

Business Jargon – I have no idea what you just said! Kathi Guiney, SPHR, GPHR, SCP, President **YES!**
Your Human Resources Solution.

busi·ness jar·gon /'biznəs 'jərgən/ *n.* a once refreshingly creative expression that, over time and overuse, has become an annoyance.

When business jargon is par for the course, it tees up annoyance and confusion with vague phrases people are tired of hearing. Take your communication to the next level by—gasp!—saying what you mean, and by losing this jargon immediately:

- **“Out of pocket”** – What used to mean you paid for something yourself now means that you’re unreachable. But it could also mean you are getting a facial or at the car wash. How about you say, “I’m on vacation” or “I’m out of the office”?
- **“Do more with less”** – This recession rally cry now means, “Do more work with less resources but same results.” Nothing motivating here!
- **“Win-win situation”** – This outcome involves many compromises and sounds like it makes everybody happy, when it often makes nobody happy. Who wants to sign up for a “lose-lose situation”?
- **“Limited bandwidth”** – You are not a Cloud-based service, and sometimes you will be too busy to accept more tasks. Reinforce this with plain English: “Today is crazy! Can we meet tomorrow morning?”
- **“Take it offline”** – Your meeting is veering off topic! Unless you *do* exist in the Cloud instead of physically in this conference room, rein in your *Ready Player One* and try, “Let’s talk more about this after the meeting.”

Annoying and confusing business jargon can make you wish you were out of pocket! It’s best to take this topic offline to build more effective business communication. And if you find your bandwidth too limited to adopt new lingo, doing more with less may create a win-win situation.