

Everyday business vocabulary

ASAP (As Soon As Possible) —To do something ASAP means to do it fast, with urgency. *Example: "I need to submit the report ASAP so we can review it before the meeting tomorrow."*

backburner —to put something on the backburner means to set aside tasks or projects for a while. *Example: "We've put this project on the backburner for now."*

bandwidth —a person's capacity or availability to take on additional tasks or projects. *Example: "I'd love to help, but I don't have the bandwidth right now."*

brain dump —putting lots of ideas on paper. *Example: "I did a quick brain dump and came up with an awesome idea."*

deliverable — a tangible output or result that must be completed and handed over as part of a project. *Example: "The first deliverable is a competitive analysis report due on March 15."*

game changer —something that has the potential to impact or transform a situation significantly. *Example: "This new organization tool I'm using is a game changer for me!"*

good to go —ready. *Example: "The proposal I've been working on is good to go for today's presentation."*

keep me in the loop —ask people to keep you informed and included in the conversation. *Example: "Keep me in the loop! I want to know what's going on between John and Susan!"*

let go — dismiss, fire someone. *Example: "Have you heard? Jack was let go yesterday!"*

micromanage —the practice of excessive or unnecessary control over small details of tasks or projects. *Example: "I'm so annoyed with Susan! She micromanages everything I do."*

run up the flagpole —presenting an idea, proposal, or plan to gather feedback. *Example: "I haven't finished the project yet, because I still need to run it up the flagpole."*

workflow — sequence of steps or tasks involved in completing a specific process or project. *Example: "The workflow for this project is insane... I don't know how I'll finish it on time!"*