

# Jargon

Jargon makes use of specific phrases and words in a particular situation, profession, or trade. These specialized terms are used to convey hidden meanings accepted and understood in that field.

**Alignment** – an agreement.

**All-hands meeting** – every person with even a vague relationship to the topic.

**Analytics** – data.

**Are we on the same page?** – do you agree with me?

**As per our conversation** – refers to a prior conversation.

**Asset** – item of value.

**Ballpark figure** – a round number.

**Bandwidth** – willingness to do something.

**Best of breed** – best of the whatever referring to.

**Best Practices** – the accepted best way of doing something.

**Bring to the table** – to bring or show up with.

**Circle back** – to do whatever at a later date.

**CC** – email carbon copy.

**COB** – close of the business day.

**Creative** – stuff that has been designed.

**Don't reinvent the wheel** – don't put a lot of work into something.

**Drill down** – figure out how this thing is messed up..

**Face time** – an in-person, face-to-face meeting.

**Friction-less** – fewer people in the decision making process.

**Impact** – an outcome that leads to a benefit.

**Leverage** – to use one thing to get another thing.

**Low hanging fruit** – stuff an un-paid intern can do that we can take credit for.

**Outside the box** – unoriginal or related idea.

**Proactive** – solve problems before being told to do so.

**Piggyback** – to steal something and give modest or no credit for.

**ROI** – return on investment.

**Seamless** – to be completely unaware of any problems.

**Solutioning** – to find a solution.

**Stakeholder** – people who have invested in something.

**Touch base** – to get in contact with.

**Win-win** - every party involved wins.

**Lose-lose** – every party involved loses.