

# The 5-Move Checklist That Gets Your First Copilot Win Today

You bought the licences. Now get one real win before lunch. Tick each box as you go. The whole thing takes under an hour, and most of it happens inside work you were going to do anyway. **Since 2003, Solid Systems has helped businesses get real value from Microsoft technology.**

## BEFORE YOU START 2 minutes

- ☐ Open Microsoft 365 Copilot or Copilot Chat and pin it somewhere you will see it.
- ☐ Pick the one task on your list today that you most dread doing. That's your test.

## MOVE 1 Win in a meeting

- ☐ Turn on transcription in your next Teams meeting.
- ☐ At the end, run this:
 

Summarise the decisions, then list every action item as a table with action, owner, and due date.
- ☐ Paste the result into your follow-up. Edit. Send before you close your laptop.

## MOVE 2 Win in your inbox

- ☐ Open the longest unread thread in Outlook.
- ☐ Run this from inside that email:
 

Summarise this thread in five bullets, then tell me what decision is being asked of me and by when.
- ☐ Reply in minutes instead of postponing it again.

## MOVE 3 Win on a document

- ☐ Open Word or Excel for something you need to produce this week.
- ☐ Start it with a prompt, not a blank page:
 

Draft a one-page brief from these notes. Headings: Goal, Scope, Owner, Timeline, Risks. Plain language.
- ☐ Review it, fix what is off, and notice you skipped the hardest part: starting.

## MOVE 4 Make it visible

- ☐ Post one line in your team channel: what you used Copilot for and how long it saved you.
- ☐ Keep it short and honest. If it got something wrong, say that too.

## MOVE 5 Lock in the habit

- ☐ Save your three favourite prompts in a phone note or pinned Teams message.
- ☐ Put a recurring 20-minute weekly "Copilot 20" in your calendar for your team.

## You just proved it works

One win is the start, not the finish. The hard part is turning this into a team habit and keeping it safe as more of your data flows through it. That full system lives in our complete playbook: **The Copilot Playbook That Takes Your Team From Curious To Consistent.**

Want it, or want a hand building adoption properly across the business? Talk to the Solid Systems team. We will start from where you actually are.

[Talk to Solid Systems →](#)

**HAVE FUN! ;)**