



# 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 quickly growing regional company with 300 employees, Tanya knows it's critical to meet regularly with her staff. To put together an effective company address, she relies on Copilot to handle previously manual tasks, such as catching up on email and monitoring for threads or 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 provide feedback on her presentation deck. One of her key points is how the company performed against the revenue targets they set last quarter. She saves time by asking Copilot to cross-reference the data shared on a call to ensure 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 their input for the deck, which she will present at the company address. She rests assured knowing that she can use Copilot to quickly address their design feedback and insert their content before the meeting at the end of the day.

### 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? Check out the [Microsoft Copilot Scenario Library](#).

