**Practice Prompts – Enterprise Strategy Focus**

**Strategic Planning & Analysis**

Copilot Prompts for Outlook

* Draft a summary email outlining the key strategic objectives for the upcoming quarter.
* Compose an email requesting feedback from stakeholders on our current strategic plan.
* Create a follow-up message to schedule a strategy review meeting with leadership.
* Write an email briefing team members on the latest market trends affecting our strategic direction.
* Generate an email to share a SWOT analysis summary with cross-departmental leads.

Copilot Prompts for Teams

* Summarize the main points discussed in today’s strategic planning meeting.
* Compile insights from recent strategy workshops and post them in the strategy channel.
* Prepare a Teams post inviting suggestions for new strategic initiatives.
* Draft a quick update on progress toward our strategic milestones for the team chat.
* List key action items from the latest strategic analysis session for the group.

**Business Intelligence & Growth**

Copilot Prompts for Outlook

* Send an email report summarizing quarterly sales and growth metrics.
* Draft a message to share recent business intelligence findings with executives.
* Write an email requesting input on new growth opportunities identified by analytics.
* Prepare a digest of top-performing products and send it to the sales team.
* Compose an email to distribute a competitive analysis to relevant staff.

Copilot Prompts for Teams

* Share a visualization of recent business growth data in the BI channel.
* Summarize discussion highlights from the last business intelligence meeting.
* Post a chart showing key performance indicators and invite team comments.
* List new business opportunities discovered and prompt team brainstorming.
* Draft a recap of weekly BI insights for the group chat.

**Cross-Functional Strategy Collaboration**

Copilot Prompts for Outlook

* Write an email to initiate a cross-functional strategy session with department heads.
* Send a follow-up message summarizing collaborative project goals to all team leads.
* Draft a message requesting feedback on interdepartmental strategy proposals.
* Compose an email sharing best practices from recent cross-functional collaborations.
* Prepare a briefing note on collaborative strategies for senior management.

Copilot Prompts for Teams

* Post a summary of key outcomes from the latest cross-functional meeting.
* Share action items and responsibilities across teams after a collaboration session.
* Invite cross-functional teams to contribute ideas to a shared strategy document.
* Summarize collaborative challenges and successes for open discussion in Teams.
* Update the group on progress and next steps for joint strategy projects.