

PRINTABLE TRACKER

30-Day Copilot Challenge

20 small reps over 4 weeks. Check each one off as you go, and keep this where you'll see it.

My name _____ Start date _____ My challenge buddy _____

WEEK 1**First reps**

- ☐ Open Copilot and confirm you're signed in with your work account
- ☐ Run one play from your role, start to finish
- ☐ Use 3 follow-up phrases on a single draft
- ☐ Summarize one long email thread before replying
- ☐ Recap one Teams meeting with Copilot

WEEK 2**Make it sound like you**

- ☐ Paste 3 emails you wrote and ask Copilot to describe your style
- ☐ Rewrite 3 real emails using your style description
- ☐ Build one custom prompt with the Prompt Builder
- ☐ Try "Ask me questions first" on a real task
- ☐ Draft a week of content (route it for approval)

WEEK 3**Put it on real work**

- ☐ Ask Copilot questions of a real report in Excel
- ☐ Prep a meeting with "Catch me up"
- ☐ Turn one of your processes into a checklist or SOP
- ☐ Role-play a tough conversation before the real one
- ☐ Teach one teammate your favorite play

WEEK 4**Multiply it**

- ☐ Lead a 30-minute "teach a teammate" session
- ☐ Schedule an AI for Realtors or AEO for Realtors session
- ☐ Save your personal top-5 prompts somewhere you'll use them
- ☐ Estimate the hours Copilot saved you this month
- ☐ Share one win in your team's Teams channel

— Finish line

Hours saved this month _____ My favorite play _____

Share your win in Teams _____

Post your win in your team's Teams channel and tag your buddy. Small wins are how everyone else gets started.