## Microsoft Planner

Day in the life
Managing your daily tasks

Meet Diego, a Product Manager who uses Microsoft Planner and Microsoft Copilot to create, manage, and track his day-to-day work across Microsoft 365 apps. With Planner, Diego stays on top of his projects and accomplishes more every day.

8:30 AM

Diego starts by checking the **My Day** view in Planner for a quick view of everything he needs to get done today. He sees a new task from his manager, **New product competitive analysis**, marked urgent. To complete it, Diego first needs to perform market research—right after the weekly staff meeting. Diego adds a **new task** to address this later.
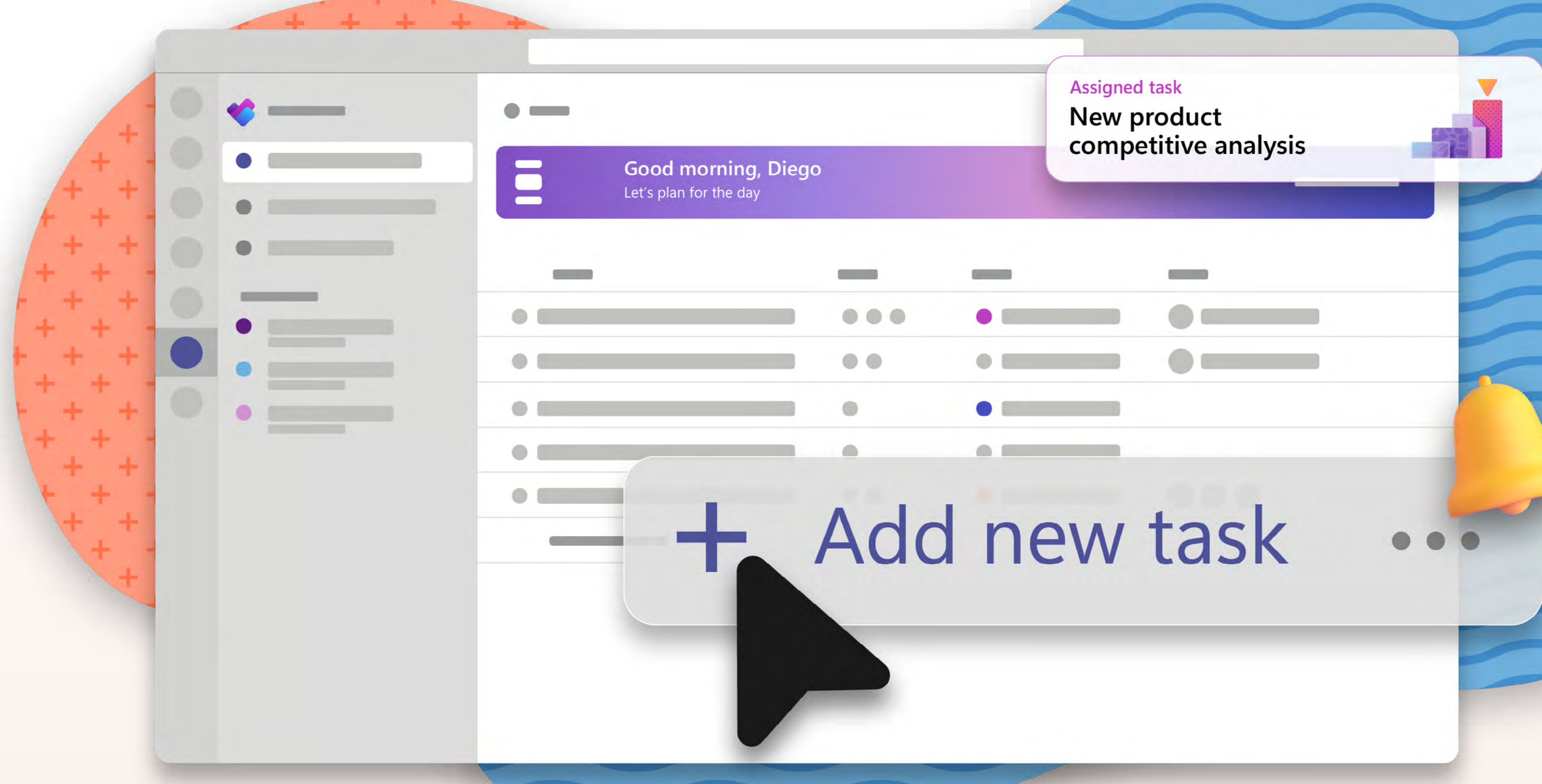
9:30 AM

After the meeting, Diego checks the **My Tasks** view in Planner to see other tasks due this week.

He starts with **Flagged Emails**. Planner has already created tasks for these, so Diego knows what to prioritize. Next, he clicks on **Assigned to me** to see all his tasks from across Planner plans, Microsoft Teams, and Microsoft Loop in one view. He sees a task that a coworker assigned to him. His coworker is adding him to a Sprint Planning workstream for the new product.

10:30 AM

Planner shows that another team is leading the Sprint Planning and it's already in progress. He's been added as a key contributor.

Diego selects the plan in his **My Plans** view, where he reviews details such as goals, timeline, and status. By selecting **Timeline view,*** Diego can see the tasks and timeline displayed visually.

To learn how his contributions fit into Sprint Planning, Diego checks **Task Dependencies.*** He wants to ensure he's not blocking anyone from completing their work.
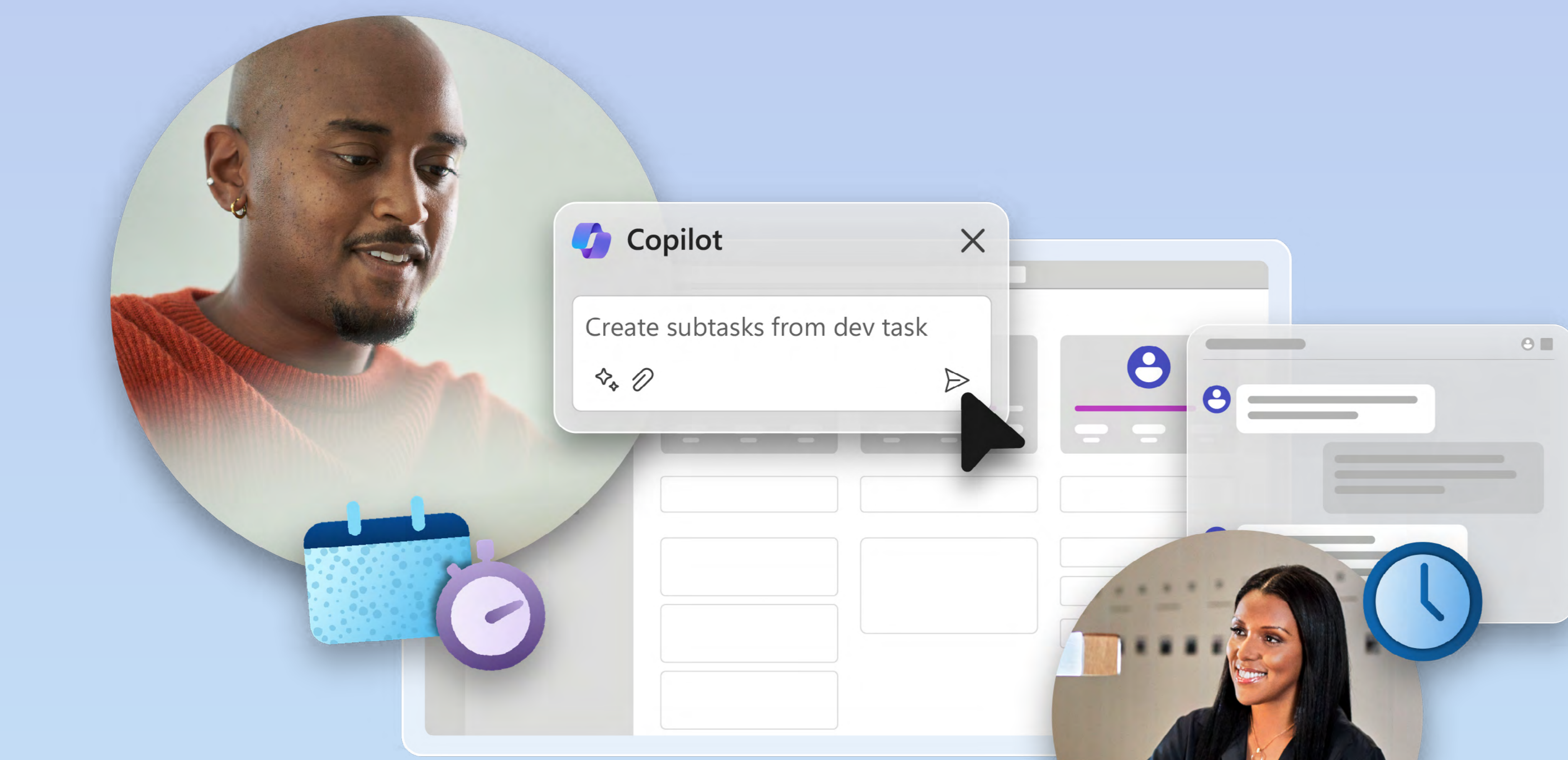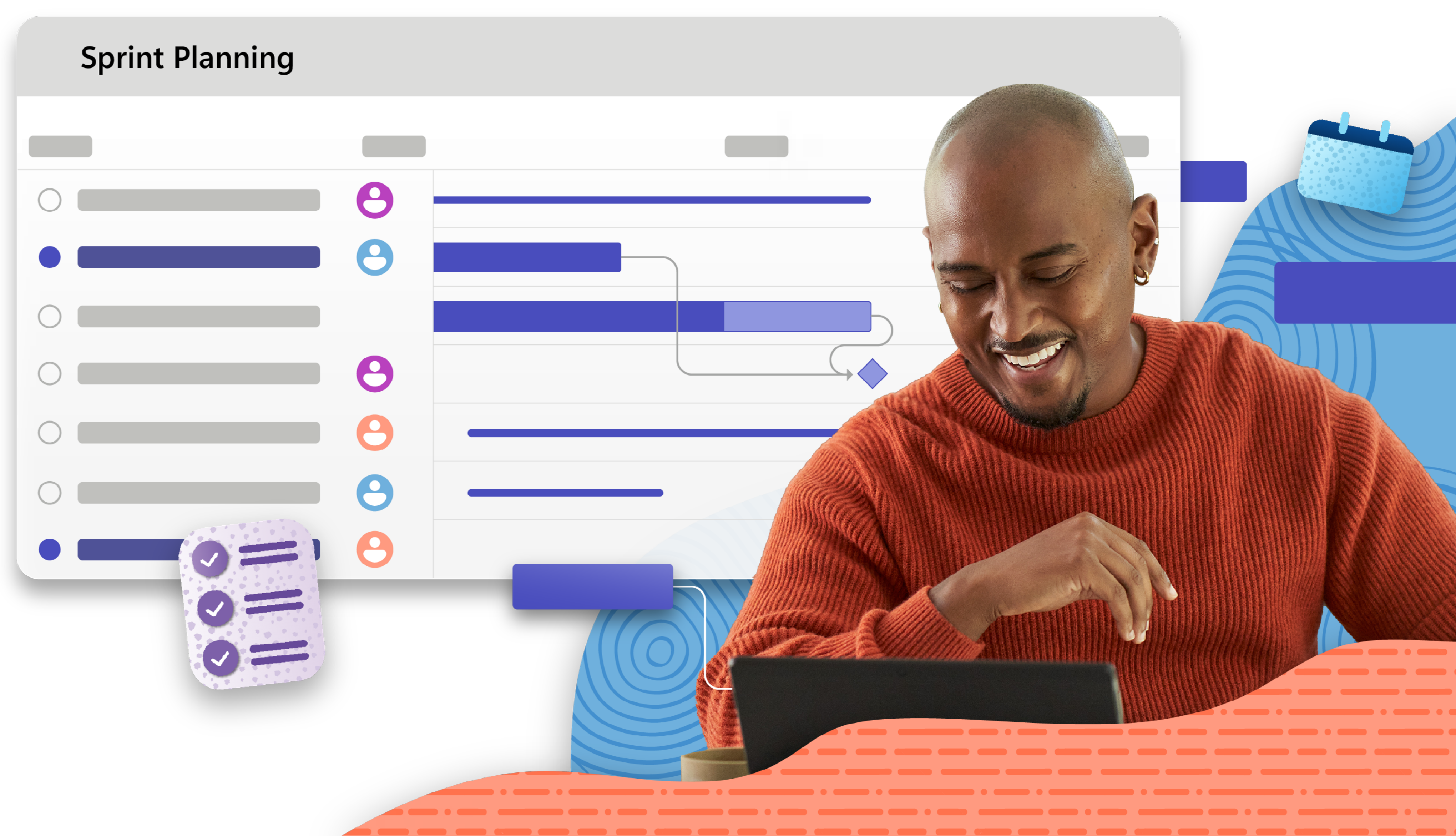
1:00 PM

Diego asks **Copilot in Planner*** to help him break down an assigned tasks into smaller, easy-to-action steps.

While reviewing the Copilot-suggested **subtasks**, Diego notices that one relies on work from a team spread across time zones. He checks the **People View** to see the other tasks assigned across the team. Diego notices that his coworker from a previous initiative, Adele, has a related task on the project and she's only an hour ahead. He messages her using the task's Teams channel chat to ask his question.

1:45 PM

After chatting with Adele, Diego realizes he needs to dedicate two hours of his day tomorrow to the project. He blocks time on his calendar to focus on the deliverable without distractions.

3:00 PM

Diego's team is also in the process of retiring an existing product from market. He clicks on **My Plans**, selects the Product Deprecation Plan, and chooses **Board view** to see all the tasks his team is responsible for.

To visually track tasks, Diego previously created **buckets** for each phase of the product deprecation process. He **adds a task** to the "Executing" bucket so he'll remember to conduct a team orientation.
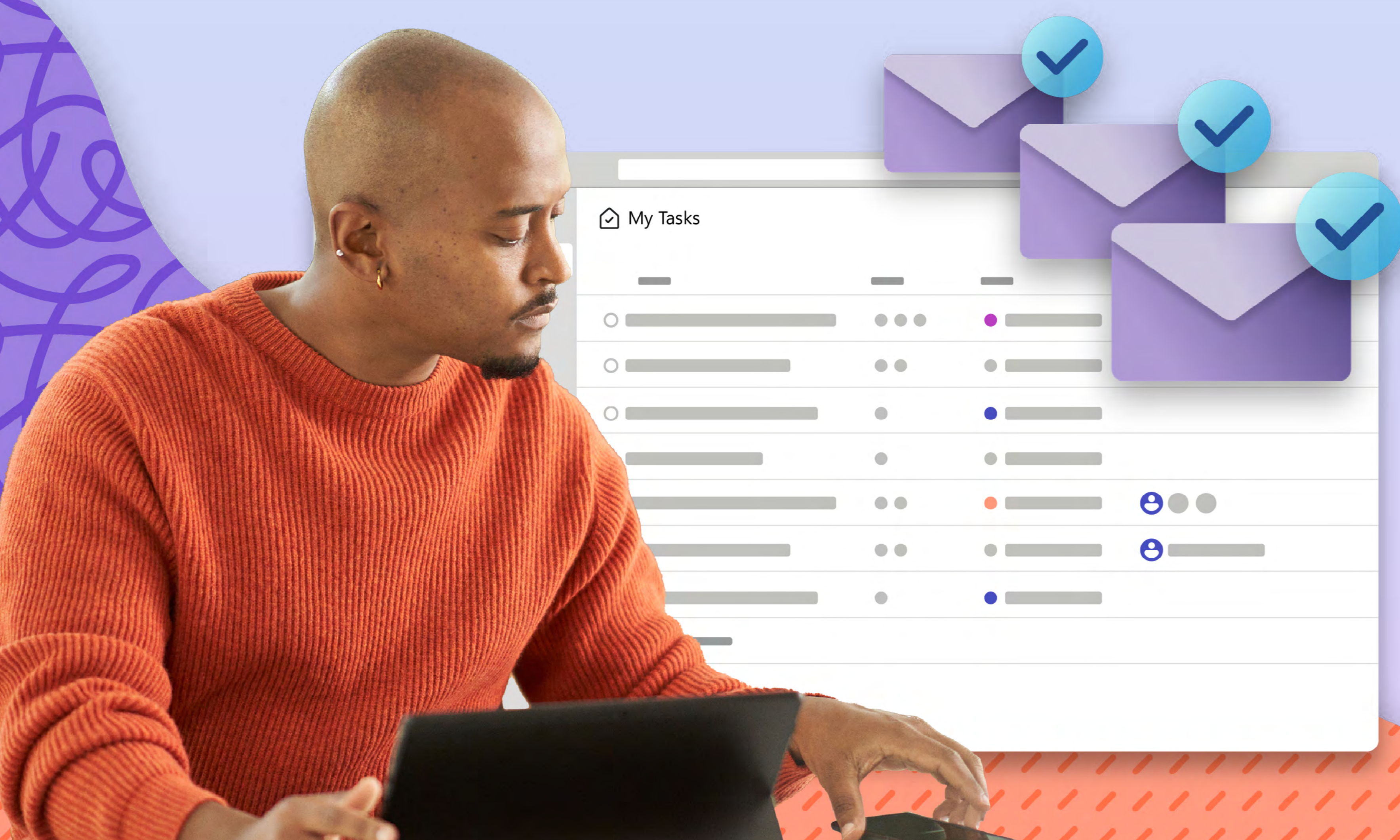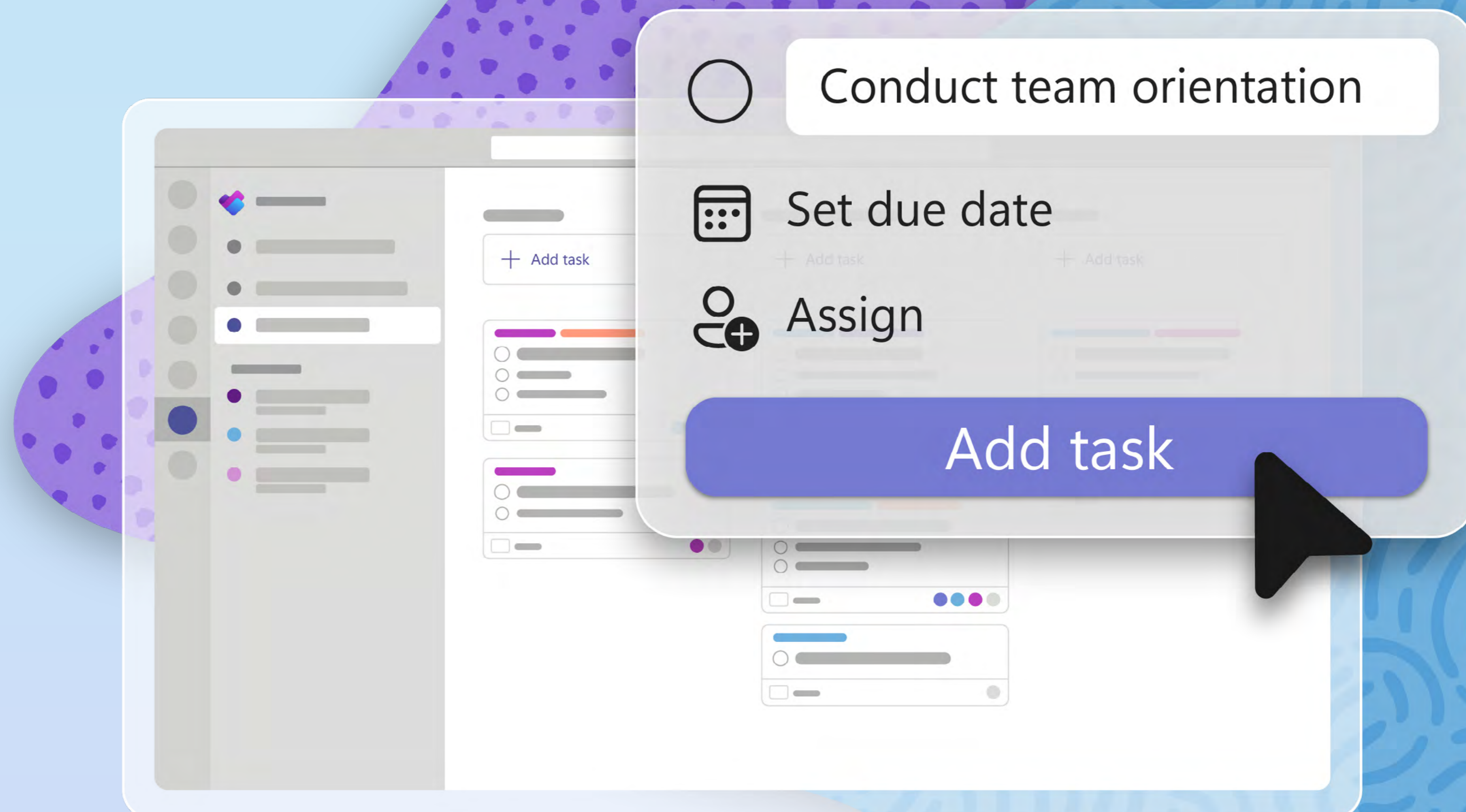
4:30 PM

Diego completes the market research he started this morning, so he finalizes the analysis report for his manager.

Before heading home, Diego clicks on the **My Tasks** view one last time to confirm he has accomplished everything he needed to. Diego signs off, feeling great about his progress today.

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