

Find more focus time and accomplish more in your day

Discover how **Copilot for Microsoft 365** can streamline the day of an Executive and help them improve the quality of their work while saving time. As a Microsoft Partner, we can help you **accelerate Copilot adoption, tailoring experiences to the needs of your role.**



Digital Copy



A day in the life of an Executive

8:00 AM

Tanya is working out of pocket and relies on Copilot to catch her up on email, monitoring for threads that are relevant to her upcoming company meeting.

Copilot in Outlook



Summarize my emails and chats from the past week that mention the year-end results.

9:00 AM

Tanya is using Copilot to generate action items and cross-reference information shared on a call to ensure the numbers are accurate.

Copilot in Teams



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 with last quarter's results to ensure accuracy.

2:00 PM

Tanya's team has shared their input for the deck that she will present during the company address. She uses Copilot to incorporate their feedback and add design elements.

Copilot in PowerPoint



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. She asks Copilot to help her make her message more relatable.

Copilot in Word



Rewrite my speech to make it resonate more with employees across the company. **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. **Contact us** to learn more about how **we can help you leverage Copilot to stay on top of deadlines and a busy work schedule.**

www.expertassist.net/ | sales@expertassist.net