

Action Verbs by Tasks

Clerical or Detailed Tasks

approved	communicated	gathered	ordered	reviewed	trained
arranged	compiled	generated	organized	routed	transcribed
assisted	completed	handled	prepared	scheduled	updated
catalogued	corrected	implemented	processed	screened	validated
categorized	dispatched	incorporated	proofread	sorted	
charted	distributed	inspected	purchased	specified	
classified	documented	monitored	recorded	standardized	
coded	executed	obtained	registered	systematized	
collected	filed	operated	retrieved	tabulated	

Communication Tasks

addressed	contacted	edited	joined	judged	persuaded	responded
advertised	conveyed	elicited	lectured		presented	solicited
arbitrated	convinced	enlisted	marketed		promoted	spoke
arranged	corresponded	expressed	mediated		proposed	suggested
articulated	debated	formulated	moderated		publicized	summarized
authored	defined	incorporated	motivated		reconciled	synthesized
clarified	described	influenced	negotiated		recruited	translated
collaborated	developed	interacted	observed		referred	traveled
communicated	directed	interpreted	outlined		reinforced	wrote
conferred	discussed	interviewed	participated		reported	
consulted	drafted	involved			resolved	

Computer and Technical Tasks

adapted	compiled	determined	maintained	remodeled	studied
applied	computed	developed	operated	repaired	trained
appraised	conserved	devised	overhauled	replaced	transported
assembled	constructed	engineered	printed	restored	upgraded
built	converted	fabricated	programmed	solved	utilized
calculated	debugged	functioned as	refined	specialized	
completed	designed	installed	regulated	standardized	

Helping Tasks

advocated	cared for	demonstrated	familiarized	motivated	served
aided	clarified	diagnosed	guided	provided	supplied
answered	coached	educated	helped	received	supported
arranged	collaborated	encouraged	insured	referred	treated
assessed	contributed	expedited	intervened	rehabilitated	
assisted	counseled	facilitated	mentored	represented	

Financial Tasks

administered	audited	calculated	estimated	marketed	researched
allocated	balanced	computed	forecasted	planned	saved
analyzed	billed	developed	grossed	projected	streamlined
appraised	budgeted	earned	managed	reconciled	

Organizational and Supervisory Tasks

achieved	channeled	enhanced	initiated	planned	selected
administered	completed	established	inspected	presided	streamlined
analyzed	consolidated	evaluated	instituted	prioritized	strengthened
appointed	contracted	exceeded	led	produced	succeeded
approved	controlled	executed	managed	recommended	supervised
assigned	converted	expanded	mentored	reduced	surpassed
assisted	coordinated	headed	merged	reorganized	trained
assumed	delegated	hosted	motivated	replaced	traveled
responsibility	developed	improved	obtained	resolved	utilized
attained	directed	incorporated	orchestrated	restored	
authorized	eliminated	increased	organized	reviewed	
carried out	emphasized	influenced	oversaw	scheduled	
chaired	enforced		pioneered	secured	

Performing Arts and Creative Tasks

acted	adapted	created	established	initiated	modified	revitalized
arranged	composed	customized	fashioned	instituted	performed	shaped
conceptualized	conducted	designed	formed	integrated	photographed	solved
		developed	formulated	introduced	planned	traveled
		directed	founded	invented	printed	wrote
		displayed	illustrated	modeled	produced	

Science and Research Tasks

analyzed	determined	explored	inspected	organized	solved
clarified	diagnosed	extracted	interpreted	published	studied
collected	discovered	formulated	interviewed	received	summarized
compared	estimated	functioned	invented	researched	surveyed
conducted	evaluated	as gathered	investigated	reviewed	systematized
critiqued	examined	hypothesize	located	saved	tested
detected	experimented	d identified	measured	searched	

Teaching Tasks

adapted	coordinated	encouraged	individualized	persuaded	trained
advised	counseled	evaluated	influenced	presented	traveled
clarified	critiqued	explained	informed	set goals	tutored
coached	delivered	facilitated	initiated	stimulated	utilized
communicated	developed	focused	instilled	taught	
conducted	enabled	guided	instructed	tested	