

STOP REWRITING

the same analysis.

**Skills make repurposing
repeatable.**

Sound familiar?

You finish a variance review.
Then you spend the rest of the day
rewriting it four different ways.

For the CFO

three bullets, two asks

For the dept head

their line, their next quarter

For the board

strategic, no line items

As an email or deck

subject lines, slide titles

Same numbers. Four versions.
Hours of typing.

Two axes do most of the work.

AUDIENCE SHIFT

Same content. Different reader.

Variance commentary

→ **For the CFO**

→ **For the VP of Engineering**

→ **For the board**

FORMAT SHIFT

Same content. Different deliverable.

Variance commentary

→ **As an email**

→ **As a deck outline**

→ **As a Slack post**

Without skills, your prompt looks like this.

Here's our March variance data and headcount context. I need you to do four things in sequence.

First, write up first-pass variance commentary. Working-notes style. Headline paragraph with aggregate dollar and percent variance and the run-rate point. Material variances (over \$10K or 20%) each as its own paragraph with dollar amount, cause, and timing-vs-run-rate framing. Two to four thematic observations. Specific asks naming owners. Any open items.

Second, take that commentary and rewrite it for our CFO. Tight and decision-focused. Lead with the headline number. Three bullets with dollar amount, cause, implication. Two specific asks. Cut anything that reads like internal process. 200–300 words.

Third, do the same kind of rewrite for our VP of Engineering. His department only, focus on what's coming next quarter, no other line items.

Fourth, take the CFO version and turn it into an email. Load-bearing subject line. Headline paragraph opening with the aggregate number. Three structured bullets with dollar/cause/implication. Two specific asks naming owners. ~250 words.

~280 words.

Every. Single. Month.

With skills, it becomes this.

PROMPT 1

Write March variance commentary from the data.

PROMPT 2

Rewrite that for the CFO.

PROMPT 3

Reframe for the VP of Engineering.

PROMPT 4

Turn the CFO version into an email.

**Same outputs.
22 words instead of 280.**

Think of a skill as a function for your AI.

```
=SUMIFS(range, criteria_range,  
criteria, ...)  
=CFO_REWRITE(commentary)
```

You don't re-explain summing
every time you use SUMIFS.
You call the function with inputs.

Skills work the same way.

Write the rules once.
Call the skill from any prompt.
Share the file with your team.

Where to start.

1**Pick one recurring writeup.**

Variance memo. Weekly KPI report. Campaign readout.

2**Write down the rules.**

What does each audience want? What length? What gets cut?

3**Save them as a skill.**

A single Markdown file. That's enough to get value immediately.

4**Add format skills as you go.**

To-email. To-deck. To-Slack-post. Each one is its own small skill.

ROI shows up within a week.

Want the full walkthrough?

Step-by-step blog post with exercise files for Microsoft Copilot Cowork.

stringfestanalytics.com/blog

Repurposing is a real, underrated chunk of analytical work.

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Analytics & AI for Modern Excel