

## Writing Meeting Achievements – Sample Verbs

These verbs describe *what the participants will have done by the end of this meeting and are organized into levels according to your expectations for meeting members. There is no single correct place for any of these verbs. The idea is to think through your expectations and write achievements with clear action verbs.*

<b>Respond to Information and Seek Clarity</b>	Outlined Named Highlighted Examined Connected Interpreted Tested Critiqued Praised Prioritized
<b>Consult to Generate New Ideas and Possibilities</b>	Suggested Developed Created Proposed Constructed Diagrammed Mapped Compared Contrasted Classified Costed Analyzed Diagrammed Integrated
<b>Decide and Plan Follow-up</b>	Finalized Approved Selected Ratified Authorized Scheduled Delegated Projected Assigned