

# Daily Reminders to Facilitate Inclusion



## Say Hi!

Diversity, equity and inclusion starts with "hello." With one simple word you can make others feel included. Be intentional to speak to people who aren't similar to you and you do not know.

## No One Knows Everything

Acknowledging the things we don't know can help us grow as individuals, to learn and to build authentic relationships with one another. By the same token, we should offer our colleagues grace and empathy as they expand their understanding.

## Challenge Your Assumptions

It's normal to have assumptions based on our experiences, but it's imperative to challenge these assumptions so we do not operate on our own biases.

## Be Brave

Acknowledging our mistakes takes courage. An essential part of being inclusive is recognizing the impact our words have, and the hurt they can cause – regardless of how we intend them – and committing us to doing better.

## Listen to Understand

Listen to understand, not just to respond. Seeking to understand our colleagues' perspectives can improve the quality of the work we do and the time we spend doing it.

## Diversity, Equity and Inclusion is a Job for Everyone!

Everyone has a role in creating a diverse, equitable and inclusive organization. Find time each day to reflect on how you can do your part to make our colleagues and partners feel valued.

## Use Your Voice

Speaking your truth can help you feel heard and improve lines of communication across the organization, as well as creating a space where others feel safe in sharing their own perspectives.

