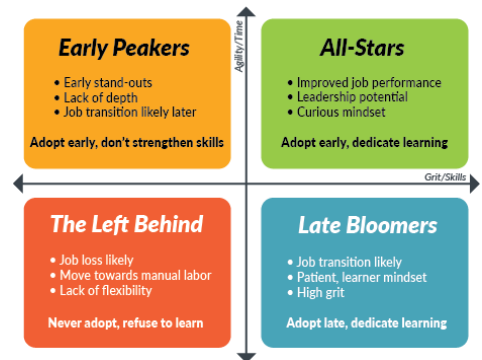# ADVISICON

Office AI and You | The Best Ways to Leverage Microsoft Copilot in the Workplace

1. Adopt Early — Become an All-Star!

✓ Absorb free information – Viva Summit, anyone?
✓ Pursue job-sponsored training/ independent study
✓ Set aside one to two hours each week to play with AI
✓ Cultivate curiosity
✓ Be an advocate in your professional circle

Early Peakers
- Early stand-outs
- Lack of depth
- Job transition likely later

Adopt early, don't strengthen skills

All-Stars
- Improved job performance
- Leadership potential
- Curious mindset

Adopt early, dedicate learning

The Left Behind
- Job loss likely
- Move towards manual labor
- Lack of flexibility

Never adopt, refuse to learn

Late Bloomers
- Job transition likely
- Patient, learner mindset
- High grit

Adopt late, dedicate learning

Agility/Time — *Grit/Skills*

2. Use Apps Together Smarter

- Reports from datasheets
- Task list from email
- Presentation from report

Microsoft is building Copilot into every M365 application.
In your environment, it communicates across the software spectrum.

3. Learn How to Speak AI

- Be specific and detailed in your request—AI thrives on complexity.
- Be willing to tweak.
- Consider Copilot's follow-up autosuggestions.
- ★ "Compare and contrast" style questions tend to yield excellent results
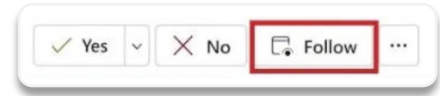
4. Write Better Emails

- Double-check output & optimize keywords
- Task Copilot to check your tone
- Ask, "What questions might readers have?"
- Create templates from emails

5. Automate Your Task Tracking

- Create a project timeline
- Break an initiative into task steps
- Import tasks into your application of choice
- Send reminders

6. Do Meetings Better

- "Create an agenda for this meeting."
- "Prepare me for my upcoming meeting."
- Review a meeting summary when joining late.
- Follow meeting—get a recap alert with this a new virtual meeting response option

7. Summarize Information

- "Give me the key takeaways."
- "Sum up this email."

After asking Copilot to give you the highlights, ask it to home in on more specific information—it does great when you lead it down a path!

8. Create Reports & Proposals

- Customize an auto-generated report
- Create a template for your report
- "Create a _____ to provide _____"

9. Generate Presentations

- "Make a PowerPoint from this info."
- Automatic image selection
- Slide transitions

Make professional PowerPoints, tailored to your information.

10. Take All of the Credit

AI doesn't work in a vacuum! We guide it, provide it information, hone the content, and vet the output.

Key Takeaways

- ★ AI output must be checked over.
- ★ Upload reference docs freely!
- ★ Maintain a curious, agile mindset!