

The CRISP Companion — copy, paste, edit the brackets

# The Copilot Prompt Pack

Twelve prompts built with the CRISP framework — Context, Role, Instruction, Structure, Parameters — ready to paste into Microsoft Copilot across the apps you already use. Swap anything in [brackets] for your own details.

## OUTLOOK Inbox triage

Act as my executive assistant. Review my unread email from the last 24 hours. Surface only the messages that need a decision or reply from me today. Return a table: Sender | What they need | Suggested action | Priority (H/M/L). Ignore newsletters and automated notifications.

## OUTLOOK Reply drafting

Act as me writing in a warm, direct tone. Draft a reply to the selected email that answers their three questions, proposes Tuesday or Thursday for a call, and keeps it under 120 words. No corporate filler.

## WORD Draft from notes

Using the bullet notes in this document, draft a one-page client proposal. Structure it as: the problem, our approach, timeline, and next step. Professional but plain English. Leave the pricing line as [TBD].

## WORD Tighten a draft

Act as a sharp editor. Rewrite this document to be 30% shorter without losing meaning. Keep my voice. Flag any claim that needs a source in [brackets]. Return just the revised version.

## EXCEL Find the story

Analyze this table. Identify the three trends that matter most to a sales leader and what's driving each. Return as: Finding | Why it matters | What to do. Use only the data in the sheet — don't invent numbers.

## EXCEL Build the formula

I need a formula that flags any row where revenue dropped more than 15% vs the prior month. Tell me the exact formula, which cell to put it in, and explain in one line what it does.

## POWERPOINT Deck from a doc

Build a 6-slide deck from the attached document for a leadership audience. One idea per slide, headline + three supporting points. Keep speaker text out of the slides. End with a single clear ask.

## TEAMS Meeting recap

Summarize this meeting. Return: Decisions made, Action items (with owner + due date), and Open questions. Flag anything assigned to me. Keep it under 200 words.

## TEAMS Catch me up

I've been out for three days. Summarize what I missed in this channel. Only the threads where a decision was made or where I was mentioned. Bullet points, newest first.

## COPILOT CHAT Decision brief

Act as my chief of staff. Using the Q3 Planning folder and recent #leadership messages, summarize the decisions we still owe the team and who owns each. Table: Decision | Owner | Status | Blocker. Last 30 days only, under 150 words.

## COPILOT CHAT Prep for a person

I have a meeting with [name] in an hour. Pull from our recent emails and shared files. Give me: what we last agreed, what's open, and two smart questions to ask. Half a page max.

## COPILOT CHAT Find the gaps

Act as a skeptical reviewer. Read this plan and tell me the three weakest assumptions and what would have to be true for each to hold. Be direct — don't reassure me.

Each prompt names a **role**, gives a clear **instruction**, asks for a **structure**, and sets **parameters**. That's CRISP. Steal the pattern, write your own.

## Want your whole team prompting like this?

The Copilot Activation Workshop gets your people doing real work with Copilot in their own environment — not watching demos. Led by Asif Rehmani, 20x Microsoft MVP and founder of VisualSP.

Book a session → [asifrehmani.com/copilot-activation-workshop](https://asifrehmani.com/copilot-activation-workshop)

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