

DECIPHERING WHAT EVERYONE IS SAYING

MEETING SPEAK CHEAT SHEET

This wasn't on my calendar	=	I deleted this from my calendar
Duly noted	=	I've already forgotten about it
Let's table that	=	That's the dumbest thing I've ever heard
Can you repeat that?	=	I was looking at Facebook
To your earlier point...	=	I'm kissing your ass
That said...	=	We're still not changing anything
Let's streamline this process	=	Let's keep talking about this forever
It's a no-brainer	=	I don't feel like thinking about it



From: *100 Tricks to Appear Smart in Meetings* by Sarah Cooper
Available wherever books are sold