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

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