



Respect team members' priorities, time zones, and personal commitments when scheduling deliverables.



Don't make "jokes" at the expense of an individual or group and speak up if you hear others doing so.



When identifying internal talent, remember: Look up. Look down. Look deep. And look often.



Ask and then listen—you'll be amazed by what you can learn from everyone around you.



Signal LGBTQ+ allyship with a Pride flag or other sign and look for ways to be a more active ally.



Note whose ideas ignored or appropriated and interrupt harmful patterns based on gender, race, and ethnicity by crediting those who are sidelined.

Ban the word "fit" from hiring discussions because it often denotes comfort with selecting someone who looks, thinks, and acts like the majority.



When seeking feedback, ask someone different than you usually do.



Don't assume that people who work flexibly are less committed or productive.



Use your social capital to amplify the voices of people from marginalized groups.

Add a line to your signature to let people know you don't expect them to respond outside of their standard work hours.



Catalog what type of information, resources, and connections you share with different direct reports and assess whether it varies by gender, race, and ethnicity.

Be Inclusive Every Day

No matter your role, you can start with these easy, practical, intentional actions that help build a more inclusive workplace.

Seize opportunities to showcase colleagues who aren't usually tapped for presenting at meetings, panels, or other events.



Send material ahead of meetings so colleagues can prepare their thoughts.

Challenge your assumptions by intentionally seeking insights from a variety of people.



Implement a "no interruption" rule at meetings to ensure that everyone is heard.



Acknowledge people you don't know with a small friendly signal to break down hierarchies, silos, and aggressive cultures, and open the door to further dialogue.



Validate employees' experiences—both the good and the bad—by transparently acknowledging barriers, setbacks, and successes.



Have one-on-one meetings with both direct reports and skip-level employees.

Engage with people of different levels and backgrounds either virtually or in person.

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