

AUTOMATE

Beginner

15 MIN

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Delegate a weekly status report to Copilot Cowork.

Set up a recurring "Monday status report" task that Copilot Cowork runs end-to-end each week instead of someone compiling it by hand.

MICROSOFT 365

Outlook

Teams

WORKS WITH

Copilot Cowork

Business Outcome

A consistent weekly status update produced on schedule without taking up someone's Monday morning.

Workflow Steps

Step 1: Define the recurring task once

Copilot Cowork

Write the brief for what the weekly report should cover — project status changes, blockers raised in Teams, upcoming deadlines — and where it should be delivered (a Teams channel post, an Outlook email to the team).

Step 2: Set the recurrence

Copilot Cowork

Configure the task to run automatically on the same day and time each week, so it becomes a standing deliverable rather than something you have to remember to trigger.

PROMPT

Every Monday at 8am, compile a status update from the project tracker's changes this past week, any blockers flagged in the team Teams channel, and deadlines coming up in the next 7 days. Post it to the Project Updates channel.

Step 3: Spot-check the first few runs closely

Teams

Outlook

Review the first 2-3 automated reports in detail before trusting the cadence unattended — this is where you catch a misread source or a formatting issue before it becomes a weekly habit.

Step 4: Adjust the brief as the project evolves

Copilot Cowork

Open the recurring task's configuration whenever a source changes — a tracker migrates to a new tool, the team moves to a different channel — and update the brief immediately rather than waiting for someone to notice the report quietly stopped reflecting reality.

✓ Check the work

- Compare a sample week's report against the actual source data (tracker, channel messages) to confirm nothing was missed or misstated.
- Confirm blockers reported as "unresolved" are actually still open, not something already closed since the report ran.
- Check the delivery channel occasionally to make sure the recurring post is actually landing, not silently failing.



Expected Outcome

A weekly status update delivered to the team on a set schedule, pulled from the same sources every time.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■