



### Management

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

### Communication

achieved	administered	analyzed	appointed	approved	assigned	attained
authorized	chaired	conceived	considered	consolidated	contracted	controlled
converted	coordinated	decided	delegated	developed	directed	eliminated
emphasized	encouraged	enforced	enhanced	established	evaluated	executed
generated	handled	headed	hired	hosted	implemented	improved
incorporated	increased	initiated	inspected	inspired	instituted	launched
led	managed	merged	motivated	navigated	organized	outlined
overhauled	oversaw	planned	presided	prioritized	produced	recommended
reevaluated	rejected	reorganized	replaced	reported	restored	reviewed
scheduled	streamlined	strengthened	supervised	terminated	united	

### Organize

activated	altered	approved	arranged	assembled	catalogued	categorized
charted	classified	coded	collected	compiled	corrected	corresponded
described	dispatched	distributed	edited	estimated	executed	filed
gathered	generated	implemented	incorporated	inspected	listed	logged
maintained	monitored	observed	obtained	operated	ordered	organized
overhauled	prepared	processed	proofread	provided	published	purchased
recorded	reduced	registered	reserved	responded	retrieved	routed
scheduled	screened	specified	standardized	streamlined	submitted	supplied
systemized	updated	validated	verified			

### Financial

adjusted	administered	allocated	analyzed	appraised	assessed	audited
balanced	budgeted	calculated	computed	conserved	corrected	determined
developed	estimated	forecast	forecasted	managed	marketed	measured
netted	planned	prepared	programmed	projected	qualified	reconciled
reduced	reevaluated	researched	retrieved	sold		



**Creative**

acted	adapted	applied	began	combined	composed	conceived
conceptualized	condensed	created	customized	designed	developed	directed
displayed	drew	entertained	established	evaluated	fashioned	formed
formulated	founded	illustrated	initiated	instituted	integrated	introduced
invented	loaded	modeled	modified	molded	originated	perceived
performed	photographed	planned	presented	produced	refined	revised
revitalized	rewrote	shaped	solved	updated		

**Helping**

adapted	advised	advocated	aided	answered	arranged	assessed
assisted	brought	clarified	coached	collaborated	contributed	cooperated
coordinated	counseled	dealt	demonstrated	diagnosed	educated	encouraged
enlisted	ensured	expedited	facilitated	familiarized	furthered	guided
helped	inspired	insured	intervened	maintained	modified	motivated
performed	prevented	provided	referred	rehabilitated	represented	resolved
simplified	supplied	supported	upheld	volunteered		

**Research**

analyzed	clarified	collected	compared	conceived	conducted	critiqued
detected	determined	diagnosed	disproved	evaluated	examined	experimented
explored	extracted	formulated	gathered	identified	inspected	interpreted
interviewed	invented	investigated	located	measured	organized	reported
reported	researched	reviewed	searched	solved	studied	summarized
surveyed	systemized	tested	wrote			

**Technical**

adapted	analyzed	applied	assembled	built	calculated	computed
conserved	constructed	converted	debugged	designed	determined	developed
devised	engineered	fabricated	fortified	inspected	installed	maintained
operated	overhauled	printed	programmed	rectified	regulated	remodeled
repaired	replaced	restored	solved	specialized	standardized	studied
trained	upgraded	utilized				

**Teaching**

adapted	advised	clarified	coached	communicated	conducted	coordinated
critiqued	defined	developed	enabled	encouraged	evaluated	explained
facilitated	focused	guided	individualized	informed	initiated	instilled
instructed	lectured	motivated	persuaded	presented	set goals	simulated
taught	tested	trained	transmitted	tutored	updated	