



Office of People Relations

MSC 3HRS
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-2449, fax: 575-646-4556
opr@nmsu.edu

Performance Planning and Goal Setting Index of Action Words

Accelerate	Command	Document	Incorporate
Accumulate	Communicate	Draft	Increase
Achieve	Compile	Earn	Influence
Adapt	Complete	Edit	Inform
Adjust	Comply	Educate	Initiate
Administer	Compose	Eliminate	Innovate
Advance	Conceive	Elicit	Inspect
Advise	Condense	Employ	Inspire
Allocate	Conduct	Enact	Install
Analyze	Consolidate	Encourage	Insure
Anticipate	Construct	Enforce	Interact
Apply	Consult	Enhance	Issue
Appraise	Contact	Ensure	Interpret
Approve	Contribute	Establish	Interview
Arrange	Control	Evaluate	Inventory
Ascertain	Convert	Examine	Investigate
Assemble	Convey	Exceed	Judge
Assess	Cooperate	Execute	Justify
Assign	Coordinate	Exhibit	Keep
Assist	Counsel	Expand	Launch
Assure	Create	Expedite	Lead
Attend	Cultivate	Facilitate	Maintain
Audit	Customize	Finalize	Make
Authorize	Delegate	Follow-up	Manage
Balance	Deliver	Forecast	Meet
Brief	Demonstrate	Formulate	Mentor
Budget	Design	Function	Minimize
Build	Determine	Furnish	Mobilize
Calculate	Develop	Gain	Modify
Centralize	Devise	Gather	Monitor
Change	Dictate	Generate	Motivate
Check	Direct	Give	Necessitate
Clarify	Discover	Guide	Negotiate
Classify	Discuss	Handle	Notify
Circulate	Display	Help	Observe
Coach	Disseminate	Identify	Obtain
Collaborate	Distinguish	Implement	Operate
Collect	Distribute	Improve	Orchestrate

Originate
Organize
Outline
Oversee
Participate
Perform
Persuade
Plan
Practice
Prepare
Present
Prevent
Prioritize
Process
Produce
Project
Promote
Provide
Receive
Recommend
Record
Realize
Recommend
Reconcile
Reduce
Regulate
Reinforce
Reject
Release
Report
Represent
Research
Respect
Resolve
Respond
Review
Revise
Schedule
Secure
See
Seek
Serve
Show
Sign
Solve
Specify
Standardize
Store

Streamline
Strengthen
Structure
Study
Submit
Supply
Supervise
Survey
Teach
Take
Think
Train
Translate
Treat
Unify
Update
Upgrade
Use
Verify
Weigh