

250 ACTION VERBS

activated	corrected	facilitated	negotiated	serviced
actuated	corresponded	familiarized	observed	set goals
adapted	coordinated	fashioned	obtained	shaped
addressed	counseled	figured	operated	simplified
administered	counted	fixed	orchestrated	sold solved
advised	created	forecast	ordered	sorted
allocated	critiqued	formulated	organized	sparked
analyzed	customized	founded	originated	spearheaded
approved	cut	functioned as	overhauled	specified
arbitrated	dealt	funneled	oversaw	staffed
arranged	debated	gathered	perceived	started
assessed	decided	generated	performed	stimulated
assigned	decreased	governed	persevered	studied
assembled	defined	guided	persuaded	strengthened
assisted	delegated	handled	pioneered	suggested
attained	delivered	headed	planned	summarized
audited	demonstrated	hired	prepared	supervised
authored	demytified	identified	presented	supplied
balanced	designed	illuminated	presided	surveyed
billed	detected	illustrated	prioritized	synthesized
brought	determined	imagined	processed	systematized
budgeted	developed	implemented	produced	taught
built	devised	improved	programmed	tested
calculated	diagnosed	increased	projected	took charge
carried out	diagrammed	influenced	promoted	too over
chaired	directed	informed	proposed	trained
channeled	disciplined	initiated	provided	translated
charted	dispatched	innovated	publicized	triggered
clarified	dispensed	inspected	published	upgraded
classified	disseminated	installed	purchased	validated
coached	distributed	instituted	realized	verified
collaborated	documented	instructed	recommended	worked
collected	doubled	integrated	reconciled	wrote
communicate	drafted	interpreted	recorded	
compared	drew	interviewed	recruited	
compiled	edited	introduced	reduced costs	
completed	eliminated	invented	referred	
composed	educated	investigated	remodeled	
compounded	enabled	judged	repaired	
computed	encouraged	launched	represented	
conceived	engineered	lead	researched	
conceptualize	enhanced	lectured	resolved	
concluded	enlarged	maintained	restored	
conducted	enlisted	managed	retrieved	
confirmed	established	marketed	reviewed	
conserved	estimated	managed	revised	
consolidated	evaluated	maximized	revitalized	
constructed	examined	mediated	safeguarded	
consulted	executed	minimized	saved	
contacted	expanded	moderated	scheduled	
contracted	expedited	modernized	screened	
contributed	explained	modified	secured	
controlled	extracted	monitored	selected	