

A day in the life of an executive

Work smarter to accomplish more in your day

 Microsoft 365



Tanya is the CEO and Founder of a quickly growing national company with 300 employees. After successfully completing a round of investor funding, Tanya knows it's critical to update her staff on the investment details and what the expected changes will be based on the company's current performance.

8:00 AM

Tanya wants to put together a presentation to discuss the investment and expected changes for her staff. To put together an effective company address, she relies on Copilot in Microsoft Outlook to handle previously manual tasks, such as catching up on email and monitoring for threads or updates relevant to her upcoming company meeting.

Summarize my emails and chats from the past week that mention the year-end results and investment. Create a to-do list with action items prioritized based on when the message was received.



9:00 AM

Tanya uses Copilot in Microsoft Teams to generate action items for her team to provide feedback on her presentation deck. One of her key points is how the company performed against the revenue targets they set last quarter that influenced the investment amount. She saves time by asking Copilot to cross-reference the data shared on a call to ensure accuracy.

Generate key points and assign action items to everyone on the executive sync. Tell me the revenue numbers shared on the call and cross-reference them with the data in the sales database.



2:00 PM

Tanya's team has shared their input for the deck, which she will present at the company address. She rests assured knowing that she can use Copilot in Microsoft PowerPoint to quickly address their design feedback and insert their content before the meeting at the end of the day.

Revise the presentation slides, changing out a few images to align with the company motto, "We overcome every obstacle." Add a slide showcasing the revenue numbers from the executive sync.



4:00 PM

After a busy morning, Tanya now has 20 minutes to work on her speech for the company address. Copilot in Microsoft Word helps her edit her speech to be more relatable for her audience.

Rewrite my speech to make it resonate more with employees across the company using the content in the presentation. Give me suggestions of humorous ways to begin this speech.



There are so many opportunities to integrate Copilot with the Microsoft 365 tools you use every day to automate processes and grow your business.

Contact [My IT Team](#) to learn more about how we can help you take advantage of Copilot as your AI assistant for work. Call +1-919-364-8621 to get started.

Interested in seeing more ways Microsoft 365 Copilot can assist with everyday tasks across your business? Check out the [Microsoft Copilot Scenario Library](#).