

These 3 AI Prompts Can Help Improve Your Self-Awareness As A Leader

Forbes
Human Resources
Council

By [Matt Poepsel](#),

Forbes Councils Member.

for [Forbes Human Resources Council](#)

COUNCIL POST | Membership (fee-based)

*Dr. [Matt Poepsel](#) is a VP at The Predictive Index, author of *Expand the Circle*, and host of *Lead the People*.*



GETTY

Even the most self-aware leaders have knowledge gaps. I've watched brilliant executives miss obvious team dynamics or send emails that land completely wrong. The issue isn't their lack of intelligence. It's that they're too close to their own behavior to see themselves clearly—something we all do.

Of course, traditional feedback sources like 360 reviews, executive coaching and mentorship conversations remain invaluable. But these sources aren't always available when you need them most. Oftentimes, your mentor isn't sitting next to you while you're crafting that difficult email or reflecting on why that day's meeting felt “off.”

AI can be a powerful tool to help guide your leadership development journey. I'm not talking about replacing your own self-reflection or your mentors. As someone who teaches courses on leadership, I know the importance of human connection. So, think of engaging with AI as having a judgment-free thought partner that's available 24/7.

Here are three practical "recipe cards" you can use immediately to turn the AI chatbot of your choice into your most accessible leadership development tool. Each technique builds on the last, taking you from basic insights to advanced coaching conversations that accelerate your self-awareness alongside everything else you're already doing.

Recipe 1: The Calendar Reality Check

Your calendar is one of the most honest data sources about your leadership habits, yet most leaders never analyze it. Insights into how you manage your time translate directly to effectiveness. For example, you might discover you're scheduling difficult conversations during low-energy hours or failing to block out any time for strategic thinking. This knowledge can help you make adjustments that improve your decision-making and team interactions while creating bandwidth for work that actually drives results.

If you want to learn about your energy cycles, meeting patterns, focus time gaps or scheduling habits that drain your effectiveness, here's your AI recipe.

- **Step 1:** Take a screenshot of your weekly calendar.
- **Step 2:** Upload the photo to your AI chatbot of choice.
- **Step 3:** Input the following prompt: "I'm a [role] at a [company type, size, industry] company. Based on this view of my weekly calendar, what patterns do you notice in my time management? What questions should I be asking myself?"
- **Optional Step:** If you want even more relevant insights, remember that AI works better with context. So, consider including your management level, company stage and responsibilities.

Recipe 2: The Communication Audit

Most leaders think they communicate clearly until they see their patterns in black and white. Communication breakdowns cost time, create confusion and damage relationships. When you recognize that your "efficient" emails sound dismissive or your presentations bury key points, you can adjust your approach to get better buy-in and faster execution from your team.

By having AI analyze your digital communication footprint, you can find out if you have any tone patterns that undermine relationships, clarity issues that confuse your team or missed opportunities to build trust.

- **Step 1:** Collect five to 10 recent emails, Slack messages or meeting notes that feel representative of your communication style.
- **Step 2:** Upload these files to your AI chatbot of choice.
- **Step 3:** Input the prompt: "Analyze my communication style. What type of leader do these messages suggest I am? Where could I improve?"

- **Optional Step:** If you want to delve deeper, input the prompt "Rewrite this email to be more [collaborative/direct/relationship building or any other developmental goal you have], and tell me what you changed."

Alternate Recipe: To learn about the way you communicate important information, upload a recent presentation or report into the chatbot. Then input the prompt "Evaluate this work across multiple relevant leadership dimensions. Score each on a scale of 1-10, and tell me how I could improve any score lower than a 9."

Recipe 3: The Development Playbook

Most leaders skip reflection because it feels unproductive, but this is where real growth happens. Think of it like steeping tea; you need time to process and extract value from your experiences. For some, using an AI chatbot to facilitate this kind of assessment enables genuine reflection, leading to faster skill development and better leadership decisions.

Unlike the previous techniques, which analyze existing data, this approach requires repetition. You have multiple prompt options depending on your focus, such as patterns in your decision making, missed opportunities for team development or specific areas where you can improve before they become bigger problems.

- **Step 1:** Set aside 15 minutes at week's end for reflection.
- **Step 2:** Input the prompt "Help me reflect on my leadership this week. Ask me thoughtful questions about [communication/decision making/team development]. I'm working on [specific goal]. Don't let me off easy."

Alternate Recipe: To encourage accountability, input the prompt "I'm focusing on [specific leadership goal]. Ask me about relevant examples from this week, and suggest improvements I should consider for next week."

The Bottom Line

Leaders who eschew their own development are the ones left wondering why their teams lack self-awareness. While AI tools won't make you a better leader by themselves, they can accelerate the kind of internal assessment that's needed to realize your full leadership potential.

Just remember: You can't expect useful insights if you deceive the tool. The more honest and specific you are, the more valuable the feedback becomes.

So, start with your calendar this week, then move on to more advanced uses of your AI partner. Your future self—and your team—will thank you.