

LifePlaybooks™

Team Ways of Working

Bonus: Playbook Pulse Check

A Playbook only works if it's actually being followed. This gives you a simple, low-effort way to check in with Copilot's help, not to police the team, but to catch drift early and course-correct before small gaps become old habits.

If Your Team Has the Licensed Microsoft 365 Copilot

(Grounded in your actual Teams, email, and file data.)

Here is our Team Ways of Working Playbook: [attach]. Based on the work context you are permitted to access, including relevant Teams conversations, meeting notes, and Planner activity, assess how closely our actual work matches the norms in each section: Clarity, Alignment, Rhythm, Visibility, Respect, and AI & Copilot. For each section: note where we're following the Playbook well, note where there's drift, and suggest one small, practical adjustment. Keep the tone neutral and constructive, this is a check-in, not a performance review.

If Your Team Is Using Copilot Chat

(The free version included with Microsoft 365. It's web-grounded by default and can't search your team's history on its own, though it can see whatever's open on-screen or manually pasted in.)

Here is our Team Ways of Working Playbook: [attach]. Here's a quick summary of how the last few weeks have actually gone: [paste 3–5 sentences on meetings, communication, task tracking]. Based on this, where does our practice match the Playbook, where's there drift, and what's one small adjustment for each area that's slipping?

Run this at your quarterly reset, or any time something feels off before it becomes a habit.