

HAND IT OFF

Hand a weekly task to an agent

You do the same thing every week. Is there an agent that could do it for you?

Pick a task you repeat every week. Explore the agents already available in Copilot and find one that could take it on — then try it on this week's version.

1 Try it your way
Open the agents list in Copilot and browse what's there before you decide.

[Try in Copilot →](#)

2 Need a cue?
Start with the outcome you need:

[Repeat task](#)
[Right agent](#)
[Try it](#)

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?

- ☐ I picked a task I genuinely repeat
- ☐ I found an agent that fits it
- ☐ The agent's output saved me time
- ☐ I'd use it again next week

5 Take it one step further

Ask Copilot: "What other tasks in my week could an agent take on?"

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?

Your notes — what worked, what you'd change

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Sample prompt

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“ I spend an hour every Monday compiling a summary of last week's project updates from Teams and email. Which Copilot agent could do this, and how should I ask it?

Select the text above and copy it into Copilot.

Why this works

- ✓ It describes the task and the time it costs, so the value is clear.
- ✓ It names where the information lives.
- ✓ It asks Copilot to recommend the agent, so you learn what's available.

[Try it in Copilot →](#)[← Back to the challenge](#)

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Worked example

Illustrative example — names and details are fictional

The situation

Every Monday you spend an hour pulling last week's updates on the Proseware product launch from Teams and email into a summary for your team.

What Copilot returned

 Copilot

Here's a recommendation for handing off your Monday summary.

RECOMMENDED AGENT

- Use Researcher to gather updates across Teams and email.
- Save the prompt so you can rerun it each Monday.

PROMPT TO REUSE

- 'Summarise last week's updates on the Proseware launch from Teams and email.'
- 'Group them by workstream and flag anything blocked.'

TIME SAVED

- Roughly 45 minutes a week once the prompt is tuned.
- You still review it — about 10 minutes.

What to check

- ✓ Fit: is the output close enough to your manual version to replace it?
- ✓ Review: keep a quick check in place — handing off doesn't mean not looking.
- ✓ Repeat: rerun it next Monday and compare. Does it hold up?

[← Back to the challenge](#)