

Action Verbs for SMART GOALS

Some have found the following formula helpful in the development of smart goals:
 AV + A + P/D, which is translated as Action Verb + Activity + Purpose/Date (due)

Here is an example of the use of this formula:

Action Verb	Activity	Purpose	Date (due)
Complete	Atomic Tutorial <i>Excel 2010-Intro Training</i>	per recommendation by supervisor	by June 2012.

Following is a table of action verbs for reference.

Accelerate	Collect	Enact	Inform	Outline	review
Accompany	Command	Encourage	Initiate	Participate	revise
Achieve	Communicate	Enforce	Innovate	Perceive	Schedule
Acquire	Complete	Engineer	Inspire	Perfect	Screen
Adapt	Compose	Enhance	Install	Perform	Secure
Address	Conceive	Employ	Instruct	Persuade	Select
Adjust	Condense	Establish	Insure	Pilot	Serve
Administer	Conduct	Evaluate	Integrate	Pinpoint	Simplify
Advance	Construct	Exceed	Intensify	Pioneer	Solve
Advertise	Contract	Execute	Interpret	Place	Spearhead
Advise	Contribute	Exhibit	Interview	Plan	Specialize
Advocate	Control	Expand	Invent	Prepare	Staff
Allocate	Convert	Expedite	Investigate	Preside	Standardize
Analyze	Cooperate	Explain	Justify	Prevent	Streamline
Anticipate	Coordinate	Explore	Launch	Prioritize	Strengthen
Apply	Correlate	Facilitate	Lead	Process	Structure
Appreciate	Correspond	Finalize	License	Procure	Succeed
Arrange	Create	Finance	Locate	Produce	Summarize
Assemble	Cultivate	Focus	Log	Program	Supervise
Assess	Customize	Forecast	Maintain	Project	Support
Assign	Decide	Formalize	Manage	Promote	Survey
Assist	Define	Form	Manufacture	Propose	Synthesize
Audit	Delegate	Foster	Market	Prove	Systematize
Authorize	Deliver	Found	Master	Provide	Tabulate
Balance	Demonstrate	Fundraise	Mediate	Publicize	Target
Brief	Design	Generate	Mentor	Publish	Teach
Budget	Determine	Govern	Minimize	Purchase	Test
Build	Develop	Graduate	Mobilize	Qualify	Train
Calculate	Devise	Guide	Modify	Quantify	Transfer
Catalogue	Direct	Handle	Monitor	Realize	Transmit
Centralize	Discover	Head	Motivate	Recommend	Translate
Chair	Display	Hire	Negotiate	Reconcile	Tutor
Change	Document	Identify	Nominate	Recruit	Unify
Clarify	Double	Illustrate	Obtain	Reduce	Update
Classify	Draft	Implement	Officiate	Reinforce	Upgrade
Collaborate	Earn	Improve	Operate	Reorganize	Use
Collect	Edit	Improvise	Orchestrate	Report	Utilize
Command	Educate	Incorporate	Order	Research	Verify
Communicate	Effect	Increase	Organize	Resolve	Volunteer
	Eliminate	Influence	Originate	Respond	
				Revamp	