



Bolles Skills List

A list of 246 skills as verbs

Source: Bolles, Richard N. *What colour is your parachute?* (p.79). Berkeley, Calif: Ten Speed Press, 2000.

Achieving	Acting	Adapting	Addressing	Administering
Advising	Analysing	Anticipating	Arbitrating	Arranging
Ascertaining	Assembling	Assessing	Attaining	Auditing
Budgeting	Building	Calculating	Charting	Checking
Classifying	Coaching	Collecting	Communicating	Compiling
Completing	Composing	Computing	Conceptualizing	Conducting
Conserving	Consolidating	Constructing	Controlling	Coordinating
Coping	Counseling	Creating	Deciding	Defining
Delivering	Designing	Detailing	Detecting	Determining
Developing	Devising	Diagnosing	Digging	Directing
Discovering	Dispensing	Displaying	Disproving	Dissecting
Distributing	Diverting	Dramatizing	Drawing	Driving
Editing	Eliminating	Empathizing	Enforcing	Establishing
Estimating	Evaluating	Examining	Expanding	Experimenting
Explaining	Expressing	Extracting	Filing	Financing
Fixing	Following	Formulating	Founding	Gathering
Generating	Getting	Giving	Guiding	Handling
Having responsibility	Heading	Helping	Hypothesizing	Identifying
Illustrating	Imagining	Implementing	Improving	Improvising
Increasing	Influencing	Informing	Initiating	Innovating
Inspecting	Inspiring	Installing	Instituting	Instructing
Integrating	Interpreting	Interviewing	Intuiting	Inventing
Inventorying	Investigating	Judging	Keeping	Leading
Learning	Lecturing	Lifting	Listening	Logging
Maintaining	Making	Managing	Manipulating	Mediating
Meeting	Memorizing	Mentoring	Modelling	Monitoring
Motivating	Navigating	Negotiating	Observing	Obtaining
Offering	Operating	Ordering	Organising	Originating
Overseeing	Painting	Perceiving	Performing	Persuading
Photographing	Piloting	Planning	Playing	Predicting
Preparing	Prescribing	Presenting	Printing	Problem solving
Processing	Producing	Programming	Projecting	Promoting
Proof-reading	Protecting	Providing	Publicizing	Purchasing
Questioning	Raising	Reading	Realizing	Reasoning
Receiving	Recommending	Reconciling	Recording	Recruiting
Reducing	Referring	Rehabilitating	Relating	Remembering
Rendering	Repairing	Reporting	Representing	Researching
Resolving	Responding	Restoring	Retrieving	Reviewing
Risking	Scheduling	Selecting	Selling	Sensing
Separating	Serving	Setting	Setting-up	Sewing
Shaping	Sharing	Showing	Singing	Sketching
Solving	Sorting	Speaking	Studying	Summarizing
Supervising	Supplying	Symbolizing	Synergizing	Synthesizing
Systematizing	Taking instructions	Talking	Teaching	Team-building
Telling	Tending	Testing & proving	Training	Transcribing
Translating	Traveling	Treating	Trouble-shooting	Tutoring
Typing	Umpiring	Understanding	Understudying	Undertaking
Unifying	Uniting	Upgrading	Using	Utilizing
Verbalizing	Washing	Weighing	Winning	Working