



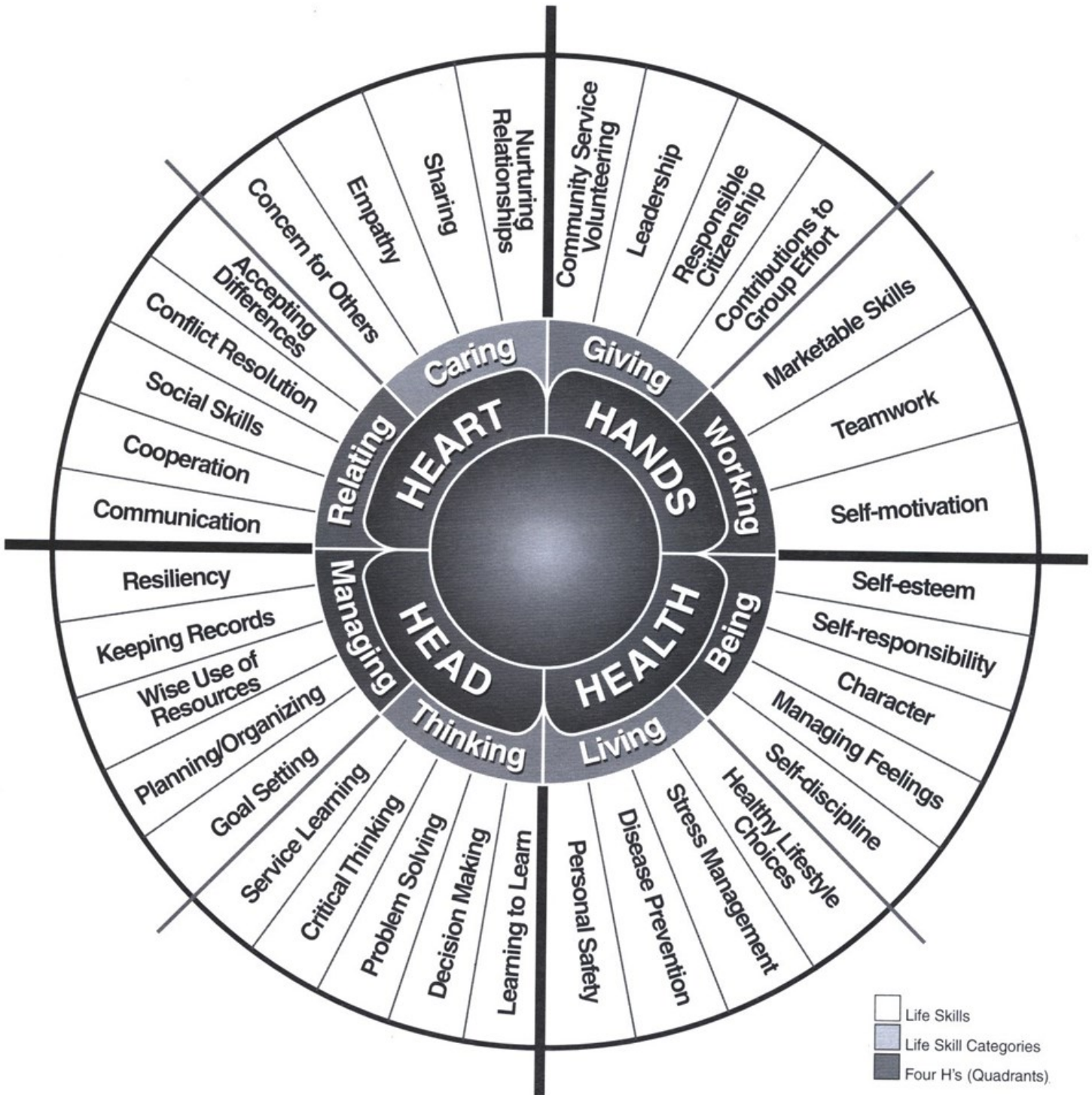
# Use Action Words to Put 4-H to Work for You!

- Using a variety of action words can help you accurately describe your skills, accomplishments, and experiences.
- Action words communicate your skills more clearly.
- They increase the strength of your writing and can assist you in making others take notice of your abilities and achievements.

## Example action words you could use to describe your 4-H skills and experiences:

achieved	acquired	acted	advised	aided
analyzed	arranged	assembled	assessed	attained
awarded	balanced	budgeted	built	cared
carried out	chaired	coached	collaborated	collected
communicated	completed	computed	conducted	constructed
contributed	coordinated	counseled	created	delegated
demonstrated	designated	designed	developed	directed
distributed	enforced	established	evaluated	examined
executed	explained	facilitated	followed	formed
formulated	founded	functioned	gained	gathered
generated	governed	guided	handled	headed
helped	identified	illustrated	implemented	improved
increased	influenced	initiated	instructed	introduced
invested	involved	joined	judged	launched
led	learned	made	maintained	managed
marketed	maximized	mentored	minimized	modeled

# 4-H Life Skill Wheel



# Life Skills

Life Skills identified as basic to leadership development include:

1. Understanding self
2. Learning
3. Decision making
4. Management



## Life Skills Developed Through 4-H Project Work

- Set goals
- Planning
- Gather information and do research
- Technical skills
- Keep records
- Schedule time and plan ahead
- Complete things started
- Work with others
- Work with supervision
- Career possibilities
- Using knowledge

## Life Skills Developed Through 4-H Meetings

- Express self before a group
- Self-confidence
- Learn to meet people and exchange ideas
- Learn to work with others - cooperation
- Learn to complete things which are begun
- Goal setting - based on priorities
- Express own feelings
- Establishing positive relationships
- Problem-solving process
- Coping with conflict
- Understanding others - values differ - accepting diverse ideas
- Accepting decisions by the group
- Abiding by accepted rules parliamentary procedure
- Accepting defeat or success
- Work with and for others
- Supervise or direct others
- Sharing
- Reinforcing others