



Virtual First: Communication Kit

Jargon worksheet

Transform confusing corporate lingo into plain, everyday language.

Common jargon

Leverage, utilize, employ

Optimize

Enable

Best practice

Put a pin in it

Blue sky thinking

Bio break

Matrixed

Core competency

Efficiency-enhancing

Boil the ocean

Reach out

Incentivize

Monetize

Deliverable

Perf review

Scaleable

Cross-functional

Dependencies

Translation

Use

Make it as good as it can be

Help

Best way to do it

Talk about it later

Coming up with ideas

Go pee

More than one person in charge

Thing we're the best at

Makes you more efficient

Waste time

Email or call

Give someone a reason to do something

Make money

Stuff we make

Feedback

It'll grow over time

On another team

Things we rely on