Glossary of Action Verbs

ADJUST - Bring to a more satisfactory state; change to enhance a situation.
ADMINISTER - Exercise and implement control over the performance of specific operations, approved plans, or established policies within the scope of limited and well-defined authority.
ADVISE - Give information or opinion pertinent to a probable course of action.
ANALYZE - Study the factors of a problem to determine a proper solution.
ARRANGE - Put into suitable order or sequence; to make preparations or plan.
ASSIST - Take an active part or give support in performing a function.
BALANCE - Arrange so that one set of elements exactly equals another.
CALCULATE - Work out by mathematical computation.
CHECK - Compare with a source, original, or authority.
COMPILE - Put together a series or group of facts or figures from somewhat related sources into a related whole; usually used in the sense of making a report.
COMPOSE - Form by putting together; formulate or write.
CONDUCT - Exercise leadership in a project or study.
COORDINATE - Combine (through balancing, tuning, or integrating) the efforts of separate groups to accomplish a specific objective; coordination can be exercised without line authority.
COUNSEL - Give advice and guidance to another.
DEMONSTRATE - To show clearly; illustrate or explain with many examples.
DEVELOP - Advance programs, planning or personnel capabilities to higher state.
DIRECT - Authoritatively define, regulate, or determine the activities of subordinate organizational units to achieve predetermined objectives.
DISTRIBUTE - Give out; divide among several.
EXECUTE - Put into effect according to a plan (See "Administer").
FILE - Arrange in order for preservation or reference; place among official records.
GATHER - Come or bring together into a group mass or unit.
INITIATE - Start, begin, or introduce a program or action.
INSTALL - Set up for use or service.
LIST - Place in a specified category; register.
MAINTAIN - Keep in an existing state; to continue or preserve; keep in a state of efficiency or validity.
MANAGE - Plan, organize, and control to achieve coordinated objectives by leading and directing subordinates without giving detailed supervision.
MONITOR - Watch, observe, or check for a special purpose; keep track.
NEGOTIATE - Reach agreement on specific proposals through discussion with others of a different viewpoint.
OBTAIN - Gain or attain by planned action or effort.
OPERATE - Perform a function.
ORGANIZE - Set up plans and procedures for achieving objectives.
PARTICIPATE - Take part in and share responsibility with others for action but without individual authority to take action.
PERFORM - Carry out; accomplish; to do in a formal manner or according to a prescribed method.
PLAN - Devise or determine a course of action to achieve a desired result.
PROVIDE - Furnish necessary information or services.
POST - Transfer an entry or item from one record to another.
PREPARE - Make ready for further action or purpose.
PROCESS - Perform a series of actions or operations leading to an end.
PROVE - Determine extent of agreement or disagreement with intended relation between results.
RECOMMEND - Offer for acceptance and support a course of action to persons responsible for approval or authorization.
RECORD - Register, make a record of.
REPAIR - Restore by replacing a part or putting together what is torn or broken; to fix.
REPORT - Give an account of; make a written record or summary.
RESEARCH - Careful or diligent search; investigate or experiment with the aim of discovery and interpretation of facts.
**REVIEW** - Critically examine (completed work, reports, performance) with a view to amendment or improvement.

**SCHEDULE** - Plan a timetable; to set, appoint, or designate for a fixed time.

**SORT** - Put in a certain place or rank according to kind, class or nature.

**SUPERVISE** - Oversee or watch with authority work, proceedings, or progress; control employment status, including hiring, salary adjustment, promotion, and termination; implies day-to-day concern with details of operation.

**TABULATE** - Arrange figures or items in rows and columns; computing by means of a table.

**TRANSCRIBE** - Make a written copy; dictated or recorded information in longhand or on a typewriter; transfer from one recording form to another.

**VERIFY** - Determine the accuracy of one thing or figure in relation to other things or figures known to be accurate.