis:** With AI, you collapse the time it takes to turn data into decisions.
   - **Generating "Outside the Box" Ideas:** Your perspective is limited. Instead of settling for an answer, engage AI to surface the best answer.
   - **Providing Logic and Reasoning:** AI can offer logic and reasoning to ideas, helping you narrow your focus and refine your strategies.

- **Simulating Outcomes:** Simulate potential outcomes of decisions so you can understand how things might play out and spot potential blind spots.
- **Adopting Personas for Feedback:** Have AI adopt the persona of a key customer or internal stakeholder and give you feedback from their perspective.
    i.   This helps you see things from different viewpoints and improve your thinking.

CHAPTER 6 - The High Price of The Wrong Questions: Using AI to Overcome Biases and Assumptions (p.137)

1.   The questions you ask shape your future.
     - Asking the wrong questions can cost you millions of dollars.
     - Make sure you are asking the right ones.
2.   A great question:
     - Is aligned with your goals
     - Is simple and clear
     - Provokes deeper thinking
3.   Mastering asking great questions is a skill that will serve you no matter where you go.
     - It will elevate your leadership, drive growth, and unlock value with AI as your Thought Partner.
4.   We all have biases and assumptions that can lead us astray.
     - To elevate your thinking, challenge them so you make decisions with clarity.
5.   AI can challenge your biases or enhance them.
     - The difference is how you direct it as the Thought Leader.
     - Ask it to challenge your thinking, and it will get the job done.
6.   Your job as a leader is to teach your people to think strategically.
     - You don't do that by giving them answers.
     - You do it by asking great questions.
7.   What seat are you in?
     - Are you in the driver's seat leading change?
     - Are you in the passenger seat letting others drive?
     - Or have you locked yourself in the trunk with a negative mindset?
     - The truth is, we sit in all of them at different times.
     - The opportunity is to be aware of which seat you are in and get in the driver's seat as fast as possible.

CHAPTER 7 - Collapse the Time from Data to Decisions (p.152)

1.   **Data Overload versus Data Scarcity:**
     - You face two main challenges:
         i.   Drowning in too much information
         ii. Or lacking enough data to make informed decisions, often leading to suboptimal choices.
2.   **Speed:** While humans take about five hours to read 100,000 tokens, AI processes the same information in just seconds - this is what makes AI so powerful.
3.   **Accessibility:** Previously, data analysis required waiting weeks for results from an analytics team.

- Now, AI provides answers in seconds.
4. You don't need a data analysis degree to understand data.
   - AI puts insights right at your fingertips.
5. The more you leverage AI, the more effective you become.
6. AI allows you to utilize skills beyond your own, accelerating your momentum and impact.

CHAPTER 8 - Navigate Short-Term Pressures Without Sacrificing Long-Term Growth (p.169)

1. The pressure to deliver immediate results often leads to sacrificing long-term growth priorities.
   - Giving in to this pressure breaks the chain between your actions today and your competitive advantage tomorrow.
2. Strike the right balance between achieving short-term results and building long-term competitive advantages for sustainable growth.
3. Focus on the four key drivers of growth:
   - **Strategy:** Build a long-term competitive advantage through short-term actions.
   - **Execution:** Use your strategic plan as a compass to guide your actions.
   - **People:** Align your team with the strategic plan, focusing on the 20 % that drives 80 % of the results.
   - **Technology:** Leverage technology to enhance efficiency and free up your team.
4. Constantly align your people and technology to achieve both short-term and long-term goals.
   - As the composer of strategy, see the big picture and understand how all the pieces fit together.
   - As the conductor, ensure your people and technology work in harmony.

CHAPTER 9 - Accelerate Strategic Momentum: Make Faster, Smarter Decisions with AI (p.185)

- To make faster, smarter decisions, follow the strategic decision-making framework:
  1. **Clarify the Objective:** Make sure you are solving the problem, not a symptom.
  2. **Map Stakeholders:** Determine your decision-makers, influencers, champions, and early adopters.
  3. **Gather and Analyze Information:** Get the best information to inform the best decisions.
  4. **Identify Solutions and Alternatives:** Push beyond the initial list. The best idea wins.
  5. **Evaluate Risks:** How might this go wrong? Are you willing to live with the downside?
  6. **Decide and Plan Implementation**.
  7. **Deliver Results:** Implement your plan.
     a. Evaluate your results and iterate until you deliver what was committed.

PART 3 -Build an AI-Driven Organization

CHAPTER 10 - Lead with Strategic Clarity: Ensure Year-Round Alignment (p.204)

1. **Expand Who You Can Become:** The purpose of your goal is not to achieve a result.
   - It is to act as a compass, informing who you can become.

- When you set big goals and let the goals inform what your team and technology needs to look like, you accomplish more than you thought possible.

2. **Revisit Your Strategic Plan Every Quarter:** You will always have times when you need to be heads down in tactical execution.
    - However, you need to make sure you have time on a quarterly basis to be heads up, making sure you are leading your company in the right direction.
    - Plans change, and you need to be prepared to steer the ship when that happens.

3. **Grow Together:** It's tough to read the label when you are inside the box.
    - There are things you think are not possible that someone else can make your reality.
    - Surround yourself with people who are where you want to be, and let them help shorten the time it takes you to get where you want to go.

CHAPTER 11 - The Critical First 30 Days: Focused Execution to Drive Results (p.219)

1. The actions you take in the first thirty days after your strategic review can make or break your goals. Get out of the gates fast, and build a lead in your first thirty days.

2. There are four simple steps you can take to drive execution of your strategic plan:
    - Break your plan down into small, actionable milestones.
    - Have time blocked on your calendar to take those actions.
        i. Your calendar is not set in stone.
        ii. If you don't have time to focus on your priorities, cancel things that are less important.
    - Create a common language around prioritization so people can discuss what matters most and keep rowing in the same direction.
    - Elevate the impact of your one-on-ones by coaching your people to focus on what matters most each week and helping them perform at an even higher level.

CHAPTER 12 - 10x the Impact of Every Employee (p.240)

1. To 10x the impact of every employee, start by aligning the strengths of a person with the most important parts of their role and the goals of the organization.
    - Then supercharge them with AI.

2. Streamline and automate the 80 % over time.
    - Empower people to ask why something has to be done and to remove things if possible.
    - If not, empower them to simplify them, explore ways to do them faster, and finally consider automating them.

3. Moving from operational to strategic means enforcing a new standard with your people that they own 100 % of their role, including thinking leverage.

4. Many leaders think they have standards when they really have suggestions.
    - This is because when people do not adhere to the expectation, there is no consequence.

CHAPTER 13 - Integrate AI Seamlessly: Change Management Strategies for Smooth Transitions (p.252)

1. If you are wondering, Is my organization ready to adopt AI? The answer is yes.

- Start small by increasing your productivity.
- Then expand to helping your innovators and early adopters so the flywheel starts to spin.
- Eventually you can consider using AI to increase operational efficiency and deliver more value to customers through innovative products and services

2. Strategy first; technology second.
    - Don't make AI a solution looking for a problem.
    - Start by identifying the problems that, if solved, would unlock business value.
    - Then identify the tools to help you unlock the value.
        i. AI is one of them.
    - Map stakeholders to win the executive support required.
        i. This includes your decision-makers, influencers, champions, and early adopters.
    - Change is hard, and people have fears and concerns.
        i. Your job is to lead with empathetic strength.
        ii. You do this by listening and validating their concerns, maintaining a commitment to keeping people at the center of the business while still driving your company forward with AI.
    - AI adoption happens by consistently getting on base, not by swinging for the fences. Focus on use cases that are high impact with fast speed to value and have an acceptable level of risk.
        i. Create a good first impression and build momentum.