

# Copilot Cowork

## Prompt Cheat Sheet

4 real-world prompts for calendar, presentations, meeting prep & research

### ABOUT THIS CHEAT SHEET

Unlike standard Copilot Chat prompts, where you ask a question and get an answer, a Cowork prompt describes a **complete outcome** and gives Cowork the context it needs to act across your entire M365 environment. Each prompt below is ready to copy, customize, and use from May 1, 2026.

**Pro Tip from Avantiico:** The best Cowork prompts share four things: a **clear goal**, specific **inputs to pull from** (calendar, email, files), **outputs** you want created, and any **boundaries** Cowork should respect before acting. Think of it less like a search query and more like a delegation brief to a highly capable colleague.

### PROMPT 1 OF 4 — CALENDAR MANAGEMENT

#### ■ CALENDAR Organize my week — full calendar audit & optimization

##### Help me organize my week.

Please review my Outlook calendar and show me a summary first:

- Total meetings and hours spent in meetings
- Where I have focus time (e.g. 2+ hour blocks)
- Days with the most meetings

##### Before taking any changes, ask clarifying questions:

- My manager and management chain
- How many attendees per meeting and ease of rescheduling
- What I'm trying to accomplish this week
- Which meetings I should decline or shorten
- Personal commitments or boundaries to protect

##### Then show me proposed changes with explanations:

- Meetings to accept, decline, or reschedule
- Conflicts to resolve, including emailing organizers
- Focus blocks to add for deep work
- Recurring meetings to shorten or move to async

##### WHY THIS WORKS

Uses Cowork's calendar management skill. By asking Cowork to surface info and ask clarifying questions before acting, you stay in control. The boundary questions ensure Cowork doesn't reschedule something it shouldn't — exactly the human-in-the-loop model Cowork is designed for.

# Copilot Cowork

## Prompt Cheat Sheet

4 real-world prompts for calendar, presentations, meeting prep & research

### PROMPT 2 OF 4 — PRESENTATION CREATION

#### ■ PRESENTATION Create a PowerPoint deck based on my meetings from last week

**Create a PowerPoint summarizing key outcomes from my meetings last week.**

Review my Outlook calendar for the past 7 days. For each meeting, pull the transcript from Teams (if available) and any files shared in the chat.

**Before building the deck, ask me:**

- Which meetings to include or exclude
- Intended audience (leadership, team, client)
- Level of detail: executive summary or detailed recap
- Whether to use a SharePoint template

**Then build a PowerPoint deck that includes:**

- Title slide with date range and audience
- One slide per key meeting or workstream (group related ones)
- 'Key Decisions Made' slide with owners
- 'Open Items & Next Steps' slide with due dates
- Closing slide with my contact info

Save to OneDrive /Presentations/Recaps/ and send me a Teams link when done.

#### WHY THIS WORKS

Chains four Cowork skills: calendar reading, Teams transcript retrieval, PowerPoint creation, and OneDrive saving; all in one workflow. The clarifying step prevents inclusion of sensitive meetings. Specifying output structure ensures a genuinely useful deck, not just bullet points.

### PROMPT 3 OF 4 — MEETING PREPARATION

#### ■ MEETING PREP Prepare me for my biggest meeting this week

**Help me prepare for the most important external meeting on my calendar.**

First, identify the meeting; look for the one with the most external attendees or that I've flagged as important. Confirm with me before proceeding.

**Once confirmed, do the following:**

1. Research attendees and their company; recent news, prior email threads (last 90 days), any relevant filings or commentary.
  2. Pull context from my environment; prior meeting notes in Teams, proposals or documents in SharePoint, open action items from past meetings.
  3. Create a meeting briefing doc in Word with:
    - One-paragraph company & attendee overview
    - Key context from prior interactions
    - 3–5 suggested talking points based on the agenda
    - Questions I should consider asking
    - Known risks or sensitivities
  4. Block 30 min prep time on my calendar the morning of the meeting, attach the briefing doc, and send a Teams reminder 24 hrs before.
- Save briefing doc to /Meeting Prep/ in my OneDrive.

#### WHY THIS WORKS

Combines web research, email history, document creation, calendar management, and Teams notifications in one briefing workflow; a task that would manually take 2–3 hours. The confirmation step keeps the executive in control of which meeting gets prioritized.

# Copilot Cowork

## Prompt Cheat Sheet

4 real-world prompts for calendar, presentations, meeting prep & research

### PROMPT 4 OF 4 — COMPANY RESEARCH

#### ■ RESEARCH Research a company and build me an executive brief

**Research [Company Name] and prepare an executive intelligence brief.**

**Pull from:**

- Most recent annual report and SEC filings (10-K, 10-Q)
- Earnings call transcripts: past two quarters
- Recent news articles and analyst commentary (last 90 days)
- Documents or emails in my M365 environment referencing this company

**Organize findings into a Word document with these sections:**

1. Company Snapshot: revenue, headcount, key leadership, YoY performance
2. Strategic Priorities: based on earnings calls and leadership commentary
3. Recent Developments: news, partnerships, product launches (last 90 days)
4. Risks & Challenges: competitive, regulatory, operational headwinds
5. Relevance to Us: implications and opportunities for our company

**Also create an Excel workbook with tabs for:**

Financials | News | Internal Context (data organized and cited)

Save both files to /Research/[Company Name]/ in SharePoint and post a summary in our #strategy Teams channel.

**WHY THIS WORKS**

Leverages Cowork's multi-model AI; Claude handles deep research and synthesis while Microsoft AI navigates your M365 environment. Specifying both a Word brief and an Excel workbook gives you an executive-ready deliverable plus a citable data layer. SharePoint save + Teams post means immediate shareability with zero extra steps.

### THE 4 ELEMENTS OF A GREAT COWORK PROMPT

CLEAR GOAL	SPECIFIC INPUTS	DEFINED OUTPUTS	BOUNDARIES
What outcome do you want Cowork to achieve?	Which calendar, email, files, or tools to pull from?	What files, docs, or messages should be created or sent?	What should Cowork ask before acting? What to protect?

**Need help activating Copilot Cowork for your organization?** Avantiico guides you from licensing through custom skill development and adoption. Cowork goes GA May 1, 2026. Plan now. [avantiico.com/solutions/microsoft-ai-analytics/copilot-cowork](https://avantiico.com/solutions/microsoft-ai-analytics/copilot-cowork)