

# Work Smarter in 30

## Teams Channel Playbook

To help make your Work Smarter in 30 Teams channel simple and turnkey, we are providing a month of ready-to-go channel posts.

Your trial champion drops one short post each morning (mirroring that day's email) to help the trial stay interactive with your users.

Make these yours.

These are starting points, not a script. Add your name and a line of your own voice. Swap in a real example from your team. And when people reply, reply back - a quick reaction or "nice one!" does more for momentum than any perfectly written post.

### 1. Set up the channel (one-time, 5 minutes)

#### **Name**

Work Smarter in 30

#### **Description**

Your trial HQ — one prompt a day, five minutes, real time saved. Share wins, get help, and have fun.

#### **Pin three posts**

The Welcome post (below), the full prompt list (Appendix), and a "Stuck? Ask here" help thread.

#### **Owners**

The champion posts daily; the executive sponsor posts the Welcome and the Closing.

## 2. Pinned Welcome post (executive sponsor, Day 0)

Team — I'm genuinely excited about this one.

Starting [date], we're spending four weeks getting to know Microsoft 365 Copilot together.

The goal is simple: one small thing to try each day to see how you can save time and work smarter with AI.

Week 1 is your inbox, then meetings, then your apps, and finally some really cool things to try with agents.

No homework, no extra meetings — just five minutes in the work you're already doing. Try the daily prompt, then tell us how it went. The wins (and the funny fails) are half the fun.

*[Champion name] is our guide for the month — say hi, ask anything. Let's see how much time we can win back.*

## 3. Daily & weekly posts

### Week 1

#### Take control of your inbox

*Copilot in Outlook — summaries, drafts, and "what did I miss?"*

#### MONDAY KICKOFF POST

Happy Monday, everyone! We're kicking off Week 1 where most of our day starts — the inbox. Each morning I'll drop one quick thing to try; today's takes about two minutes. One tip before we start: in Copilot, type "/" to point it straight at a person, file, or meeting. Let's do this.

## DAY 1 · MON · OUTLOOK

Welcome to Day 1! Let's start with the thing we all dread — that giant email thread you keep scrolling past. Open it in Outlook and let Copilot do the reading:

**"Summarize this email thread and list any action items for me."**

Give it a go and let me know — did it catch the thing you were worried about missing?

## DAY 2 · TUE · COPILOT CHAT

You know that sinking feeling after a couple of days out, scrolling back through everything? Skip it today. In Copilot Chat, type "/" to point it at a teammate, then ask:

**"Catch me up on anything I missed from /[person] this week."**

Who did you check in on? Drop a name below — or just a 👤 if it nailed it.

## DAY 3 · WED · OUTLOOK

Got a reply you've been putting off? Let's knock it out together. Open it in Outlook and have Copilot rough out a response — then you add the human touch:

**"Draft a reply that thanks them and proposes three times to meet."**

How close was the first draft? I was honestly a little surprised by mine.

## DAY 4 · THU · OUTLOOK

Status-update day. Instead of re-reading a messy thread and rewriting it for your manager, let Copilot turn it into something clean you can forward as-is:

**"Summarize this thread and draft a status update I can forward to my manager."**

Bonus points if you actually send it today.

## DAY 5 · FRI · OUTLOOK · FUN FRIDAY

It's Friday — let's have a little fun. Heading offline this weekend? Give your out-of-office some Hollywood flair:

**"Write an out-of-office reply in the style of a movie trailer."**

Post your best one here — funniest one gets bragging rights. Have a great weekend! 🎬

### FRIDAY POLL

"Which Week 1 prompt saved you the most time?" — Summarize a thread / Catch me up on a person / Draft a reply with 3 times / Status update for my manager

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## Week 2

### Get more from every meeting

*Copilot in Teams — auto recaps and action items.*

## MONDAY KICKOFF POST

Week 2, and this one's a game-changer: your meetings are going to start taking their own notes. All week we'll let Copilot in Teams handle the recaps, the action items, and even help you keep up in real time. Try today's right inside your next call.

## DAY 6 · MON · TEAMS

New week, new superpower: your meetings take their own notes now. After your next recorded or transcribed meeting, open the meeting chat and ask:

**"Recap this meeting and list the key decisions and action items."**

First one to try it — be honest, was the recap better or worse than your own notes?



## DAY 7 · TUE · TEAMS

We've all slipped into a meeting late and spent ten minutes quietly lost. Here's the fix — and the best part, nobody sees you ask. Privately during the meeting:

"I joined late — what have I missed so far?"

Quiet little lifesaver, right? Try it next time you're running behind.

## DAY 8 · WED · TEAMS

Want to look sharp in your next meeting? Let Copilot tee up your questions before you even speak. Mid-meeting, ask:

"What questions should I ask to move /[project] forward?"

Give it a shot and tell me if it made you sound smarter than usual 😊.

## DAY 9 · THU · TEAMS

The worst part of a good meeting is writing up who-owns-what afterward. Let's skip that — turn the recap straight into the follow-up:

"Draft a follow-up email from this meeting with owners and due dates."

Owners and dates, sorted. What used to take you 15 minutes now takes about 15 seconds.

## DAY 10 · FRI · COPILOT CHAT · FUN FRIDAY

Friday fun, round two. Your meetings this week deserve a little drama. In Copilot Chat:

"Summarize today's meetings as movie taglines."

Share your favorite — I'll kick us off in the replies. 🍿

## FRIDAY POLL

"Did Copilot's recap save you note-taking time this week?" — A ton / Some / Not yet / Haven't tried

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## Week 3

### Create in less time

*Copilot in Word, PowerPoint & Excel — hours become minutes.*

## MONDAY KICKOFF POST

Welcome to Week 3 — this is the week things get fun. We're going to make stuff: drafts, decks, and data, all in a fraction of the usual time. Just open the app, click the Copilot button, and try the day's prompt. Blank pages, beware.

## DAY 11 · MON · WORD

This week is all about making things — fast. Got a blank page staring back at you? Don't start from scratch. In Word, point Copilot at your notes or a brief:

"Write a first draft of /[document] based on /[file]."

What did you draft? Even a rough first pass beats a blank page every time.

## DAY 12 · TUE · POWERPOINT

Deck due? Let Copilot build the first version while you grab a coffee. In PowerPoint:

"Create a presentation from /[document]."

Drop a 🙌 if it saved you the dreaded "where do I even start" moment.

### DAY 13 · WED · EXCEL

Staring at a spreadsheet trying to find the story in it? Let Copilot spot it for you. In Excel:

**"Summarize the key trends in this spreadsheet."**

Then try asking it to "show this as a chart" — it just makes one. What did you find?

### DAY 14 · THU · WORD

Long document, no time? Get the gist in seconds. Open it in Word (this works in other apps too) and ask:

**"Summarize this document in three key points."**

Three points, done. What did you put it to work on today?

### DAY 15 · FRI · COPILOT CHAT · FUN FRIDAY

Creative Friday! Let's make something fun for our next team deck. In Copilot Chat, describe whatever you like — go wild with it:

**"Design an image of [our team as superheroes] for our next deck."**

Post yours here — I want to see who gives themselves which superpower. 

### FRIDAY POLL

"Which app surprised you most?" — Word / PowerPoint / Excel / Copilot Chat

## Week 4

### Automate repetitive work

*Level up with agents — your new specialist teammates.*

#### MONDAY KICKOFF POST

Last week — and we're saving the best for it. Say hello to agents: specialist assistants that take on bigger, multi-step jobs for you. Think of them as new teammates who never get tired. Let's meet a few.

#### DAY 16 · MON · RESEARCHER AGENT

Final week — time to meet the agents. First up: Researcher, which digs into a topic and shows its sources. Give it something meaty:

**"Research [topic] and build a structured report I can share with my team."**

What did you have it dig into? This one feels like an intern who never sleeps.

#### DAY 17 · TUE · ANALYST AGENT

Today, meet Analyst — it reasons through data like a data scientist, and you don't need a single formula. Point it at a spreadsheet:

**"Analyze /[spreadsheet] and give me the top 3 insights, plus anything unusual."**

Did it catch something you'd have missed? I'd love to see an example.

## DAY 18 · WED · COPILOT

Got a Copilot answer worth keeping? Turn it into a Page your team can actually build on — editable and shareable. From any response:

**“Create a Copilot Page from this answer so my team can build on it.”**

Share your Page here if it’s something the rest of us could use.

## DAY 19 · THU · COPILOT

There’s a whole store of specialist agents built for specific roles. Go window-shopping for yours:

**“Open the Agent Store and add an agent built for your role.”**

Which one did you add? Curious what everyone picks for their day-to-day.

## DAY 20 · FRI · COPILOT COWORK

### COPILOT COWORK · OPTIONAL

Help me organize my inbox by reviewing my emails from Outlook. First, review my inbox from the last 24 hours and show me a summary:

- Total number of emails and a rough breakdown
- Any emails from my manager or my management chain
- Any urgent emails – look at the subject, contents, and if it is marked as high importance

Let’s do a basic triage of each email. Ask me before making any changes.

After we complete the last 24 hours, offer to review the last few days (or weeks) of emails.

## 4. Recurring engagement posts

### Baseline poll (Day 1)

"How often do you use AI at work today?" — Daily / Weekly / Rarely / Never. Re-ask on Day 20 to show the shift.

### Win of the week (every Friday)

"Drop one thing Copilot did for you this week — even tiny wins count."

### Midweek pulse (Wed)

"Quick check — how's it going? Crushing it / Need a nudge / Stuck (reply and we'll help)."

### Shoutouts

Recognize the first people who post a win and anyone who hits a 5-day streak.

### Prompt of the Day

Pin that day's nudge each morning so latecomers always see today's prompt.

### Timesaving poll

"How much time would you estimate you saved this week with Copilot?"

## 5. Closing post (executive sponsor, Day 20–21)

That's a wrap — and honestly, well done, everyone.

Four weeks, twenty prompts, and a real dent in the busywork. Thank you for showing up and giving it a real go — that's what made it work.

Two last asks: drop your single favorite prompt below so we can build our own team playbook, and take the 2-minute survey here: [\[survey link\]](#). We'll pull together the wins and talk about what's next.

*Keep the prompts that earned a spot in your day — this is just the beginning.*