

SMART Action Verbs

Use strong action verbs when you are writing an goals or objectives to help your it be action-oriented and more focused. Action verbs are more measurable and better able to communicate the intent of what is to be implemented. Here are some examples of action verbs:

- achieve
- acquire
- act
- activate
- adapt
- administer
- advise
- analyze
- arrange
- assemble
- assess
- assist
- audit
- budget
- build
- calculate
- centralize
- clarify
- classify
- coach
- collaborate
- collect
- communicate
- compile
- complete
- compose
- compute
- conceptualize
- conduct
- connect
- consolidate
- construct
- consult
- coordinate
- counsel
- create
- decide
- decrease
- define
- deliver
- demonstrate
- design
- determine
- develop
- diagnose
- direct
- discover
- display
- distribute
- document
- edit
- eliminate
- ensure
- establish
- estimate
- evaluate
- expand
- expedite
- experience
- experiment
- facilitate
- finalize
- finance
- forecast
- formulate
- generate
- guide
- handle
- help
- identify
- illustrate
- implement
- improve
- increase
- initiate
- inspect
- install
- instruct
- integrate
- interpret
- introduce
- invent
- investigate
- judge
- launch
- learn
- lead
- make
- maintain
- manage
- market
- monitor
- motivate
- navigate
- negotiate
- obtain
- open
- operate
- organize
- originate
- participate
- perform
- plan
- prepare
- present
- prevent
- process
- procure
- produce
- program
- propose
- provide
- publicize
- publish
- purchase
- quantify
- reconcile
- reconstruct
- record
- recruit
- redesign
- reduce
- reorganize
- report
- represent
- research
- resolve
- restore
- restructure
- retrieve
- review
- revise
- schedule
- secure
- select
- solve
- staff
- standardize
- streamline
- structure
- supervise
- supply
- survey
- systematize
- teach
- test
- train
- translate
- unify
- unite
- update
- write