

PROJECT AND NEXT ACTION VERBS

PROJECT VERBS = Desired outcome requiring more than one action step to complete

Finalize..	Resolve..	Set-up..
Look into..	Submit..	Handle..
Clarify..	Reorganize..	Maximize..
Organize..	Design..	Publish..
Ensure..	Roll out..	Complete..
Update..	Install..	(Etc..)
Implement..		

NEXT ACTION VERBS = Very next physical, visible step required to finish something or move something toward closure

Call..	Organize..	Review..
Buy..	Fill out..	Find..
Read..	Measure..	Talk to (direct)..
Purge..	Look into (Web)..	Gather..
Print..	Take..	Waiting for..
Load..	Draft..	(Etc...)
Email..		

EXAMPLES:

Project/Desired Outcome	Next Action
What's the larger result desired? How will you know when it is done?	What do you need to do that? Do you have everything you need?
Research relationship w/J. Smith, Inc.	Draft proposal ideas for alliance
Implement new fiscal year budget	Email Bill for copy of last year's budget
	Call Susan to catch up
Get new car	Research Web sources - cars
Hire marketing director	Talk to Sean re: job description