Microsoft Viva

Microsoft Viva Insights
Personal Insights – Day in the life

Emily is a busy product manager with Able Marketing Consultants. She is responsible for making sure global marketing campaigns are launching on time and on budget for her clients.

8:00 AM

Emily opens her the Microsoft Viva Insights app in Microsoft Teams, which helps her prepare for the day and be intentional about setting aside time for focused work and staying on top of tasks.

8:25 AM

Emily does a 3-minute Headspace mindfulness exercise before launching her client virtual meeting.

9:30 AM

Emily wraps up the meeting and sends praise to her co-workers for a successful project kick-off.

10:30 AM

Emily looks at her meeting habits in Viva Insights and notices she is trending positively on avoiding multi-tasking during meetings.

12:00 PM

Each day, Emily has her lunch time protected through Viva Insights and gets a reminder as her lunch hour nears.

1:00 PM

Emily's two-hour block of focus time begins. Viva Insights automatically sets her Teams status to DND and mutes mobile and desktop notifications. She begins uninterrupted work on her marketing campaign summary.

3:00 PM

Emily sees in her Viva Insights Outlook add-in that her strategy meeting tomorrow has low attendance. She updates the day and time to better accommodate the team.

3:30 PM

Emily drafts an email to her global partners. She delays delivery to align to when most of the team will be online and working.

4:00 PM

Emily reflects on her work patterns over the past month using her private digest email. She sees a significant reduction in her after-hours work since enrolling in a focus plan.

4:30 PM

Encouraged by the success of her personal focus plan, Emily invites her virtual team to participate in a shared focus plan. This will encourage the people she works with most closely to create shared productivity habits.

4:50 PM

Emily's virtual commute with Viva Insights begins. She wraps up outstanding tasks and mindfully logs off for the day. Emily's mobile notifications from Teams and Outlook are silenced during her quiet time.

Build better habits with Microsoft Viva Insights

Walk through a guided simulation >