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

• “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

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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