

Use the phrases from Topic #2 – Time.

to shelve	to bring forward	a guesstimate	crunch time	to table
to cut it close	wiggle room	to push back	to be pressed for time	
tops	put a pin in	on short notice	to run over	give or take
somewhere in the neighborhood of				

Hey team,

Just a quick update on the project timeline. Based on our latest progress, my _____ (1) (approximate number) is that we'll wrap up the initial phase in _____ (2) (approximately) two weeks — _____ (3) (plus or minus) a few days depending on how testing goes.

We're planning to _____ (4) (reschedule for an earlier time) the client review meeting to next Tuesday, since they'll be unavailable the following week. That does mean we're heading into _____ (5) (the busiest time), and I know everyone's already _____ (6) (really busy and don't have much time). If we could all focus on finalizing the visuals and code by Friday, we should be okay — but we're going to _____ (7) (leave barely enough time), so let me know if you need help.

Also, keep in mind the handover document is going to take at least 3 hours to prepare. We might have a bit of _____ (8) (additional time just in case) on Monday morning if needed, but only about an hour, _____ (9) (maximum).

As for the UI redesign, we'll need to _____ (10) (pause) that for now and possibly _____ (11) (put aside for a longer time) it until the next sprint. Same with the social media push — let's _____ (12) (put aside for a shorter time) that discussion until after launch.

Lastly, thanks for being flexible about meetings. I know the check-in tomorrow came up _____ (13) (without a warning in advance). I appreciate your adaptability.

Let me know if anything _____ (14) (lasts longer than expected), and I'll adjust accordingly. We can also _____ (15) (reschedule for a later time) the team lunch if needed to make room for deadlines.

Thanks,
Ern Hayward