CREATE & COMMUNICATE

Write the update nobody has time to write

The information is scattered everywhere. Can you pull it into one clear update?

Your weekly update draws on emails, chats and files spread across the week. Use Copilot to gather the pieces and draft a status update your team can read in a minute.

1 Try it your way

Use a real conversation if you can. See what you naturally ask Copilot.

Try in Copilot →

2 Need a cue?

Start with the outcome you need:

Progress | Risks | Next week

3 Still stuck? Reveal a sample prompt

Have a go first — the sample prompt is on the next page when you want it.

Reveal sample prompt ↓

4 Did you get something useful?

- [ ] Progress is accurate and specific
- [ ] Risks are called out, not buried
- [ ] Next week's priorities are clear
- [ ] It reads like me, not like a robot

5 Take it one step further

Ask Copilot: “What's the one thing in this update my manager will care about most?”

Your notes — what worked, what you'd change

Need a little help?

Watch a quick video
(3 mins)

See a worked example

Take the learning path on ASN

Top tips

- ✓ Use your own work if you can.
- ✓ Be specific about the output you need.
- ✓ Iterate — your first prompt doesn't have to be perfect.
- ✓ Check the result — would you actually use it?

CREATE & COMMUNICATE

Sample prompt

Write the update nobody has time to write

> Draft my weekly status update for the Contoso migration project using my emails, chats and files from this week. Organise it into progress, risks and next week's priorities.

Select the text above and copy it into Copilot.

Why this works

- It points Copilot at your real work data, not a blank page.
- It names the time window, so nothing old creeps in.
- It asks for risks explicitly, which updates tend to hide.

Try it in Copilot →

← Back to the challenge

CREATE & COMMUNICATE

Worked example

Illustrative example — names and details are fictional

The situation

It's Friday afternoon and your weekly update on the Contoso data migration is due. This week's progress is spread across 30 emails, two Teams chats and a tracker spreadsheet.

What Copilot returned

Copilot

Here's a draft status update for the Contoso migration, based on this week's activity.

PROGRESS

- Customer and order tables migrated and validated.
- Test environment signed off by the data team on Wednesday.

RISKS

- Archive data is 40% larger than estimated; transfer may run long.
- Two reports still depend on the old database.

NEXT WEEK

- Migrate the archive data in two batches.
- Rebuild the two dependent reports.

What to check

- ✓ Sources: did Copilot use this week's work only? Check one or two claims.
- ✓ Risks: are they stated plainly enough for someone to act on?
- ✓ Voice: edit anything that doesn't sound like you before you send it.

← Back to the challenge