30-Day AI Jumpstart Plan for Financial Advisors.

Use this plan, built with Co-Pilot, to build confidence and daily habits using AI to save time, improve clarity, and help strengthen client relationships—while operating within SEC/FINRA expectations.

If you have an approved, enterprise AI tool (i.e. Co-Pilot, Claude, ChatGBT, etc.) use that/those tools, if not, use your tool of choice, or try different tools as suggested below to get familiar with the difference AI platforms available. *Each daily activity is designed to take no more than 30 minutes.*

Important Compliance Reminders

- Never input client PII or non-public information.
- AI output is a draft; you remain responsible for all decisions and communications.
- Use firm-approved tools and follow your compliance partner's guidance. If you are a RIA, work with your compliance partner to establish an AI acceptable use policy and update your compliance program for your planned use of AI.

The CLEAR Framework (Use This Every Time)

Context: What is happening and what should the AI know about you, your firm, and your goal?

Lens: Who should the AI act as? (e.g., practice management consultant, operations lead, marketing editor)

Expected Output: Exactly what you want back (format, length, structure).

Audience: Who is this for? (internal team, existing client, prospective client, compliance review)

Rules: What the AI must or must not do (no investment advice, no guarantees, no client PII, flag compliance risks).

CLEAR Prompt Example:

Context: I run a regulated wealth management firm called [firm name] serving [define your target audience].
Lens: Act as Claire, a former CEO of a successful wealth management firm and now a sought after practice management coach.
Expected Output: Create a clear, concise checklist I can complete in under 30 minutes to help me learn how to use AI and create a daily habit of using it personally and professionally.
Audience: For internal use only.
Rules: No investment advice, no promises or guarantees, no client-specific data, flag anything that may raise compliance concerns. Make it easy to scan, actionable, and a plan that I can keep track of to ensure I stay focused and accountable.

30-Day AI Jumpstart Plan

Week 1 – AI Foundations & Comfort (SPEED)

Goal: Become comfortable using AI daily and practice effective prompting using CLEAR.

☐ Day 1 (ChatGPT): Rewrite a recent email you sent to a client or team to be clearer and more concise.

☐ Day 2 (Claude): Paste a short article you already read and ask for a 5-bullet client-friendly summary.

☐ Day 3 (Copilot or Gemini): Ask AI to explain a financial planning concept in plain English for a nervous client.

☐ Day 4 (ChatGPT): Turn a paragraph of your own notes into a checklist or agenda.

☐ Day 5 (Any tool): Create and save one reusable CLEAR prompt you like.

Week 2 – Client Experience (Structure, Not Advice)

Goal: Use AI to improve consistency and clarity in client interactions.

☐ Day 6 (ChatGPT): Draft a standard client review meeting agenda template.

☐ Day 7 (Claude): Create a compliant post-meeting follow-up email template.

☐ Day 8 (Copilot): Improve how you explain your financial planning process in plain language.

☐ Day 9 (ChatGPT): Generate better discovery questions for prospective clients.

☐ Day 10 (Any tool): Create a reusable client meeting summary template.

Week 3 – Internal Leverage & Team (Productivity)

Goal: Use AI as a ‘new employee’ to improve delegation, onboarding, and workflows.

☐ Day 11 (ChatGPT): Describe your client onboarding process and ask AI to organize it logically.

☐ Day 12 (Claude): Convert onboarding steps into a simple checklist.

☐ Day 13 (Copilot): Rewrite instructions for a task you routinely delegate to be clearer.

☐ Day 14 (ChatGPT): Role-play a coaching conversation with a team member.

☐ Day 15 (Any tool): Save one SOP or workflow draft you will refine later.

Week 4 – Strategic Value, Learning & Safety

Goal: Reinforce your long-term value proposition and learn continuously without increasing risk.

☐ Day 16 (ChatGPT): Ask AI to help refine your value proposition for your ideal client.

☐ Day 17 (Claude): Stress-test how you explain fees and the value you provide beyond performance.

☐ Day 18 (Copilot): Draft a simple internal AI usage policy aligned with your firm’s compliance approach.

☐ Day 19 (NotebookLM): Upload firm-approved materials (website copy, brochures) and create a short podcast-style summary to learn how your firm sounds to outsiders.

☐ Day 20 (NotebookLM): Ask AI to research and summarize how advisors like you are using AI responsibly. Review sources yourself.