NMlogo_justtype_red+black

## Employee & Labor Relations

New Mexico State University

MSC 3HRS, Box 30001

Las Cruces, NM 88003-8001

Phone: (575) 646-2449

Fax: (575) 646-4556

**Performance Planning Index of Action Words**

Accumulate   
Adapt  
Administer   
Advise  
Analyze  
Appraise   
Approve  
Ascertain   
Assemble  
Assign  
Assure  
Attend  
Audit  
Authorize  
Budget  
Build  
Calculate   
Check  
Circulate  
Coach  
Collaborate  
Collect  
Compile  
Complete  
Comply  
Conduct  
Consolidate  
Consult  
Contact  
Contribute  
Control  
Convey  
Coordinate  
Counsel  
Create  
Delegate  
Demonstrate  
Design  
Determine

Develop

Dictate  
Direct  
Discuss  
Display  
Disseminate  
Distinguish  
Distribute  
Draft  
Elicit  
Employ  
Encourage

Enforce  
Enhance  
Ensure  
Establish   
Evaluate  
Examine  
Execute  
Expedite  
Facilitate  
Follow-up   
Forecast  
Formulate  
Function  
Furnish   
Gain  
Gather  
Give  
Guide  
Handle  
Help  
Identify  
Implement  
Improve  
Influence  
Inform  
Initiate  
Inspect

Insure  
Interact  
Issue  
Interpret  
Interview  
Inventory   
Investigate  
Judge  
Keep  
Maintain  
Make  
Manage  
Meet

Mobilize  
Motivate  
Necessitate  
Negotiate  
Notify  
Observe  
Obtain  
Operate  
Organize  
Oversee  
Participate

Perform  
Plan   
Practice  
Prepare  
Present  
Prevent  
Prioritize  
Process  
Produce  
Project  
Promote  
Provide  
Receive   
Recommend   
Record

Regulate  
Reinforce  
Reject  
Release  
Report   
Represent  
Respect  
Respond  
Review  
Revise  
Schedule  
Secure  
See  
Seek  
Serve  
Show  
Sign  
Solve  
Specify   
Standardize  
Store  
Strengthen  
Structure   
Study   
Submit

Supply  
Supervise   
Survey   
Take  
Think  
Train  
Translate  
Treat  
Use  
Verify  
Weigh