

ORGANIZATIONAL ACTION VERBS

Accumulate	Divert	Merge	Reorganize
Align	Divide	Officiate	Reposition
Allocate	Document	Organize	Research
Arrange	File	Outline	Restructure
Assemble	Filter	Package	Revamp
Associate	Formalize	Place	Route
Budget	Form	Plan	Schedule
Catalog	Gather	Prepare	Separate
Categorize	Group	Preserve	Set
Centralize	Index	Process	Situate
Channel	Individualize	Qualify	Sort
Chart	Integrate	Rank	Splice
Classify	Label	Rate	Standardize

Collect	List	Rearrange	Straighten
Compile	Localize	Reconcile	Streamline
Condense	Log	Record	Structure
Consolidate	Map	Register	Subdivide
Distribute	Match	Remodel	Systematize

TECHNICAL ACTION VERBS

Activate	Construct	Install	Realign
Actuate	Convert	Interface	Regulate
Augment	Debug	Interpolate	Rehabilitate
Automate	Deploy	Liquidate	Synthesize
Build	Download	Litigate	troubleshoot
Calibrate	Engineer	Mechanize	Upgrade
Code	Equip	Operate	Upload
Compute	Import	Program	X-ray

LEADERSHIP VERBS

Act	Coach	Enforce	Mobilize
add	Comfort	Enlighten	Name
adhere	Command	Enlist	Navigate
advance	Commissioned	Facilitate	Orchestrate
advise	Coordinate	Govern	Order
Aid	Decentralize	Head	Oversee
Appoint	Decide	Hire	Penalize
Appraise	Delegate	Host	Pilot
Approve	Demonstrate	Institute	Preside
Arbitrate	Designate	Instruct	Run
Assign	Direct	Intervene	Recruit
Authorize	Edify	Lead	Sponsor
Chair	Educate	Manage	Supervise

Champion

Employ

Mentor

Train

TEAMWORK ACTION WORDS

accompany

Convince

Foster

Motivate

abstract

Cooperate

Guide

Participate

acquire

Cultivate

Help

Resolve

Assist

Debate

Impart

Settle

Attend

Defend

Inspire

Share

Collaborate

Elect

Instill

Staff

Collate

Enable

Interact

Suggest

Conciliate

Encourage

Involve

Support

Confront

Join

Unify

Contribute

Meet

Unite

ANALYTICAL/CRITICAL THINKING ACTION VERBS

abstract

Detail

Hone

Project

acquire

Detect

Identify

Prospect

analyze	Determine	Infer	Prove
annotate	Diagnose	Inspect	Quantify
Ascertain	Discover	Investigate	Reconstruct
Assess	Dissect	Judge	Refine
Attain	Disseminate	Locate	Retrieve
Audit	Distinguish	Magnify	Review
Breakdown	Elicit	Measure	Scan
Calculate	Enumerate	Monitor	Scrutinize
Correct	Estimate	Observe	Shorten
Correlate	Evaluate	Obtain	Subtract
Count	Examine	Perfect	Tabulate
Criticize	Extract	Pinpoint	Total
Critique	Extrapolate	Prescribe	Track
Deduce	Gauge	Prioritize	triangulate

Derive

Graph

Procure

zero in

Highlight

CREATIVE THINKING VERBS

Alter

Craft

Formulate

Question

Amend

Create

Hypothesize

Realize

Apply

Customize

Illustrate

Reason

Balance

Define

Imagine

Recreate

Brainstorm

Design

Innovate

Renew

Compare

Develop

Invent

Revolutionize

Compose

Devise

Methodize

Shape

Conceive

Diagram

Model

Sketch

Conceptualize

Differentiate

Mold

Strategize

Conjure

Envision

Perceive

Theorize

Contrast

Explore

Pioneer

Validate

Contrive

Fabricate

Predict

Visualize

Fashion

COMMUNICATION ACTION WORDS

address

Correspond

Listen

Relay

Announce

Counsel

Lobby

render

Answer

Deal with

Mediate

Renegotiate

Articulate

Describe

Moderate

Report

Ask

Disclose

Narrate

Respond

Attract

Discuss

Negotiate

Rewrite

Author

Display

Notify

Script

Blog

Draft

Paraphrase

Show

Brief

Edit

Persuade

Signify

Circulate

Exchange

Present

Speak

Co-author

Explain

Proofread

Specify

Cold call	Express	Propose	State
Communicate	Greet	Publicize	Submit
Confer	Influence	Publish	Summarize
Consult	Inform	Quote	Transcribe
Contact	Inquire	Read	Translate
Contract	Interpret	Recite	Transmit
Convene	Interview	Recommend	Verbalize
Convey	Introduce	Refer	Write

INITIATIVE ACTION VERBS

accelerate	Enact	Learn	Regain
accomplish	Enhance	Leverage	Reinforce
achieve	Ensure	Maintain	Responsible For
Aim	Establish	Master	Retain
amplify	Execute	Mastermind	Secure

Anticipate	Exhibit	Maximize	Shatter
Assume	Expedite	Mitigate	Sharpen
Avert	Finalize	Modernize	Shield
Battle	Fine-tune	Negate	Spearhead
Capitalize	Fix	Neutralize	Specialize
Carry out	Forecast	Normalize	Start
Challenge	Fortify	Nullify	Stimulate
Check	Fulfill	Obliterate	Succeed
Commit	Further	Officiate	Surpass
Compete	Gain	Optimize	Target
Dedicate	Handle	Overhaul	Terminate
Deliver	Heighten	Polish	Trap
Demolish	Hunt	Prevent	Uncover
Devote	Implement	Probe	Undertake

Earn	Impose	Propel	Unveil
Effect	Improve	Protect	Verify
Eliminate	Increase	Raise	Vitalize
Embark	Initiate	Reach	Volunteer
Emphasize	Launch	Reduce	whittle
			win
			zap

ADAPTABILITY VERBS

acclimate	Defer	Incorporate	Revise
accommodate	Diversify	Justify	Simplify
adjust	Endure	Manipulate	Simulate
adopt	Experiment	Modify	Transform
Broaden	Familiarize	Outsource	Transition
Change	Focus	Overcome	Uphold

Clarify

Generalize

Reshape

Utilize

Improvise

MISCELLANEOUS ACTION WORDS

advertise

Dispense

Open

Sew

advocate

Dramatize

Orient

Shear

Alleviate

Draw

Paint

Shop

Award

Drive

Penetrate

Siphon

Bargain

Duplicate

Perform

sell

Begin

Enlarge

Photograph

Solder

Blast

Enrich

Plant

Solicit

Block

Enter

Play

Spot

Bolster

Entertain

Practice

Strengthen

Bombard

eviscerate

Print

Study

Boost

Exercise

Produce

Stun

Borrow	Expand	Promote	Substitute
Breach	Experience	Provide	Supply
Buy	Extend	Purchase	Sustain
Canvass	Finance	Recall	Teach
Capture	Forge	Receive	Tend
Care	Forward	Recognize	Tighten
Cater	Find	Rectify	Time
Cause	Frame	Relate	Tour
Charge	Function	Release	Trace
Clear	Fund	Repair	Trade
Close	Furnish	Repeat	Transfer
Combine	Generate	Represent	Transport
Commence	Grade	Reproduce	transpose
Complete	Gross	Reserve	travel

Conclude	Halt	Restore	treat
Conduct	Immunize	Restrict	trim
Confirm	Insure	Reveal	triple
Connect	Issue	Revitalize	Tutor
Conserve	keep	Safeguard	Update
Consider	Knock	Sanction	Use
Contain	License	Sand	Value
Continue	Lift	Satisfy	View
Control	Lighten	Save	Visit
Copy	Load	Scope	Wage
Cut	Lubricate	Scrape	Wax
Decrease	Manufacture	Screen	weigh
Depict	Market	Sculpt	weld
Depreciate	Minimize	Seal	widen

Deteriorate

Nail

Seize

withdraw

Diminish

Net

Select

witness

Discharge

Nurse

Serve

yield

Dispatch

Nurture

Service

zone off