

Action Verbs for SMART Goals

Action Verb + Activity + Purpose + Date (Due)

Example: Complete + the first half of your safety training + per City requirements + by June 30, 2025.

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 Assist	Decide	Formalize	Manage	Promote	Survey
Audit	Define	Foster	Manufacture	Propose	Synthesize
Authorize	Delegate	Found	Market	Prove	Systematize
Balance	Deliver	Fundraise	Master	Provide	Tabulate
Brief	Demonstrate	Generate	Mediate	Publicize	Target
Budget Build	Design	Govern	Mentor	Publish	Teach
Calculate	Determine	Graduate	Minimize	Purchase	Test
Catalogue	Develop	Guide	Mobilize	Qualify	Train
Centralize	Devise	Handle	Modify	Quantify	Transfer
Chair	Direct	Head	Monitor	Realize	Transmit
Change	Discover	Hire	Motivate	Recommend	Translate
Clarify	Display	Identify	Negotiate	Reconcile	Tutor
Classify	Document	Illustrate	Nominate	Recruit	Unify
Collaborate	Double Draft	Implement	Obtain	Reduce	Update
Collect	Earn Edit	Improve	Officiate	Reinforce	Upgrade
Command	Educate	Improvise	Operate	Reorganize	Use
Communicate	Effect	Incorporate	Orchestrate	Report	Utilize
	Eliminate	Increase	Order	Research	Verify
		Influence	Organize	Resolve	Volunteer
			Originate	Respond	
				Revamp	

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