



ACTION VERBS

A	Bargained	Controlled	Engaged	Functioned	Interested
Accelerated	Benchmarked	Corresponded	Enhanced	Furnished	Interpreted
Accompanied	Boosted	Counselled	Enlisted	G	Introduced
Accomplished	Borrowed	Crafted	Ensured	Gained	Inventoried
Acquired	Broadened	D	Established	Gathered	Investigated
Acted	Brought	Dealt	Estimated	Generated	Involved
Activated	Budgeted	Defined	Evaluated	Granted	Issued
Adapted	Built	Delegated	Examined	Grouped	J
Addressed	C	Delivered	Exceeded	Guided	Joined
Adhered	Calculated	Demonstrated	Excelled	H	Judged
Adjusted	Cared	Developed	Exchanged	Handled	L
Administered	Catalogued	Diagnosed	Executed	Headed	Launched
Admitted	Chaired	Directed	Exercised	Helped	Learned
Adopted	Chartered	Discovered	Expanded	Hypothesized	Lectured
Advanced	Checked	Dispatched	Expedited	I	Led
Advertised	Clarified	Dispensed	Experimented	Identified	Leveraged
Advised	Coached	Displayed	Explained	Imagined	Licensed
Aided	Collaborated	Documented	Explored	Implemented	Lifted
Allocated	Collected	Doubled	Extracted	Imported	Lightened
Amended	Commended	Drafted	F	Improved	Listened
Answered	Commissioned	Drove	Facilitated	Improvised	Litigated
Anticipated	Committed	E	Familiarized	Increased	Lobbied
Appointed	Communicated	Earned	Figured	Indexed	Located
Appraised	Compiled	Edited	Finalized	Indicated	Logged
Approached	Completed	Educated	Financed	Influenced	M
Approved	Computed	Effected	Fixed	Initiated	Made
Assembled	Concluded	Eliminated	Focused	Innovated	Maintained
Assessed	Condensed	Emphasized	Followed	Inspected	Managed
Assisted	Conducted	Enabled	Forecasted	Instituted	Manipulated
Attained	Constructed	Encouraged	Formulated	Instructed	Marketed
Attended	Contracted	Energized	Founded	Integrated	Marshalled
Audited	Contributed	Enforced	Fulfilled		
Augmented					
B					
Balanced					



ACTION VERBS

Mastered	Overhauled	Purchased	Replicated	Specialized	Tripled
Masterminded	Oversaw	Pursued	Reported	Staged	Troubleshoot
Maximized	<u>P</u>	<u>Q</u>	Repositioned	Standardized	<u>U</u>
Measured	Participated	Qualified	Resigned	Started	Undertook
Mediated	Partnered	Quantified	Resolved	Steered	Unified
Memorized	Partook	Queried	Restored	Stimulated	United
Met	Passed	Questioned	Restricted	Streamlined	Updated
Minimized	Penalized	<u>R</u>	Restructured	Strengthened	Upgraded
Mitigated	Penetrated	Raised	Retained	Stressed	Upheld
Modeled	Perceived	Ran	Retrieved	Structured	Used
Moderated	Perfected	Ranked	Revealed	Studied	Utilized
Monitored	Performed	Rationalized	Reversed	Submitted	<u>V</u>
Multiplied	Permitted	Read	<u>S</u>	Substantiated	Validated
<u>N</u>	Persuaded	Realized	Safe-guarded	Substituted	Valued
Named	Phased	Reasoned	Salvaged	Succeeded	Verbalized
Narrated	Planned	Recaptured	Sanctioned	Suggested	Verified
Navigated	Practiced	Received	Satisfied	Summarized	Viewed
Negotiated	Predicted	Recorded	Scanned	Supervised	Visualized
Nominated	Prepared	Recruited	Secured	Supported	Volunteered
<u>O</u>	Presented	Reduced	Separated	Synthesized	<u>W</u>
Observed	Presided	Re-engineered	Served	<u>T</u>	Weighed
Obtained	Prevented	Re-evaluated	Serviced	Tackled	Widened
Offered	Prioritized	Referred	Settled	Talked	Won
Officiated	Processed	Refocused	Shaped	Taught	Worked
Opened	Produced	Regulated	Simplified	Theorized	Wrote
Operated	Promoted	Related	Simulated	Tightened	
Optimized	Prompted	Relied	Skilled	Tracked	
Orchestrated	Proposed	Remedied	Solidified	Trained	
Ordered	Proved	Removed	Solved	Transcribed	
Organized	Provided	Reorganized	Sorted	Translated	
Originated	Publicized	Repaired	Sourced	Transported	
Overcame	Published	Replaced	Spearheaded	Trimmed	