

POWER WORDS

Substitute these verbs as action-oriented beginnings of your duties & activities

- Accept
- Acclaim
- Accommodate
- Accomplish
- Accredit
- Accumulate
- Achieve
- Acknowledge
- Acquire
- Act
- Activate
- Adapt
- Address
- Adopt
- Advance
- Advertise
- Advise
- Affirm
- Align
- Amount
- Analyze
- Announce
- Anticipate
- Appeal
- Appear
- Applaud
- Apply
- Appoint
- Appraise
- Appreciate
- Approach
- Appropriate
- Approve
- Approximate
- Arise
- Archive
- Arrange
- Array
- Articulate
- Ascend
- Disclose
- Ask
- Aspire
- Assemble
- Assign
- Assimilate
- Assist
- Associate
- Assume
- Assure
- Astonish
- Attach
- Attend
- Attract
- Audit
- Augment
- Author
- Authorize
- Automate
- Award
- Balance
- Beat
- Believe
- Blend
- Blitz
- Bonus
- Book
- Brand
- Broaden
- Budget
- Build
- Buy
- Calculate
- Cancel
- Capsulate
- Centralize
- Cause
- Champion
- Change
- Characterize
- Charter
- Estimate
- Clarify
- Classify
- Close
- Code
- Coincide
- Collect
- Combine
- Commiserate
- Commission
- Commit
- Communicate
- Compensate
- Compete
- Compile
- Complete
- Comply
- Compose
- Compound
- Comprehend
- Comprise
- Conceive
- Conceptualize
- Conclude
- Concur
- Conduct
- Conjoin
- Connect
- Consider
- Consolidate
- Construct
- Consult
- Contact
- Contain
- Contribute
- Convene
- Control
- Convert
- Convey
- Cooperate
- Coordinate
- Frame
- Correspond
- Counsel
- Cover
- Create
- Credit
- Critique
- Cultivate
- Customize
- Decentralize
- Decide
- Declare
- Decline
- Defend
- Define
- Delegate
- Delete
- Deliver
- Demand
- Demonstrate
- Deny
- Deposit
- Depreciate
- Derail
- Derive
- Descend
- Describe
- Design
- Designate
- Desist
- Detail
- Detect
- Deter
- Determine
- Develop
- Devise
- Diagnose
- Dictate
- Differentiate
- Diffuse
- Diminish
- Initialize

- Discover
- Discuss
- Dispose
- Dispute
- Dissolve
- Distinguish
- Distribute
- Divert
- Divide
- Document
- Draft
- Drive
- Duplicate
- Earn
- Edit
- Effect
- Elevate
- Eliminate
- Embellish
- Embrace
- Emerge
- Empathize
- Emphasize
- Employ
- Empower
- Enclose
- Encompass
- Encounter
- Encourage
- Endorse
- Enforce
- Engage
- Engender
- Enhance
- Enlarge
- Enlighten
- Ensure
- Entertain
- Entrust
- Envision
- Equip
- Escalate
- Establish
- Evacuate
- Examine
- Exceed
- Excel
- Exclude
- Execute
- Exemplify
- Exhaust
- Exhibit
- Expand
- Expect
- Expedite
- Expense
- Experiment
- Explain
- Explode
- Explore
- Expound
- Express
- Extend
- Extract
- Exude
- Fabricate
- Facilitate
- Fashion
- Feature
- Feel
- Field
- Fight
- Finalize
- Finance
- Finish
- Finesse
- Focus
- Follow
- Force
- Forecast
- Forfeit
- Forge
- Form
- Format
- Formulate
- Foster
- Found
- Fragment
- Purchase
- Rate
- Recommend
- Franchise
- Frequent
- Fuel
- Fulfill
- Furnish
- Gain
- Garner
- Garnish
- Gather
- Generalize
- Generate
- Give
- Globalize
- Glorify
- Graduate
- Grasp
- Group
- Grow
- Guide
- Handle
- Harbor
- Heal
- Heighten
- Help
- Highlight
- Hire
- Hold
- Honor
- Identify
- Illustrate
- Imagine
- Imitate
- Implement
- Imply
- Import
- Improve
- Incept
- Incite
- Include
- Increase
- Indicate
- Infer
- Influence
- Inform
- Infuse
- Select
- Serve
- Set
- Initiate
- Inject
- Inspire
- Install
- Instigate
- Institute
- Integrate
- Intend
- Intensify
- Interact
- Intercede
- Interface
- Interfere
- Interpret
- Intertwine
- Intervene
- Interview
- Introduce
- Invent
- Inventory
- Invert
- Invest
- Investigate
- Invoice
- Involve
- Isolate
- Itemize
- Join
- Judge
- Justify
- Know
- Label
- Launch
- Lead
- Lease
- Liaise
- List
- Loan
- Look
- Magnify
- Maintain
- Manage
- Mandate
- Market
- Master
- Measure
- Monitor
- Motivate
- Track
- Train
- Transcribe

- Negotiate
- Observe
- Obtain
- Operate
- Order
- Organize
- Originate
- Oversee
- Participate
- Performed
- Persuade
- Plan
- Prepare
- Present
- Prioritize
- Process
- Produce
- Program
- Project
- Promote
- Provide
- Publicize
- Publish
- Reconcile
- Record
- Recruit
- Reduce
- Refer
- Regulate
- Rehabilitate
- Remodel
- Reorganize
- Repair
- Report
- Represent
- Reproduce
- Research
- Restore
- Restructure
- Retrieve
- Review
- Revitalize
- Save
- Schedule
- School
- Screen
- Simplify
- Sold
- Solicit
- Solidify
- Solve
- Specify
- Stimulate
- Streamline
- Strengthen
- Structure
- Study
- Summarize
- Surpass
- Supervise
- Survey
- Synergize
- Synthesize
- Systemize
- Tabulate
- Taught
- Target
- Test
- Trace
- Translate
- Travel
- Tutor
- Trim
- Tweak
- Update
- Upgrade
- Uphold
- Upkeep
- Urge
- Use
- Utilize
- Validate
- Vend
- Verity
- View
- Visualize
- Voice
- Volunteer
- Vote
- Withstand
- Worked
- Write