

Action Verbs for Setting Goals

Accumulate	Document	Necessitate	Study
Adapt	Draft	Negotiate	Submit
Administer	Elicit	Notify	Supply
Advise	Employ	Observe	Supervise
Analyze	Encourage	Obtain	Survey
Appraise	Enforce	Operate	Take
Approve	Enhance	Organize	Think
Ascertain	Ensure	Oversee	Train
Assemble	Establish	Participate	Translate
Assign	Evaluate	Perform	Treat
Assure	Examine	Plan	Use
Attend	Execute	Practice	Verify
Audit	Expedite	Prepare	Weigh
Authorize	Facilitate	Present	
Budget	Follow-up	Prevent	
Build	Forecast	Prioritize	
Calculate	Formulate	Process	
Check	Function	Produce	
Circulate	Furnish	Project	
Coach	Gain	Promote	
Collaborate	Gather	Provide	
Collect	Give	Receive	
Compile	Guide	Recommend	
Complete	Handle	Record	
Comply	Help	Regulate	
Conduct	Identify	Reinforce	
Consolidate	Implement	Reject	
Consult	Improve	Release	
Contact	Influence	Report	
Contribute	Inform	Represent	
Control	Initiate	Respect	
Convey	Inspect	Respond	
Coordinate	Insure	Review	
Counsel	Interact	Revise	
Create	Issue	Schedule	
Delegate	Interpret	Secure	
Demonstrate	Interview	See	
Design	Inventory	Seek	
Determine	Investigate	Serve	
Develop	Judge	Show	
Dictate	Keep	Sign	
Direct	Maintain	Solve	
Discuss	Make	Specify	
Display	Manage	Standardize	
Disseminate	Meet	Store	
Distinguish	Mobilize	Strengthen	
Distribute	Motivate	Structure	