

Einstein In Your Pocket

Goal

What do you want from Copilot?

"I want a list of 3-5 bullet points to prepare me..."

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Context

Why do you need it and who is involved?

"...for an upcoming meeting with [client], focusing on their current state and what they're looking to achieve."

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Expectations

How should Copilot respond to best fulfill your request?

"Respond with a tone that is friendly but authoritative..."

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Source

What information or samples do you want Copilot to use?

"... and focus on email and Teams chats with [people] over the last two weeks."