

## ACTION WORDS

### **SUPERVISE**

Administered  
Controlled  
Coordinated  
Delegated  
Demonstrated  
Directed  
Governed  
Guided  
Headed  
Led  
Managed  
Monitored  
Orchestrated  
Oversaw  
Presided  
Programmed  
Scheduled

### **ASSIST**

Accompanied  
Collaborated with  
Dealt with  
Expedited  
Guided  
Helped  
Notified  
Performed  
Served  
Supported

### **DECISION**

Activated  
Approved  
Chose  
Decided  
Determined  
Enlisted  
Hired/Recruited  
Ordered  
Resolved  
Selected  
Specified

### **SHOW**

Conducted  
Demonstrated  
Exhibited  
Illustrated  
Performed  
Proved  
Represented

### **CHANGE**

Adapted  
Adjusted  
Applied  
Cut  
Eliminated  
Implemented  
Improved  
Increased  
Innovated  
Installed  
Introduced  
Modified  
Proposed  
Reconfigured  
Reconciled  
Reduced  
Remodeled  
Reorganized  
Repaired  
Restored  
Revamped  
Revised  
Stimulated  
Transformed

### **INFLUENCE**

Advised  
Convinced  
Counseled  
Dispatched  
Educated  
Encouraged  
Guided  
Indoctrinated  
Innovated  
Motivated  
Negotiated  
Orchestrated  
Persuaded  
Promoted  
Recommended  
Referred  
Stimulated  
Suggested  
Supported

### **RESEARCH/TECHNICAL**

Analyzed  
Assembled  
Assessed  
Built  
Calculated  
Catalogued  
Charted  
Collected  
Compared  
Compiled  
Computed  
Constructed  
Defined  
Diagnosed  
Edited  
Engaged  
Estimated  
Evaluated  
Examined  
Extrapolated  
Forecasted  
Gathered  
Identified  
Implemented  
Indexed  
Inspected  
Investigated  
Isolated  
Maintained  
Measured  
Observed  
Organized  
Perceived  
Pinpointed  
Planned  
Prepared  
Projected  
Recorded  
Researched  
Reviewed  
Screened  
Solved  
Surveyed  
Synthesized  
Tested  
Traced  
Updated

### **COMMUNICATE**

Advertised  
Broadcasted  
Consulted  
Contracted  
Explained  
Expressed  
Informed  
Interacted with  
Interpreted  
Interviewed  
Instructed  
Lectured  
Marketed  
Met with  
Negotiated  
Publicized  
Published  
Presented  
Referred  
Related  
Taught  
Trained  
Transmitted

### **EFFICIENCY**

Accelerated  
Applied  
Expanded  
Expedited  
Facilitated  
Improved  
Integrated  
Maintained  
Reinforced  
Reduced  
Streamlined

### **ACHIEVE**

Attained  
Completed  
Effectuated  
Enlarged  
Exceeded  
Mastered  
Participated in  
Produced  
Provided  
Succeeded

### **OFFICE ACTIVITIES**

Billed  
Budgeted  
Completed  
Distributed  
Documented  
Filed  
Kept  
Handled  
Illustrated  
Obtained  
Operated  
Packed  
Processed  
Produced  
Purchased  
Ran  
Received  
Saved  
Sold  
Shipped  
Typed

### **CREATE**

Arranged  
Composed  
Conceived  
Conceptualized  
Designed  
Developed  
Devised  
Drafted  
Established  
Fabricated  
Formulated  
Founded  
Generated  
Implemented  
Initiated  
Invented  
Launched  
Made  
Opened  
Originated  
Produced  
Set up  
Structured  
Wrote