

Meeting Speak Cheat Sheet

Use this handy cheat sheet to decipher what your coworkers are really saying during meetings.

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- **“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
- **“Definitely”** = Probably not
- **“Can I ask a quick question?”** = We are going to be here awhile
- **“Happy to discuss this further”** = Don’t ever bring this up again
- **“On a related note”** = I’d like to change the subject
- **“Thanks for bringing that up”** = You’re going to regret bringing that up
- **“Sounds good to me”** = I have no idea what you’re saying
- **“Let’s get some data on that”** = I’m pretty sure you’re wrong
- **“I’ll try my best”** = I’ll do the bare minimum
- **“Let’s circle back later”** = I need this to be over

- “I’ll set a reminder to follow up on that” = You will never hear from me or see me again

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*Sarah Cooper is a writer, comedian and creator of TheCooperReview.com. Her first book, *100 Tricks to Appear Smart in Meetings* comes out October 4th.*

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