

Use Action Words!

Verbs are powerful motivators!

Life is a verb. - Charlotte Perkins Gilman

Handle them carefully, for words have more power than atom bombs. - Pearl Strachan Hurd

Make generous use of verbs - you'll be amazed at how much you accomplish! - Unknown



WHEN

- **WHEN PLANNING MY DAY**
- **WHEN CREATING A LIST OF TO-DOS**
- **WHEN DELEGATING A TASK**
- **WHEN DEFINING STEPS WITHIN A GOAL OR PROJECT**
- **WHEN DEFINING/ CLARIFYING ANYTHING THAT REQUIRES ME TO TAKE ACTION!**

HOW

- **NOT: BOOK PROJECT**
BUT: ORGANIZE BOOK PROJECT
- **NOT: DISNEY WORLD TRIP**
BUT: PLAN DISNEY WORLD TRIP
- **NOT: EMAIL INBOX**
BUT: PURGE EMAIL INBOX

Verb: A word that conveys an action.

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Learning Guide

Intended Push For This Map

For you to understand the real power of using action-words (verbs) to 'command' your brain to get things done.

Understand The Elements Of This Map

The Words

These are a sample of the kinds of action-words that can be used in various life-scenarios (see below)!

When

These are a few scenarios where using action-words would be useful.

How

Here's a comparison between stating things that need to be done, with and without the use of action-words. Without action-words, each statement is unclear (what exactly does 'Book project' mean!?) and weak (there's no command to do anything with it). With action-words, what needs done with each item becomes clear and specific, and your brain is given a command to take action on it).

The 'Verb:' Banner

Identifies what an action-word *really* is: A verb!

Next Actions For This Map

Next Actions are practical suggestions for immediately putting this map to use.

- **Say** out loud, the action-words shown - do it quickly and observe how it makes a difference in your level of motivation
- **Identify** some additional scenarios where using action-words would be useful
- **Practice** using action-words to create a written to-do list, or to delegate a task to someone