LEARNING TREE™
I N T E R N A T I O N A L

A day in the life of an Executive

Work smarter to accomplish more in your day.

Discover how Microsoft 365 Copilot can make the day of an Executive more efficient and help them unlock more value with AI-powered experiences that support productivity and creativity. **Learning Tree International** can help you accelerate Copilot adoption for your growing business, tailoring experiences to the needs of your role and organization.

8:00 AM

As a remote executive at a growing company with 300 employees, Tanya knows regular meetings with her staff are critical. She uses Copilot to handle tasks like catching up on email and tracking updates relevant to her upcoming company meeting.

Copilot in Outlook

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

9:00 AM

Tanya uses Copilot to generate action items for her team to review her presentation deck. One key point covers how the company performed against last quarter's revenue targets. She saves time by asking Copilot to verify data from a call for accuracy.

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 them with the data in the sales database.

2:00 PM

Tanya's team has shared input for the deck she'll present at the company address. She's confident Copilot can quickly handle their design feedback and add content before the end-of-day meeting.
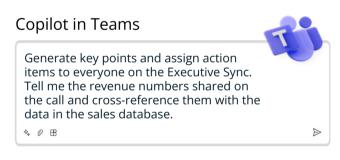
Copilot in PowerPoint

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.
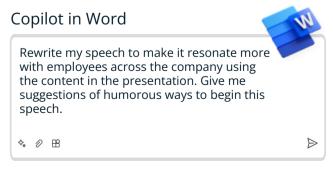
4:00 PM

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

Copilot in Word

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 Learning Tree International** to learn more about how **we can help you take advantage of Copilot to streamline your busy schedule and focus on impact-driving tasks.**

Interested in seeing more ways Microsoft 365 Copilot can assist with everyday tasks across your business?

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