

to get around to doing something	to tread water
to go back to square one	to go back to the drawing board
to flesh it out	to tie up some loose ends
to make headway	to take shape
to be halfway done	to be on the right track
to fine-tune	the bare bones of something
to tweak	
to mean to do something	to be as good as done
to make strides	to make a step in the right direction
to start from scratch	
to go in circles	to spin your wheels
outstanding	I'm on it

Subject: Project Update and Next Steps

Hi Ern Carlyn,

Just wanted to give you a quick update on where we are with the project.

I'm working on it every day, and things are finally starting _____ (1)

(to develop a clear form). We've got _____ (2) **(the skeleton of)** the

presentation, and I've begun _____ (3) **(to make it more**

detailed) with real data and examples. I think we're _____ (4)

(progressing correctly), but I'm open to feedback if you feel otherwise.

We're a little more than _____ (5) **(50% complete)**, and I'd say we've

definitely _____ (6) **(made progress)** over the past few days. In fact,

we've _____ (7) **(made significant progress fast)** since our last

meeting. That said, there are still a few areas where we need _____

(8) (to address some tiny issues).

I did have to _____ (9) **(slightly improve)** the layout yesterday and

might need to change the color scheme too — it still doesn't feel quite right. Once

that's done, I'll _____ (10) **(polish)** the transitions and animations, and

then we'll be _____ (11) **(almost finished)**.

One thing — I still _____ (12) **(haven't found time to**

update) the budget section. I _____ (13) **(planned)** to do it last night,

but I ran out of time. It's still _____ (14) **(remaining)**, but it's on my

radar for today.

Earlier this week, we hit a bit of a wall and felt like we were

just _____ (15) **(not moving forward)**. At one point, we

were _____ (16) **(working without progress)**, and the team was

starting _____ (17) **(to return to the same issue again and again)**

over small details. We even had to _____ (18) **(begin from zero)** with

the design after realizing we'd taken a wrong turn. That felt

like _____ (19) **(going back to the very beginning)**, but in hindsight,

it was helpful — we were able to make _____ (20) **(a positive**

action) this time.

In any case, _____ (21) **(I'm handling it)**.

Let's catch up tomorrow to review progress and see if we need to revisit anything or

_____ (22) **(go back to the planning stage)** in any area.

Best,

Skye Jarred