

BUZZWORD BINGO

For meetings where every square fills itself.

CIRCLE BACK	SYNERGY	VALUE-ADD	ALIGNMENT	PARADIGM SHIFT
TAKE A STEP BACK	PRE READ	THINK OUTSIDE THE BOX	SCALABILITY	BIG PICTURE
AT THE END OF THE DAY	TOUCH BASE	FREE SPACE	PUSH THE ENVELOPE	PIVOT
LADDER IT UP	MOVE THE NEEDLE	LEVERAGE	DRILL DOWN	DOUBLE DOWN
FUTURE PROOFING	DELIVERABLES	BE SCRAPPY	DOUBLE CLICK	MINIMIZE REDUNDANCY

How to use: Mark a square when you hear the phrase. Five in a row means the meeting has become self-aware.

MEETING SURVIVAL FIELD NOTES

Collected under unclear governance.

1. If the meeting has no agenda, the agenda is survival.
2. "Quick question" is not a time estimate. It is a warning.
3. When someone says "let's take this offline," write nothing down. Nature will handle it.
4. If the same slide is discussed twice, the calendar has won.
5. "Can everyone see my screen?" is the opening prayer.
6. If someone says "circle back" three times, you are no longer in a meeting. You are in a loop.
7. The pre-read was not read.
8. The printer is not broken. It is making a point.
9. Five minutes back still counts.
10. When in doubt, choose people over processes.



CORPORATE LEXICON SAMPLER

Emergency translations for the modern office.

Alignment: Agreement before disagreement

All-hands: Mandatory listening to an email

Bandwidth: Time you would have if there were no meetings

Buy-in: Spreading the blame to more people in advance

Circle back: Return to a topic after no one remembers it anymore

Framework: A diagram that looks like work

KPI: A way to say "Trust me" with a decimal point

Leverage: Use, but longer

Pivot: Change the slides but not the plan

Strategic: Expensive guesswork

You are now equipped for your next alignment meeting.
Please proceed with caution.