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Microsoft Solutions Partner
Modern Work

Back from vacation?



One prompt.
One clear overview.

BECHTLE SWITZERLAND · IN COLLABORATION WITH MICROSOFT · 2026

Work through your inbox

With this prompt, Copilot analyzes your emails and relevant Microsoft 365 information from the period of your absence and creates a clear, prioritized overview.

1

The Challenge

I have been away for the past two weeks and would like to work through my inbox efficiently.

After a vacation, hundreds of emails can quickly accumulate. Which ones are actually relevant? Where is action expected? Which appointments, decisions, or open tasks arose during my absence?

2

The Goal

Identify the most important emails, tasks, and open items quickly, clearly, and in a prioritized manner, without first having to work through the entire inbox.

3

Your Prompt

*"Please **analyze my emails** from the **period of my absence** and create a **prioritized overview** of the most important emails, tasks, and open items."*

This sentence is merely the starting point. To ensure Copilot delivers results that are as precise and reliable as possible, the **"Important Instructions," "Pay Special Attention To,"** and the desired **response structure** should also be included in the prompt.

The complete prompt can be found on page 5 for direct copy and use.

Refining the Prompt

These instructions should also be included in the prompt. They help Copilot focus on verifiable information and make uncertainties transparent.

- Use only information that is actually contained in the analyzed emails, calendar entries, or available Microsoft 365 data.
- Do not invent any information, tasks, responsibilities, deadlines, priorities, or connections.
- Interpret content only when it can be clearly derived from the available data.
- If information is missing, unclear, or cannot be determined unambiguously from the available data, explicitly point this out.
- Do not make assumptions about the intentions of senders or the status of tasks.
- Clearly label any assumptions or possible interpretations as such.
- Summarize the content factually and neutrally.
- Name the email or conversation for each summary, task, or recommendation.

These points must also be included in the prompt so that Copilot knows which information is particularly relevant to you.

- Emails from managers, key internal stakeholders, customers, or project owners.
- Messages with high urgency or clearly defined deadlines.
- Emails in which I am directly addressed or where a specific action is expected from me.
- Open decisions, escalations, risks, or blockers.
- Appointments, follow-ups, or tasks that arose during my absence.
- Email conversations with developments since the last reply.

Adapt these criteria to your personal role. For example, specific customers, projects, individuals, or topics can be explicitly prioritized.

From Email Flood to To-Do List

Specify to Copilot **what the result should look like.** This ensures that instead of a long summary, you receive a structured basis for action.

1. **Management Summary**
   Brief summary of the most important topics in a maximum of 5–7 bullet points.

2. **Top Priorities**
   Subject, sender, date, brief description, reason for prioritization, source, and, where clearly available, the required action.

3. **Open Tasks for Me**
   Concrete to-dos, sorted by urgency, including any available deadlines and the source.

4. **Important Project or Customer Topics**
   Relevant developments, open decisions, risks, and blockers.

5. **Emails That Should Be Answered**
   Prioritized list including the rationale and a possible response strategy based on the available information.

6. **Less Urgent Information**
   FYI messages, newsletters, and general information that do not require immediate action.

7. **Data Quality and Uncertainties**
   Missing information, as well as tasks, responsibilities, or statements that cannot be clearly derived from the available data.



The more precisely you tell Copilot **what is relevant, which rules should be followed, and how you need the result presented**, the more useful the response will be in your day-to-day work. **Don't want to build it all yourself? On the next page, you'll find the complete prompt ready to copy.**

Your Complete Prompt

Simply copy, paste into Microsoft 365 Copilot, and adjust the period of your absence.




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I have been away for the past two weeks and would like to work through my inbox efficiently.

Please analyse my emails from the period of my absence and create a prioritised overview of the most important emails, tasks and open items.

Important instructions:

- Use only information that is actually contained in the analysed emails, calendar entries or available Microsoft 365 data.
- Do not invent information, tasks, responsibilities, deadlines, priorities or connections.
- Only interpret content when it can be clearly derived from the available data.
- If information is missing, unclear or cannot be determined unambiguously from the available data, explicitly point this out.
- Do not make assumptions about the intentions of senders or the status of tasks.
- Clearly label any assumptions or possible interpretations as such.
- Summarise content factually and neutrally.
- For every summary, task or recommendation, specify the underlying email or conversation.

Please pay particular attention to:

- Emails from managers, key internal stakeholders, customers or project owners
- Messages with high urgency or clear deadlines
- Emails in which I am directly addressed or where a specific action is expected from me
- Open decisions, escalations, risks or blockers
- Appointments, follow-ups or tasks that arose during my absence
- Email conversations that have developed further since the last reply

Please structure the response as follows:

1. Management Summary
- Brief summary of the most important topics
- Maximum 5–7 bullet points
- Only information that can be clearly derived from the available data

2. Top Priorities
For each topic:
- Subject
- Sender
- Date
- Brief description
- Reason for prioritisation
- Source reference (email or conversation)
- Required action (only if this is explicitly stated or clearly derives from the communication)

3. Open Tasks for Me
- Specific to-dos arising from the emails
- Sorted by urgency
- Deadline (only if explicitly stated)
- Source of the task

4. Important Project or Customer Topics
- Relevant developments
- Open decisions
- Risks or blockers
- Source of the information

5. Emails That Should Be Answered
- Prioritised list
- Reason for prioritisation
- Suggested response strategy based on the available information

6. Less Urgent Information
- FYI messages
- Newsletters
- General information with no immediate action required

7. Data Quality and Uncertainties
- What information is missing?
- Which tasks or responsibilities are not clearly defined?
- Which statements could not be clearly derived from the available data?

Please keep the overview concise, clear and action-oriented. Focus on verifiable facts.

If you cannot find a clear basis for a statement in the available data, explicitly state this rather than making assumptions or adding information.
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One Prompt. A Fast Return to Work.

What else could Copilot do for you?
Use Microsoft 365 Copilot not just for individual tasks, but as an intelligent assistant throughout your daily work.

We show you how to integrate Copilot effectively into your processes and unlock the full potential of Microsoft 365.

BOOK A CONSULTATION

Your Bechtle Team