

The Ultimate Text Expander List

Using This List

I created this list to help you build your own text expander library. Each table includes a common word or phrase and then a suggested abbreviation. You can use my abbreviations or put in abbreviations that make sense to you.

There are two ways to work through this list:

1. Go through the list beginning to end:

Each page of this list has around 15 words. This is the perfect amount to add to your text expander library each week.

The sections are grouped by the most common words first, followed by less common words. It then moves on to contractions, phrases, etc. By starting with the most common words, you'll build your library fast and save more time.

2. Use this list as a guide to making your own expander library

If you've already started your own text expander library, use this resource as a guide to get new ideas for text expanders. You can use the Find function to find certain words, or focus on the items that will save you the most time like common phrases.

As your list grows, your typing will get faster and faster. The key is to take things slowly in the beginning and memorize a little at a time. Happy typing!

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Most Common Words

Most Common Words 1	
about	abt
actually	acy
although	alth
another	anh
because	bc
been	bn
can	c
certainly	cey
could	cl
definitely	dfy
different	dff
difficult	dfc
does	d
especially	esp
eventually	evy

Most Common Words

Most Common Words 2	
every	ev
everybody	evb
everyone	evo
everything	et
exactly	exy
example	exm
except	x
extremely	exty
finally	fny
general	gnl
generally	gnly
have	h
important	imp
just	j
know	k

Most Common Words

Most Common Words 3	
like	l
maybe	mb
never	nv
nobody	nb
not	n
nothing	nth
obvious	obv
other	o
ourselves	os
overall	ova
particular	ptc
people	p
possible	psb
possibly	psby
probably	prby

Most Common Words

Most Common Words 4	
question	q
really	r
separate	spr
several	svl
should	sh
similar	sml
somebody	sb
something	st
sometime	sti
sometimes	stis
specifically	spcy
though	tgh
through	thr
together	tog
totally	tty

Most Common Words

Most Common Words 5	
typically	tpy
usually	usy
very	v
whatever	whev
whether	wht
with	w
without	wo
would	wl
you	y

Frequently Used Words

Frequently Used Words 1	
ability	aby
absolutely	abb
already	alr
anybody	anb
approximately	apxy
automatically	auy
available	avl
before	bf
beginning	bgng
behind	bh
between	bwn
beyond	bey
careful	crf
comfortable	cmf
correct	cr

Frequently Used Words

Frequently Used Words 2	
difference	dffc
differently	dffy
familiar	fml
favorite	fvr
flexible	flx
forward	fw
imagine	img
immediate	imm
immediately	immy
importance	impc
individual	indv
literally	ltr
majority	mjr
multiple	mlp
myself	mys

Frequently Used Words

Frequently Used Words 3	
necessarily	ncy
necessary	ncc
opportunity	opp
opposite	ops
outside	ots
percent	pc
person	pr
personally	psy
perspective	ppv
previous	pv
primary	prm
problem	prb
reliable	rlb
responsibility	rsby
responsible	rsp

Frequently Used Words

Frequently Used Words 4	
service	sv
situation	stn
success	sc
successful	sf

Common Words

Common Words 1	
activity	av
advantage	advn
amazing	amz
amount	amt
attention	attn
audience	aud
availability	avy
awareness	awn
background	bg
backward	bw
backwards	bws
beautiful	btf
behavior	bhv
business	bsn
capacity	cpy

Common Words

Common Words 2	
category	ctg
comfortably	cmfy
commercial	cmml
committee	cmt
community	cmm
company	cy
component	cpn
computer	cpr
condition	cnd
conference	cnf
consequence	csq
consumer	csm
conversation	cnv
corporate	crp
corporation	crpi

Common Words

Common Words 3	
country	cty
customer	cs
database	db
decision	dcn
definition	dfn
department	dpm
diagnose	dx
differences	dffs
differentiate	dffci
difficulty	dfcy
direction	drn
discussion	dscn
division	dvn
document	dcm
effective	effc

Common Words

Common Words 4	
end user	eu
energy	ey
entertainment	etm
entrepreneur	entr
environment	env
equation	eqn
equipment	eqm
equivalent	eqv
essential	essl
essentially	essy
estimate	estm
excellent	excl
experiment	expm
Facebook	fcb
facility	fcy

Common Words

Common Words 5	
fantastic	fnt
fascinating	fsg
feedback	fb
financial	fncl
flexibility	flxy
formula	fmr
framework	fmw
frequent	frq
fundamental	fdm
generation	gni
Google	glg
government	gvt
guarantee	grn
guideline	gdl
hardware	hw

Common Words

Common Words 6	
headquarter	hq
history	hx
hopefully	hpf
horizontal	hzl
hospital	hsp
hundred	hdd
independent	indp
industry	idy
information	info
initiative	init
insurance	insr
international	inna
interview	intv
invaluable	invl
knowledge	knl

Common Words

Common Words 7	
language	lng
LinkedIn	lin
location	lcn
machine	mch
material	mtr
maximum	mxm
message	msg
minimum	mim
minute	mn
morning	mrn
movement	mvm
national	ntl
network	nw
number	nmb
objective	obj

Common Words

Common Words 8	
occasionally	occn
opinion	opn
organization	orgi
partnership	psn
patience	pxc
patient	px
performance	pfm
personal	psl
picture	pct
platform	plf
policy	plcy
population	ppln
portfolio	pf
powerful	pwf
president	prd

Common Words

Common Words 9	
principle	pcn
product	pd
productivity	pdy
professional	prf
profitable	pfb
property	prp
quality	qy
reference	rfr
regardless	rgl
relationship	rls
resource	rsc
revenue	rv
satisfaction	sfn
satisfied	sfd
science	scn

Common Words

Common Words 10	
scientific	scf
security	scry
significantly	sgfy
significant	sgf
similarly	smlly
social media	sm
software	sfw
solution	sln
stakeholder	stk
statement	stm
straightforward	strf
strategy	stry
student	sd
successfully	scfy
suddenly	sdly

Common Words

Common Words 11	
system	sy
technique	tch
temperature	tmp
therefore	thf
thoughts	thts
thousand	tsd
throughout	thro
today	td
toward	tw
towards	tw
tremendous	trm
ultimate	ult
unbelievable	unb
uncomfortable	unc
unfortunate	unf

Common Words

Common Words 12	
unfortunately	unfy
unique	unq
university	uni
value	vl
variable	vrn
versus	vs
volume	vlm
wonderful	wf
yesterday	ysd
yourself	ys

Contractions

Contractions 1	
aren't	ret
can't	ct
couldn't	clt
didn't	ddt
doesn't	dst
don't	dont
hadn't	hdt
hasn't	hst
haven't	hvt
I'd	id
I'll	ill
I'm	im
isn't	isnt
it'll	itl
I've	ive

Contractions

Contractions 2	
shouldn't	sht
they'd	thyd
they'll	tll
they're	thre
they've	thve
wasn't	wst
we'd	wed
we'll	wel
we're	wr
weren't	w
we've	wev
won't	wont
wouldn't	wlt
you'll	yll
you're	yre
you've	yve

Verbs

Verbs 1	
achieve	ach
accomplish	accm
account	acc
administer	adm
answer	ans
apply	ap
approach	apr
associate	assc
average	avg
balance	bln
become	bcm
believe	blv
benefit	bnf
build	bld
capability	cpb

Verbs

Verbs 2	
challenge	chl
channel	chn
collaborate	clb
combine	cmb
communicate	cmc
compete	cmp
concentrate	cnc
connect	cnn
consolidate	csd
continue	cnt
contribute	cnb
decide	dc
deliver	dlv
demonstrate	dms
describe	dsc

Verbs

Verbs 3	
develop	dvp
distribute	dsb
encourage	enc
engage	eng
establish	estb
evaluate	evl
experience	expc
explain	exp
function	fx
happen	hpn
identify	idfy
implement	impl
include	incl
increase	inc
influence	infl

Verbs

Verbs 4	
innovate	innv
integrate	intgr
interest	int
invest	inv
involve	invl
learn	lrn
legislate	lgs
listen	lsn
maintain	mtn
manage	mg
manufacture	mf
market	mrk
measure	msr
mention	mnt
monitor	mnr

Verbs

Verbs 5	
network	nw
operate	op
organize	org
package	pkg
participate	ptp
partner	prn
position	psn
practice	pra
pressure	prs
priority	prr
program	prg
project	prj
provide	prv
publish	pb
purchase	pch

Verbs

Verbs 6	
question	q
quote	qt
realize	rlz
recognize	rcg
recommend	rcm
reduce	rd
remember	rm
require	rq
research	rsr
schedule	sch
search	scr
suppose	sp
thank	thk
transport	trs
treat	tx
understand	ud

Questions

Questions 1	
any other questions	aoq
any questions	aq
can you	cay
can you explain	caye
can you give	cayg
can you remember	cayr
can you tell	cayt
could you	cly
could you give	clyg
did you	diy
did you do	diyd
did you know	diyk
did you like	diyl
did you say	diys
did you think	diyt

Questions

Questions 2	
did you understand	diyd
do you	dy
do you feel	dyf
do you find	dyfi
do you get	dyg
do you have	d yh
do you have any questions	dyhaq
do you know	dyk
do you like	dyl
do you remember	d yr
do you think	d yt
do you think that	d ytt
do you understand	d yu
Do you want	d yw
Have you	h y

Questions

Questions 3	
how long	hl
how many	hma
how many times	hmat
how much	hmu
how much time	hmut
how would you	hwy
is that correct	itc
is that right	itr

I Phrases

I Phrases 1	
I believe that	ibt
I don't	idt
I don't have	idh
I don't know	idk
I don't like	idl
I don't remember	idr
I don't think	idt
I don't want	idw
I feel like	ifl
I guess	ig
I have been	ihb
I have had	ihh
I have not	ihn
I know	ik
I look forward to	ilft

I Phrases

I Phrases 2	
I mean	imn
I might have been	imihb
I thank you for	ityf
I think	ith
I want to	iwt
I would	iwl
I'll be	ilb
I'm not sure	ins
I've been	ivb

You Phrases

You Phrases 1	
you can	yc
you can have	ych
you could	ycl
you don't have	ydh
you don't know	ydk
you don't think	ydt
you feel like	yfl
you guys	yg
you have	yh
you have been	yhb
you have had	yhh
you know	yk
you know that	ykt
you know what	ykw
you like	yl

You Phrases

You Phrases 2	
you tell me	ytm
you think	yth
you will	yw
you will have	ywh
you would	ywl
you would have	ywlh

Phrases

Phrases 1	
a little bit	alb
a little bit about	alba
a little more	alim
a lot	al
a lot more	alm
a lot of	alo
a while	awh
after all	aa
all of the sudden	aots
all right	ar
any other	ao
anything else	athe
anything like that	alt
as a result	aar
as far as	afa

Phrases

Phrases 2	
as I said	ais
as long as	ala
as many	asma
as much	asm
as much as	ama
as soon as	asa
as well as	awa
at least	atl
at the end of the day	eday
at the same time	atst
back and forth	baf
be able to	bat
by the way	btw
could have	ch
could have been	chb

Phrases

Phrases 3	
could have done	chd
could not	cln
couple of	cof
day-to-day	dtd
depends on	dpo
does not mean	dnm
don't have	dh
each other	eo
end of the	eot
even more	em
even though	eth
every day	ed
everyone else	eve
face-to-face	ftf
familiar with	fmwi

Phrases

Phrases 4	
figure out	fgo
find out	fo
first of all	foa
for a while	faw
for example	fe
for instance	fi
for the next	ftn
for the opportunity	fto
for the purpose	ftp
for your call	fyc
forward to seeing	fts
forward to talking	ftt
from the beginning	ftb
further questions	fq
going to be	gtb

Phrases

Phrases 5	
going to have	gth
good luck	gl
greater than	gt
have been	hb
have been able to	hbat
high quality	hiq
higher than	ht
in addition	ia
in addition to	iat
in addition to the	iatt
in fact	inf
in large part	ilp
in less than	ilt
in order to	iot
in other words	iow

Phrases

Phrases 6	
in particular	ip
in terms of	ito
instead of	io
it seems like	isel
it sounds like	isl
kind of	ko
kinds of	kso
less than	lt
like you said	lys
look forward to	lft
make sure	mks
many more	mam
matter of fact	mof
might be	mib
might have	mih

Phrases

Phrases 7	
more about	ma
more information	mi
more than	mt
much more	mum
no matter what	nmw
no more than	nmt
not just	nj
not necessarily	nny
not necessary	nn
now and then	nat
on one hand	ooh
on the other hand	otoh
once in a while	oiaw
one another	oa
one of the	oot

Phrases

Phrases 8	
one or two	ootw
other than that	ott
over the last	otl
phone number	pn
point of view	pov
pretty good	pg
pretty much	pm
products and services	pas
pros and cons	pac
Q & A	qa
quite sure	qs
rather than	rt
really interesting	ri
really, really	rr
right away	ra

Phrases

Phrases 9	
right back	rb
right here	rh
right now	rn
several other	svo
should have	shh
should have been	shb
should not	sn
should not have	snh
should not have been	snhb
so long as	sla
something like	sl
something like that	solt
stuff like that	slt
such as	sa
talk about	ta

Phrases

Phrases 10	
talk about it	tai
talking about	tga
talks about	tsa
ten-point scale	tos
thank you	ty
thank you again for	tyaf
thank you for	tyf
thank you very much	tyvm
thanks for	tf
the other thing	toth
the reason for	trf
the rest of	tro
they don't know	tdk
think about	tha
thinking about	thga

Phrases

Phrases 11	
thought about	tgha
time after time	tat
to be able to	tbat
to be honest	tbh
twice as much	tam
two or three	tot
United States	unst
very difficult	vd
very good	vg
very important	vim
very interesting	vig
very much	vm
very often	vo
very well	vw
was there anything	wta

Phrases

Phrases 12	
we don't know	wdk
we thank you	wty
whether or not	whon
will be	wb
with the	wt
would be	wlb
would have	wlh
would like	wll

Markings

Markings 1	
(break in audio)	bbia
dash	dd
Interviewee	ee
Interviewer	er
Tab two spaces	ii