

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