



DECODE IT

Acronym Decode

Write what each workplace acronym stands for.

1 ASAP

3 KPI

5 OOO

7 TBD

9 CRM

11 YoY

2 EOD

4 ROI

6 FYI

8 SOP

10 NDA

12 P&L



DECODE IT · HOST COPY

Acronym Decode

ANSWERS AND DIRECTIONS · DO NOT HAND OUT

WHY IT WORKS

New hires and veterans both get to shine. It also clears up the jargon people have been nodding along to.

Long term memory

Teamwork

A few laughs

HOW TO PLAY · 5 MINUTES

1. Split the room into teams of 2 to 4, or play as one big group.
2. Hand out page 1 only. Keep this page with the host.
3. Set a timer, then read the answers out loud and let teams score themselves.
4. Give 4 minutes.
5. Bonus: which acronym does our team overuse?

ANSWERS

- | | |
|---|---|
| 1 As soon as possible ASAP | 2 End of day EOD |
| 3 Key performance indicator KPI | 4 Return on investment ROI |
| 5 Out of office OOO | 6 For your information FYI |
| 7 To be determined TBD | 8 Standard operating procedure SOP |
| 9 Customer relationship management CRM | 10 Non-disclosure agreement NDA |
| 11 Year over year YoY | 12 Profit and loss P&L |

Want a full meeting kit? The Weekly Sales Meeting Kit has 12 ten minute team games, one for every week of the quarter. Find it and more free warm-ups at totalextrovert.com.