

# QSGWord: Turn Rough Notes into a Clear, Shareable Summary

Purpose: This SOP explains how to use Microsoft Copilot to convert rough notes into a concise summary suitable for sharing.

## When to Use This SOP

Use this SOP when:

|                 |                              |
|-----------------|------------------------------|
| Notes are messy | Others need a clear takeaway |
| Time is limited | Accuracy matters             |

## Step-by-Step

|                                                               |                          |
|---------------------------------------------------------------|--------------------------|
| Step 1. Paste or open notes in Word.                          | Step 2. Open Copilot.    |
| Step 3. Use the prompt below in Copilot to ask for a summary. | Step 4. Review accuracy. |
| Step 5. Share or store.                                       |                          |

## Example CRAFT Prompt

[CONTEXT] I need a clear summary others can quickly understand. [ROLE] Business Owner. [AUDIENCE] Internal team or partners. [FORMAT] Short summary. [TOPIC] Key points and decisions.

## Common Decisions After Reviewing

|               |                       |
|---------------|-----------------------|
| Share summary | Add context if needed |
| Archive notes |                       |

## Common Mistakes to Avoid

|                  |                         |
|------------------|-------------------------|
| Over-summarizing | Deleting original notes |
| Skipping review  |                         |