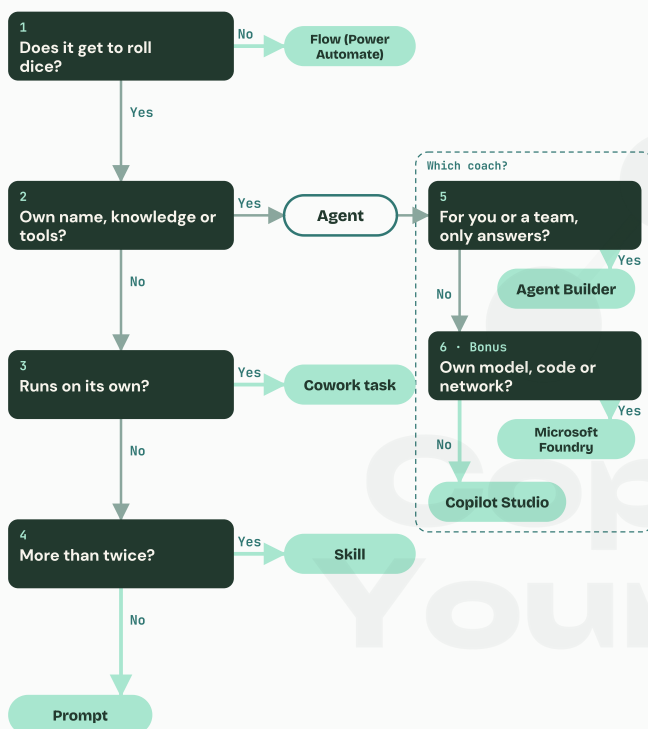


Prompt, Skill, Agent or Flow?

Prompt, skill, Cowork task, agent and flow aren't five options on one shelf. They answer different questions, and the order you ask them in is the method. Start with the first question, and stop at the first result.

As of: 17 September 2026



1. Does the result get to roll dice?

→ No: a flow (Power Automate)

→ Yes: go to question 2

2. Does it need its own name, knowledge or tools?

→ Yes: an agent, go to question 5

→ No: go to question 3

3. Should it run on its own, on a schedule or an event?

→ Yes: a Cowork task

→ No: go to question 4

4. Will you do this again, more than twice?

→ Yes: a skill

→ No: a prompt

WHICH COACH?

5. Is it for you or a small team, and does it only answer?

→ Yes: Agent Builder

→ No: go to question 6

6. Does it need its own model, code or network?

→ Yes: Microsoft Foundry

→ No: Copilot Studio

The rule behind the tree: The cheapest answer that works, wins. When in doubt, step back rather than up. The common mistake isn't the wrong tool. It's the oversized one.

Prompts are reps. Skills are technique.

Everything above that is equipment, and equipment needs an owner.