

# Conscious Action Checklist

## How to Outsmart Your Unconscious Biases

Accepting your biases is the first step on the journey to conscious inclusion. This guide is here to take you one step further. The conscious action checklist shows situations in your daily work life that can be tainted by biases and how you can actively challenge them.



### Problem-solving

Imagine you are evaluating a job candidate. On paper, this is the most qualified person you've seen. But something doesn't feel right, and you are unsure if they are a good fit.

### Tip

If you can't pinpoint the reason why you feel unsure, make sure your decision doesn't fall back on your unconscious biases, since we tend to gravitate towards people who are more like us. When trying to solve a problem like this, try to consolidate a mix of people you normally don't take into consideration. When you include people with different life experiences and beliefs, your decision-making will become more immune to confirmation biases.

### Tip

Become aware that this is a very subtle emotional bias. And favoring the status quo due to convenience, aversion, or fear inhibits change and creativity. So why don't you try to leave your comfort zone and do something you have never done before?

### Navigating the unknown

Do or did you ever say the sentence "That's the way we've always done this" or "That idea is interesting but too crazy"?

## Challenging assumptions

Do or did you ever assume that people “just got lucky” when they experience success?

### Tip

Impulsive thoughts like the one mentioned could be connected to an attribution bias, suggesting that success correlates more with luck than actual qualification. This way of thinking can make it difficult to take other employees seriously negatively impact employee evaluations. Try to take a step back and put yourself in their shoes. You would also want everyone to think that you have earned your place, regardless of what your background is.

### Tip

Sometimes we find ourselves agreeing with the dominant and often loudest group at the office, choosing conformity over staying true to ourselves. Next time you notice this behavior, remember that different opinions enrich a workplace and that if you decide to speak your truth, you can inspire others to do the same.

## Finding your voice

Do you find yourself or others in a position of agreeing with someone, although you had different opinions originally?

## Becoming an ally

Are you sometimes afraid of coming across as too misinformed or noninclusive when asking questions about inclusion?

### Tip

Conscious inclusion is based on acceptance. Questions are okay. If you intend to learn more about how to become an ally, you won't be judged for not knowing everything there is about inclusion.

Moving from awareness to action, you have the power to transform your unconscious biases into conscious inclusion. By creating an environment of openness for your coworkers, you inspire their minds and hearts.

Because when you can be your authentic self in the workplace, you feel more creative, energized, empowered, and complete.

