

A day in the life of an Executive



7:00 AM

Tanya starts the day with a customer call in her hotel room. She uses Copilot to monitor for any disagreements.



Copilot in Teams

What are some good follow up questions to make sure I understand the customer's issue with the last delivery?

8:30 AM

After the call, Tanya summarizes her email threads from the day before and uses Copilot to create replies getting through all of her email in only 20 minutes.



Copilot in Outlook

Reply in a professional tone with a short email saying that I am sorry for the issue with the product and we will have a response by 3 pm this afternoon.

9:00 AM

Tanya has a few more minutes so she uses Copilot to catch up on the meetings she missed while flying in. She sends a few chats to provide instructions on the critical issues.



Copilot in Teams

What was the main issue faced by the customer and what was the proposed solution and timing?

7:00 PM

The issue is finally under control and Tanya can get back to her speech. She isn't happy with the introduction, so she asks Copilot to suggest some humorous opening lines for her speech. With a few tweaks she has the perfect start.



Copilot in Word

Give me some suggestions of humorous ways to begin this speech.

3:00 PM

A critical production issue has occurred, and Tanya needs to get up to speed quickly. She asks Copilot for a summary of the emails and chats related to the issue



Microsoft Copilot

Summarize all of the email and chats that mention the melt shop from the past two hours.

2:00 PM

After a long session of meetings at a customer site, Tanya gets a chance to have a look at her speech for tomorrow and make a few updates. She uses Copilot to add a new section on bonus plan updates.



Copilot in Word

Add a new paragraph based on [Contoso Bonus Plan for FY23](#).



Tanya leads a product marketing team