

The Copilot Productivity Pack

Five hacks from people who use Copilot every single day,
and the prompts they actually type.

We help you achieve what's next.

COPILOT (AI) PRODUCTIVITY CAMPAIGN

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WHY THIS PACK

From experimenting once a week to winning back an hour a day.

Most teams already have Copilot. Far fewer have actually changed the way they work because of it. That's the gap this pack closes.

Inside are five hacks from Rapid Circle Cloud Pioneers (Aarti Dhole, Hanneke Pastoor, Laurens Ruijtenberg and Sanket Ghorpade), plus one bonus tip we couldn't resist sharing. Each one is a routine they run every week. Not a clever demo, not a theoretical use case. Just the prompt they actually type and the payoff they actually get.

Pick one. Run it for a week. Notice what changes. Then come tell us—or let us help you build the next four into a routine that sticks.

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Bonus tip · from Rapid Circle

**TIP 01**

Hack by Aarti Dhole · Account Manager, Rapid Circle

Brief yourself before every client meeting, using everything Copilot can reach.

THE SITUATION

You're juggling multiple clients in a single week. Every meeting has its own thread, its own history, its own market context, and most of it lives scattered across mail, Teams, files and the open web. The result: you walk in either over-prepared on the wrong things, or under-prepared on the right ones.

THE HACK

Stop building briefings by hand. Ask Copilot Cowork to assemble one single pre-read that pulls internal context (your previous mails, Teams threads, meeting notes, shared files) together with external context (recent press, sector news, posts, financials).

Then go one level deeper: don't just ask for "talking points." Ask Copilot for the three smartest questions to put to them, and for one risk you should be alert to. That turns the briefing into a meeting script.

THE PROMPTS

PROMPT · PRE-MEETING BRIEFING

Prepare me for my meeting with [Client] today at [time]. First, summarise our most recent interactions based on my email and Teams. Then search the web for recent news, announcements or sector trends relevant to them. Finish with: 3 talking points I can bring, 3 sharp questions to ask, and 1 risk I should be aware of.

PROMPT · BRIEFING AS A PRESENTATION

Now turn that briefing into a short interactive presentation I can share with the client or pull up on screen. Keep it clean and professional, with one section per topic and clear next steps at the end.

PROMPT · POST-MEETING FOLLOW-UP

Based on the notes from my meeting with [Client] today, draft a follow-up email that recaps the decisions, lists the agreed next steps with owners, and proposes a date for the next touchpoint.

1 source

internal + external in one briefing

3 questions

not just talking points

Hours → minutes

on meeting prep

▲ **Payoff.** Conversations flow more naturally because you arrive with both context and curiosity. The hours you used to spend prepping become hours you spend on creative, higher-value work for the same client.

**TIP 02**

Hack by Hanneke Pastoor · Director of Digital Growth & Channels, Rapid Circle

Protect strategic thinking time, and have it brief itself.

THE SITUATION

Running growth across three geographies and five strategic priorities, your calendar fills with execution by 9am every Monday. Your inbox sets your priorities, not you. Stepping back to ask “is any of this actually moving revenue or customer impact?” is the one thing that never gets scheduled.

THE HACK

Two simple Cowork routines that run together every week.

Step 1, block it. Ask Cowork to find and protect 90 minutes of strategic thinking time in your calendar each week. Set it private, set it recurring. Treat it like an executive meeting with yourself.

Step 2, brief it. Have Cowork send you a personal briefing email before each block, based on your mail, calendar and Teams from the previous week. Three sections, every time: what moved, what's stuck, and what actually drives revenue or customer impact.

THE PROMPTS

PROMPT · SCHEDULE THE BLOCK

Schedule a recurring 90-minute "Strategic Thinking" block in my calendar each week, at the quietest time you can find. Mark it private and set it to busy. Don't book it on Mondays or on days that are already meeting-heavy.

PROMPT · THE WEEKLY BRIEFING

Every Monday at 08:00, email me a briefing for my strategic thinking block this week. Based on my mail, meetings and Teams from the past 7 days, summarise: 1) what moved, 2) what's stuck, 3) what most affects revenue or customer impact. Keep it short enough to forward to my CEO without editing.

90 min / week

protected for strategy

3 sections

moved · stuck · impact

CEO-ready

forward without editing

▲ **Payoff.** You walk into each session with the thinking already done. Instead of reacting, you prioritise, decide and cut noise. And because the briefing arrives clean enough to forward to leadership, your weekly reflection doubles as a leadership update.

**TIP 03**

Hack by Laurens Ruijtenberg · Solution Specialist, Rapid Circle

Triage your inbox in voice mode, before you sit down at your desk.

THE SITUATION

You arrive at the office, open your laptop, and the first two hours vanish into your inbox: reading, replying, deciding what's urgent. By the time you actually start the day, the morning is gone, and the most valuable part of your brain went into someone else's priorities.

THE HACK

Reclaim the commute. Open the Copilot mobile app in voice mode on your way to the office or a client, and let it triage your inbox out loud. No scrolling, no typing, just a conversation. Ask three layered questions in sequence: what came in, what's actually for you, and what's a today-versus-tomorrow priority.

The trick is to use voice mode specifically. Typing on a phone while walking is friction. Talking is not.

THE PROMPTS

PROMPT SEQUENCE · WHILE YOU COMMUTE

1. Which emails came in for me today?
2. Which of those have actions specifically for me, not just an FYI or a CC?
3. What's a priority for today versus what can wait until tomorrow?
4. For the top three, draft a short reply I can review and send when I'm at my desk.

~1 hour / day

reclaimed at the desk

Zero typing

just voice

Top 3 drafted

before you arrive

▲ **Payoff.** You walk into the office with a plan, not a backlog. The top three replies are already drafted, you review, tweak and send. The first hour of your day finally goes to your priorities instead of everybody else's.



TIP 04

Hack by Sanket Ghorpade · AI Architect, Rapid Circle

Trade rigid slides for interactive HTML when the idea deserves it.

THE SITUATION

You need to present a plan, a concept, or an architecture, and the default reflex is to open PowerPoint. But slides are linear and rigid. They force a single path through your idea, when what you actually want is the audience to explore: open this section, compare those two options, drill into that risk.

THE HACK

For the right kind of content (anything with timelines, comparisons, decision trees, or layered detail), skip slides entirely. Ask Copilot Cowork to build an interactive HTML page from your plan, document or even a meeting transcript. Describe the layout, the flow, and the kind of interactivity you want. Cowork builds it. You share it as a link.

The bar to clear: would your audience benefit from clicking through the idea rather than being walked through it? If yes, this beats slides every time.

THE PROMPTS

PROMPT · BUILD THE PAGE

Build an interactive HTML page that visualises my delivery plan based on [file or transcript].
Use a horizontal timeline for the phases, clickable cards for the deliverables, and a separate section for risks with mitigations. Keep the styling clean and professional.

PROMPT · ITERATE ON THE LAYOUT

Now add a section at the top with three key outcomes the audience should remember, and make the risk cards expand on click to show owner and mitigation. Use a calm blue and green palette.

No slides

when the idea is non-linear

Shareable

as a link, not a 12MB deck

Same page

literally, for everyone

▲ **Payoff.** Your audience explores the idea on its own terms instead of sitting through it. Stakeholders end up on the same page, literally, and complex plans land the way you actually intended them.

BONUS TIP

From Rapid Circle · because the best prep is being challenged before you walk in

Roleplay the room before you walk into it.

THE SITUATION

You're about to pitch a proposal, deliver a difficult message, ask for budget, or push back on a decision. You've prepared what you want to say. What you haven't prepared for is the room: the CFO's first sceptical question, the engineer who'll spot the gap in your reasoning, the stakeholder who quietly disagrees but won't say so until the meeting is over.

THE HACK

Before the meeting, ask Copilot to roleplay the room. Give it each attendee's role, what you know about their priorities, and the message you intend to land. Then have Copilot simulate the meeting, playing each person in turn, and surface the toughest objection, the most likely follow-up question, and the angle you haven't covered.

Then run it a second time. Ask Copilot: "What's the question I most don't want to be asked?" That's the one to prepare for.

THE PROMPTS

PROMPT · SIMULATE THE ROOM

I'm presenting [proposal / plan / decision] tomorrow to: [name + role + priorities], [name + role + priorities], [name + role + priorities].

The message I want to land: [your core message in one sentence].

Roleplay this meeting. For each attendee in turn, give me:

1. Their most likely first reaction
2. The toughest objection they'll raise
3. One follow-up question I'm probably not ready for

PROMPT · THE QUESTION YOU DREAD

Based on what you know about this audience and proposal, what's the single question I most don't want to be asked? Then help me draft a clear, honest, two-sentence answer to it.

3 personas

simulated on demand

1 dreaded Q

surfaced before they ask

30 minutes

of rehearsal that pays back hours

▲ **Payoff.** You walk in with the answers to questions they haven't asked yet. Conversations that used to derail you become ones you've already had, and your credibility in the room compounds over time.

FROM HOURS · TO MINUTES

We help you achieve what's next.

Pick one tip. Run it for a week. Then come tell us how much time it gave back, or let us help you build the next four into a routine that sticks.

► **Book your free 30-minute Copilot Discovery Call**

Rapid Circle · Cloud Pioneers

WE ARE CLOUD PIONEERS