

Name _____

Outsmarting Chaos with Copilot

Ever feel like your schedule is running you instead of the other way around? Between school, homework, sports, friends, and sleep, it's hard to fit it all in. Microsoft Copilot can help you take control by showing what your week *really* looks like and how to balance work, fun, and rest. Today, you'll use Copilot to design a weekly schedule that makes sense for your life - one that's productive *and* realistic.

Start by describing what your normal weekday looks like. Be honest about how much time you actually spend on things like homework, screens, or chilling out. Then list your after-school activities - sports, lessons, clubs, jobs, chores, or downtime. When you're ready, open Microsoft Copilot and say something like:

"Here's my daily routine and after-school activities. Can you suggest a weekly schedule that balances homework, fun, and rest?"

Read what Copilot suggests and jot down the main ideas below. Which parts actually work for you? Which don't? Finally, tweak the plan to make it your own and reflect on what you learned about managing your time.

My Real-Life Schedule - Describe what a normal day looks like for you and how you usually spend your time.

List your after-school activities or commitments.

Copilot's Suggested Plan - Summarize what Copilot recommended for your week.

What parts of Copilot's plan sounded realistic or helpful?

What didn't fit your life or needs?

