

# Session 2 on one page

Build your AI workspace and put it to work.

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## 1

### Build your AI workspace


Structure and organization are the foundation for working effectively with Copilot. A strong AI workspace has three essential parts:

**Prompt library:** Store successful, reusable prompts for recurring tasks.

**Context documents:** Collect background on your organization, role, way of working, and terminology in reusable documents.

**Projects:** Organize all relevant sources, context, and prompts for each project in one place.

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 **CHECK** Have you created the three base folders, and will you use this structure consistently for your AI work?

## 2

### Context is everything

Copilot does not know your organization, team, or way of working. Without explicit context you get generic answers. With context you get relevant, usable output:


**The context formula:** BACKGROUND + TASK = an optimal result.

**Invest once:** Create a good context document once and reuse it endlessly.

**Better output:** The more relevant information Copilot has, the more useful the result.

**Consistency:** Context documents keep quality, terminology, and approach the same across every output.

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 **CHECK** Have you created a context document covering your organization, role, main task, and key points of attention?

## 3

### Reusable prompts for efficiency


Structure your prompts systematically with the four building blocks and refer to your context document. This saves time and gives predictable results:

**Refer to context:** Instead of retyping all the background, point to your context document: [my-context.docx].

**Work step by step:** Build complex prompts in parts and refine the output iteratively.

**Save and reuse:** Store working prompts in your prompt library.

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 **CHECK** Have you created at least one complete, reusable prompt that you will put to use over the coming month?