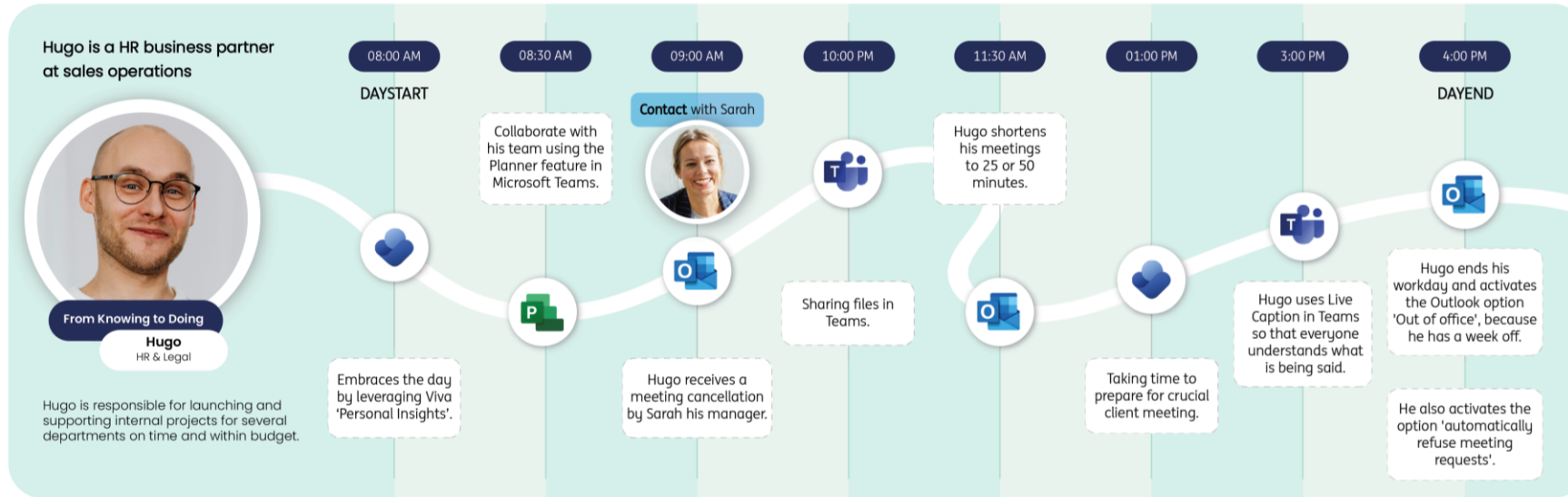


Day in the life of Hugo | Vital meetings



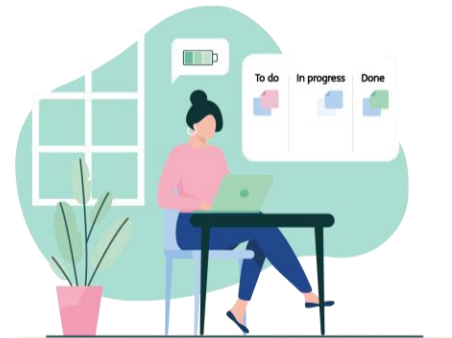
"Hugo feels he has **control** over his working day. That he knows **what to expect** and that there is a **clear and achievable prioritisation** of tasks. He ends the day with a **satisfied feeling**."



Solutions that help Hugo during his day

Overview of the day	Rich collaboration	Meeting cancellation	Seamless file sharing	Shorten Meetings	Prepare for Meetings	Live Caption	Auto-decline meetings
By using Viva 'Personal Insights' Hugo gets an overview of his working habits, empowering him to optimise his schedule for maximum productivity	Hugo collaborates with his team using the Planner feature within Microsoft Teams. The intuitive interface allows him to assign tasks, set due dates, and track progress efficiently.	Hugo receives an email with a cancellation of the bilateral meeting with his manager, Sarah. Sarah shared her reason for cancellation with an added text in the email. She asks Hugo to reschedule the appointment.	Engaging in a cross-functional project, Hugo benefits from seamless file sharing within Teams.	Hugo embraces the "Shorten Meetings" feature, scheduling 25 or 50-minute meetings instead of the traditional hour.	Before a crucial client meeting, Hugo dedicates time to "Prepare for Meetings."	During a virtual conference call, Hugo uses the "Live Caption" feature in Teams. This ensures that everyone understands what is being said.	Hugo ends his workday and activates the Outlook option 'Out of office', because he has a week off. He also activates the option 'automatically refuse meeting requests'. This prevents overload on his schedule when he gets back.

A day in the life of Sarah | Using Viva Personal Insights



"Sarah feels she has **control** over her working day. That she knows **what to expect** and that there is a **clear and achievable prioritization** of tasks. She ends the day with a **satisfied feeling**."

