

ACTION VERB CHEAT SHEET



Planning Verbs				
Administered Allocated Anticipated Commissioned	Determined Developed Devised Evaluated	Forecasted Formulated Identified Planned	Prepared Prioritized Researched Reserved	Revised Strategized Studied Tailored
Organizing Verbs				
Acquired Activated Adjusted Allocated Arranged Assembled Assessed Authorized Cataloged	Classified Collected Committed Confirmed Contracted Coordinated Customized Delegated Designated	Designed Dispatched Established Facilitated Housed Implemented Incorporated Instituted Issued	Linked Logged Obtained Ordered Procured Programmed Recruited Retrieved Routed	Scheduled Secured Selected Simplified Sought Suggested Tracked
Executing Verbs				
Acted Administered Collected Completed	Conducted Displayed Distributed Enacted	Exercised Forwarded Installed Operated	Performed Processed Produced Proved	Shipped Sold Stocked Transacted
Leadership Verbs				
Adjusted Analyzed Assessed Built Certified Chaired Compared Controlled Corrected Developed	Directed Discovered Elected Encouraged Established Examined Explored Facilitated Founded Inspected	Inspired Judged Launched Led Licensed Maintained Measured Modified Monitored Officiated	Overhauled Oversaw Pioneered Prohibited Promoted Refined Regulated Reviewed Revised Scrutinized	Stimulated Strengthened Supervised Tightened Trained Updated
Problem Solving Verbs				
Alleviated Analyzed Brainstormed Collaborated Conceived	Created Debugged Decided Deciphered Detected	Diagnosed Engineered Foresaw Formulated Found	Investigated Recommended Remodeled Repaired Revamped	Revitalized Satisfied Solved Synthesized Theorized
Communicating Verbs				
Adapted Addressed Clarified Communicated Composed Concluded Consulted Convinced Corresponded Critiqued Dedicated Defined	Deliberated Demonstrated Drafted Edited Educated Explained Extracted Greeted Highlighted Illustrated Improvised Indicated	Informed Instructed Interpreted Interviewed Justified Lectured Marketed Mediated Moderated Negotiated Persuaded Presented	Publicized Questioned Referred Reinforced Reported Represented Shaped Specified Spoke Submitted Suggested Summarized	Supplemented Surveyed Synthesized Systematized Taught Tested Translated Transmitted Verified Welcomed Wrote