

WRITING & SPEAKING RESULTS



END RESULT =

The final outcome of an activity or process.

When you define a project, the end result is usually a single product with several components:

OBJECTIVE

VISION

FINAL DELIVERABLE

Sample words that speak results:

- ✓ Completed
- ✓ Reviewed
- ✓ Answered
- ✓ Responded
- ✓ Followed-up
- ✓ Spoke to
- ✓ Closed
- ✓ Signed off
- ✓ Delivered
- ✓ Documented
- ✓ Acquired
- ✓ Implemented
- ✓ Filled
- ✓ Facilitated
- ✓ Achieved
- ✓ Stored/Filed
- ✓ Compiled
- ✓ Researched
- ✓ Cleaned
- ✓ Sorted
- ✓ Disposed
- ✓ Saved

SPEAKS RESULTS:

- ✓ I spoke to Jim at XYZ Drywall.
- ✓ I will complete my change-orders by Friday at 3:00pm.

DOES NOT SPEAK RESULTS:

- ✗ I left Jim at XYZ Drywall a message.
- ✗ I am working on my change-orders.