Copilot in Your Daily Work - Work Smarter with Copilot Chat

10 Method Cards for Better Results, Smarter Workflows and Responsible AI Use.

These method cards are a step-two resource for users who want to develop how they work with Copilot Chat. Each card includes quick questions, advanced prompt techniques and practical guidance for responsible AI use. Click a box to open the card.

GET BETTER RESULTS

1. **Give Copilot the Right Context**
   Describe the task so that Copilot understands what you want to achieve.
2. **Work in Several Steps**
   Improve the result through dialogue, feedback and new versions.
3. **Use Copilot as a Critical Reviewer**
   Find ambiguities, risks and opportunities for improvement before publication or decision-making.

ANALYSE AND MAKE DECISIONS

4. **Explore Different Perspectives**
   Consider an issue from several angles before moving forward.
5. **Make Better Decisions**
   Structure options, consequences and uncertainties before a decision.
6. **Work with Long Documents**
   Break down extensive material and find what is relevant to the task.

WORK SMARTER

7. **Build Prompt Workflows**
   Divide a larger task into clear stages that build on one another.
8. **Create Reusable Templates**
   Make recurring tasks easier and more consistent.
9. **Adapt Content for Different Audiences**
   Keep the facts but adapt the language, selection and explanations.

RESPONSIBLE AI USE

10. **Quality-Assure AI-Generated Content**
    Check facts, sources, assumptions and sensitive information before use.

Click a box to open the method card. Each card includes a link back to the overview.

GET BETTER RESULTS

METHOD CARD 1

Give Copilot the Right Context

Describe the task so that Copilot understands what you want to achieve.

WHY?

Copilot does not know your purpose, audience or requirements unless you explain them. The right context produces more relevant responses and reduces rework.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Describe the task and its background.
2. State the purpose and audience.
3. Describe the desired outcome and format.
4. Add requirements, boundaries and tone.

QUICK QUESTIONS

For a quick new perspective.

- **What information is missing for you to help me?**
- **What assumptions are you making from my description?**
- **Summarise how you have understood the task.**
- **Ask me four questions before you begin.**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

BUILD A CLEAR BRIEF

I need to [task] for [audience]. The purpose is [purpose], and the result will be used for [use]. Deliver it as [format], in a [tone] tone, taking account of [requirements or boundaries]. Ask questions if anything important is missing.

LET COPILOT INTERVIEW YOU

Help me formulate a thorough instruction for [task]. First interview me about the objective, audience, background, sources, constraints and desired outcome. Then summarise the brief and wait for my approval before completing it.

CHECK UNDERSTANDING

Read my description of [task]. Explain how you interpret the purpose, audience, deliverable and constraints. Mark what is clear, what you are assuming and what needs clarification before you suggest a solution.

COMMON MISTAKE

LESS EFFECTIVE

Write a text about AI.

BETTER

Describe the purpose, audience, use, format and constraints.

REMEMBER

Good context is often more important than an advanced prompt.

Back to overview

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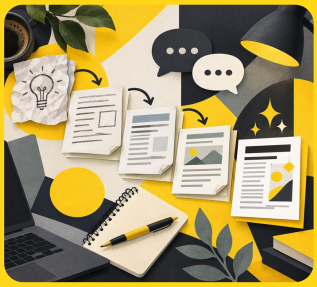
GET BETTER RESULTS

METHOD CARD 2

Work in Several Steps

Improve the result through dialogue, feedback and new versions.



WHY?

The first response is a draft. By choosing a direction and giving specific feedback, you can help Copilot refine the content step by step.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Ask for a first draft or several options.
2. Choose what works best.
3. Give specific feedback.
4. Refine and check the final result.

QUICK QUESTIONS

For a quick new perspective.

- **Give me three clearly different options.**
- **Which option best meets the requirements?**
- **What needs improving in this draft?**
- **Show what you changed and explain why.**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

EXPLORE FIRST

Develop three clearly different approaches to [task]. Describe the strengths, weaknesses and situations in which each approach would work. Do not recommend one yet; help me understand the differences.

REFINE USING CRITERIA

Develop option [number]. Keep [strength] but improve [weakness]. Assess the revised version against [criteria] and explain what you have changed.

RUN A FINAL CHECK

Review the latest version against the original brief. Check the audience, purpose, tone, length and factual content. Mark anything that still needs verification, then create a clean final version.

COMMON MISTAKE

LESS EFFECTIVE

Ask for one response and use it immediately.

BETTER

Work in clear rounds of selection, feedback and checking.

REMEMBER

Treat the conversation as a working process, not a single question.

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GET BETTER RESULTS

METHOD CARD 3

Use Copilot as a Critical Reviewer

Find ambiguities, risks and opportunities for improvement before publication or decision-making.

WHY?

It is difficult to identify weaknesses in your own material. A clearly defined review can reveal gaps and questions that need attention.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Describe the material, purpose and audience.
2. State what the review should focus on.
3. Ask for specific examples and priorities.
4. Decide which suggestions are relevant.

QUICK QUESTIONS

For a quick new perspective.

- **Which phrases could be misunderstood?**
- **What is missing for the text to be complete?**
- **What questions might the audience ask?**
- **Are there logical gaps or contradictions?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

REVIEW FOR THE AUDIENCE

Review the following text for [audience]. Identify wording that could be misunderstood, concepts that need explanation and information missing for the audience to act. Prioritise the three most important improvements and explain the order.

TEST COUNTERARGUMENTS

Act as a critical counterpart to [proposal]. Formulate the strongest objections using [perspective or criteria]. Distinguish between actual risks, possible misunderstandings and questions that need more evidence. Suggest how each objection could be addressed.

QUALITY-ASSURE

Review the material before publication in [channel]. Assess clarity, structure, audience fit and support for key claims. Quote the passages that need changing, explain the issue and suggest improved wording without adding new factual information.

COMMON MISTAKE

LESS EFFECTIVE

Is the text good?

BETTER

State the audience, review criteria and type of feedback you need.

REMEMBER

Ask for criticism you can use, not a general opinion.

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Explore Different Perspectives

Consider an issue from several angles before moving forward.

WHY?

An initial analysis often reflects the perspectives already represented. Copilot can help you systematically test the views of more stakeholder groups and consider wider consequences.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Describe the issue neutrally.
2. Name relevant groups or perspectives.
3. Ask for both opportunities and risks.
4. Separate facts from assumptions.

QUICK QUESTIONS

For a quick new perspective.

- **Which perspectives are missing?**
- **Which groups are affected directly and indirectly?**
- **What conflicts between objectives may arise?**
- **What unintended consequences are possible?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

MAP STAKEHOLDERS

Analyse [proposal] from the perspectives of [groups]. For each group, describe possible benefits, barriers, questions and consequences. Mark which assessments are assumptions and which questions should be put directly to the people concerned.

TEST TIME HORIZONS

Assess [change] over the short, medium and long term. Consider operational value, workload, accessibility and risks. Show how a positive effect for one group could create a conflict for another.

CHALLENGE THE STARTING POINT

Identify the assumptions shaping our reasoning about [issue]. Formulate three alternative ways to define the problem and show how each definition could lead to different solutions.

COMMON MISTAKE

LESS EFFECTIVE

Ask Copilot to confirm the solution you already prefer.

BETTER

Request counterarguments, affected groups and alternative problem definitions.

REMEMBER

More perspectives improve the evidence base but do not replace dialogue with stakeholders.

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Make Better Decisions

Structure options, consequences and uncertainties before a decision.

WHY?

Copilot can organise complex material so that differences, risks and knowledge gaps are clearer. The responsible person must still make the decision.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Describe the decision and the options.
2. State the assessment criteria.
3. Compare consequences and risks.
4. Identify what must be verified.

QUICK QUESTIONS

For a quick new perspective.

- **What information is missing before a decision?**
- **What dependencies affect implementation?**
- **Which risks should be addressed first?**
- **What assumptions do the options rely on?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

COMPARE WITHOUT INVENTING

Compare [options] using [criteria]. Use only the information in the evidence provided. Mark where information is missing and explain how the gaps affect the comparison. End with questions that must be answered before a decision.

BUILD A DECISION BRIEF

Create a neutral decision brief for [decision]. Include background, objective, options, consequences, risks, dependencies and open questions. Clearly separate facts from the evidence, interpretations and suggestions.

TEST ROBUSTNESS

Conduct a sensitivity analysis of [option]. Describe how the assessment changes if [assumption] proves false, resources decrease or the timetable shifts. State which conditions are most decisive.

COMMON MISTAKE

LESS EFFECTIVE

Ask Copilot to choose the best option for you.

BETTER

Use Copilot to structure the evidence and expose uncertainties.

REMEMBER

Copilot supports decisions. The responsible person makes them.

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Work with Long Documents

Break down extensive material and find what is relevant to the task.

WHY?

A summary provides an overview, but different tasks require different readings. Ask Copilot to analyse the material for a clear purpose.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. State what you need from the document.
2. Ask for a structured overview.
3. Explore relevant sections in depth.
4. Check important information against the original.

QUICK QUESTIONS

For a quick new perspective.

- **What are the document's main messages?**
- **What decisions and deadlines are stated?**
- **Which questions remain unanswered?**
- **Where are the most important conclusions?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

READ WITH A PURPOSE

Analyse [document] to help me with [task]. Summarise only relevant content, state which sections support the conclusions and mark anything unclear or contradictory.

TRACE REQUIREMENTS AND ACTIONS

Identify explicit requirements, decisions, actions, named owners and deadlines in the document. Present the results clearly and quote or reference where each item appears. Do not invent ownership that is not stated.

COMPARE VERSIONS

Compare [document A] and [document B], focusing on [areas]. Report additions, removals and changes in meaning. Distinguish editorial differences from substantive changes and state where the differences occur.

COMMON MISTAKE

LESS EFFECTIVE

Rely on a general summary and assume that nothing important is missing.

BETTER

State the reading purpose, trace conclusions to the source and check the original.

REMEMBER

Use the summary as a guide, not as a replacement for the source.

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Build Prompt Workflows

Divide a larger task into clear stages that build on one another.

WHY?

A large request can produce a scattered response. Dividing the work allows you to review the direction between stages and improve the final result.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Define the final result.
2. Identify the required sub-tasks.
3. Decide what to check between stages.
4. Carry the right output into the next stage.

QUICK QUESTIONS

For a quick new perspective.

- **Divide the task into clear stages.**
- **Which stage should I begin with?**
- **What do I need to check now?**
- **Summarise this result for the next stage.**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

PLAN THE WORKFLOW

I want to move from [source material] to [final result]. Suggest a prompt workflow with clear interim goals, the input each stage needs and what I should check before continuing. Do not carry out the stages yet.

USE CHECKPOINTS

Complete stage 1 of the workflow: [stage]. Present the result, uncertainties and questions that need answers. Wait for my feedback before continuing to the next stage.

FINISH AND CHECK

Combine the results from the earlier stages into [final format]. Check that no important information has been lost or changed. Mark anything that needs verification and create a checklist for my final review.

COMMON MISTAKE

LESS EFFECTIVE

Try to complete the entire workflow in one long prompt.

BETTER

Plan interim goals and include checkpoints between stages.

REMEMBER

Several manageable stages are easier to control than one enormous request.

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Create Reusable Templates

Make recurring tasks easier and more consistent.

WHY?

When structure and quality requirements recur, they can be built into a template. This saves time and supports more consistent results.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Choose a recurring task.
2. Describe required sections and standards.
3. Create clear placeholders.
4. Test and improve the template.

QUICK QUESTIONS

For a quick new perspective.

- **Which parts can be standardised?**
- **Which details change each time?**
- **Which checks should always be included?**
- **How can the template be easier to use?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

BUILD A REUSABLE TEMPLATE

Create a template for [task]. Use square brackets for information that changes. Add short instructions, required sections and a checklist. The template must work for [users and situation].

TEST THE TEMPLATE

Apply the template to this example: [example]. Show where it works well, where information is missing and which parts cause unnecessary work. Then propose an improved version.

CREATE A PROMPT TEMPLATE

Create a reusable prompt template for [task]. Include role, purpose, audience, source material, constraints, output format and quality checks. Briefly explain what the user should enter in each pair of square brackets.

COMMON MISTAKE

LESS EFFECTIVE

Save a single AI response and call it a template.

BETTER

Create a general structure with placeholders, instructions and checks.

REMEMBER

A good template guides the work without locking the content.

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Adapt Content for Different Audiences

Keep the facts but adapt the language, selection and explanations.

WHY?

Different audiences have different prior knowledge and needs. Adaptation is about more than tone; the level of detail and next steps may also need to change.

THINK ABOUT THE INFORMATION

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HOW TO USE IT

1. Describe the audience and situation.
2. State what the audience must understand or do.
3. Preserve the factual content.
4. Check that nothing important was oversimplified.

QUICK QUESTIONS

For a quick new perspective.

- **Which concepts need explaining?**
- **Which information should come first?**
- **What can be removed for this audience?**
- **Which call to action is most suitable?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

ADAPT WITH CONTROL

Adapt [text] for [audience] in [channel]. The audience needs to understand [objective] and then be able to [action]. Preserve all factual information, explain necessary concepts and list the adaptations you made.

CREATE SEVERAL VERSIONS

Create three versions of the same message for [audiences]. Adapt the order of information, level of detail, examples and call to action. Then explain the differences so I can check that the core message is unchanged.

TEST CLARITY

Review the text from the perspective of [audience]. Identify assumed prior knowledge, words that may be unclear and missing steps. Suggest improvements without simplifying away important conditions or exceptions.

COMMON MISTAKE

LESS EFFECTIVE

Change a few words and call the text audience-adapted.

BETTER

Adapt selection, order, explanations, tone and next steps.

REMEMBER

The same message may need different routes to reach different audiences.

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Quality-Assure AI-Generated Content

Check facts, sources, assumptions and sensitive information before use.

WHY?

AI-generated responses may contain errors, outdated information or invented references. The person using the content is responsible for ensuring that it is accurate and suitable.

THINK ABOUT THE INFORMATION

Do not upload personal data, sensitive personal data, confidential information or material that you do not have permission to share.

HOW TO USE IT

1. Check the response against the task.
2. Mark facts and sources that need verification.
3. Review wording and information security.
4. Make your own final assessment.

QUICK QUESTIONS

For a quick new perspective.

- **Which parts need verification?**
- **Which claims lack clear support?**
- **What assumptions does the response rely on?**
- **Which details may be out of date?**

ADVANCED PROMPT TECHNIQUES

Add context, criteria and the desired outcome.

SEPARATE CERTAIN FROM UNCERTAIN

Review the following AI response. Divide the content into verified information from my source material, reasonable interpretations, suggestions and unsupported claims. Explain what I need to check before use.

COMPARE WITH SOURCES

Compare the AI response with [source material]. Mark discrepancies, omissions and claims that cannot be traced to the source. Suggest corrections, but do not add information that is not in the evidence.

RUN THE FINAL REVIEW

Quality-assure the material before [use]. Check facts, dates, figures, sources, logic, audience, tone and any sensitive information. Create a prioritised checklist for my own final assessment.

COMMON MISTAKE

LESS EFFECTIVE

Publish or send the response directly from Copilot.

BETTER

Verify the information, review suitability and make your own professional assessment.

REMEMBER

You are responsible for content that is used, shared or published.

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