

ACTION VERBS

The use of action verbs will ensure you describe an observable action or behaviour when setting your performance goals. The following list might be helpful:

Administering	Correlating	Facilitating	Involving
Advising	Counselling	Familiarizing	Issuing
Analyzing	Creating	Finishing	Launching
Answering	Critiquing	Focusing	Leading
Approving	Deciding	Following	Learning
Arranging	Defining	Forming	Listing
Assembling	Delegating	Formulating	Locating
Assessing	Delivering	Gaining	Logging
Assigning	Demonstrating	Gathering	Maintaining
Assisting	Describing	Generating	Managing
Attending	Designing	Governing	Manipulating
Authorizing	Determining	Grading	Manufacturing
Balancing	Developing	Granting	Marketing
Budgeting	Devising	Graphing	Matching
Calculating	Diagnosing	Grouping	Mediating
Chairing	Directing	Handling	Meeting
Changing	Disbursing	Hiring	Modelling
Checking	Discussing	Hosting	Moderating
Clarifying	Distributing	Identifying	Modifying
Classifying	Documenting	Illustrating	Monitoring
Coaching	Drafting	Implementing	Motivating
Collaborating	Editing	Improving	Moving
Collating	Encouraging	Incorporating	Negotiating
Collecting	Endorsing	Increasing	Notifying
Combining	Enforcing	Indexing	Noting
Committing	Ensuring	Indicating	Observing
Communicating	Establishing	Influencing	Obtaining
Comparing	Evaluating	Informing	Opening
Compiling	Examining	Initiating	Operating
Composing	Exchanging	Inspecting	Ordering
Condensing	Executing	Installing	Organizing
Conducting	Exercising	Instituting	Outlining
Conducts	Exhibiting	Instructing	Packaging
Considering	Experiencing	Integrating	Parking
Consulting	Experimenting	Interpreting	Participating
Contacting	Explaining	Interviewing	Paying
Contributing	Exploring	Introducing	Performing
Controlling	Expressing	Inventing	Persuading
Coordinating	Extending	Inventorying	Placing
Copying	Extracting	Investigating	Planning
Correcting	Fabricating	Invoicing	Posting

Preparing	Responding	Treating
Presenting	Restructuring	Tutoring
Preventing	Retrieving	Updating
Pricing	Reviewing	Upgrading
Printing	Revising	Utilizing
Prioritising	Saving	Validating
Processing	Scheduling	Verifying
Procuring	Screening	Writing
Producing	Securing	
Programming	Selecting	
Projecting	Selling	
Promoting	Separating	
Proofreading	Servicing	
Proposing	Serving	
Providing	Simplifying	
Publishing	Soliciting	
Purchasing	Solving	
Pursuing	Sorting	
Rating	Speaking	
Rearranging	Specifying	
Receiving	Staffing	
Recommending	Standardizing	
Reconciling	Starting	
Recording	Stocking	
Recruiting	Streamlining	
Redesigning	Structuring	
Reducing	Submitting	
Re-evaluating	Substituting	
Referring	Suggesting	
Regulating	Summarizing	
Reinforcing	Supervising	
Relaying	Supplying	
Renegotiating	Supporting	
Renewing	Surveying	
Reorganizing	Synthesizing	
Repairing	Systematizing	
Repairs	Tabulating	
Replacing	Tailoring	
Replying	Tallying	
Reporting	Targeting	
Reports	Teaching	
Reproducing	Testing	
Requesting	Training	
Researching	Transferring	
Reserving	Translating	
Resolving	Transporting	