

Tons of Actions Verbs

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

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