



BUILDING AN INCLUSIVE MINDSET

Action Plan

Julia Geisman
julia.geisman@career-agility.com



www.linkedin.com/in/juliageisman



[urCareerAgility](https://twitter.com/urCareerAgility)
JuliaGeisman



www.facebook.com/CareerAgilityLLC

Do You Have an Exclusive or Inclusive Mindset?

Rate Yourself

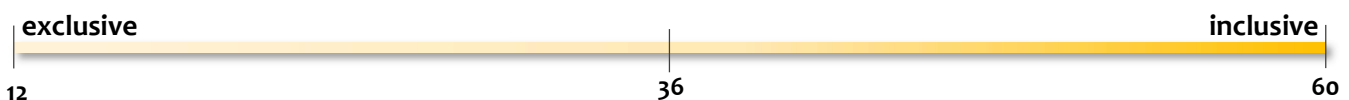
This self-assessment is an opportunity to determine where you are on the exclusive to inclusive continuum. There are no right or wrong answers just additional insight into yourself. Knowing your starting point is important for creating a strategy that produces measurable results you want to achieve.

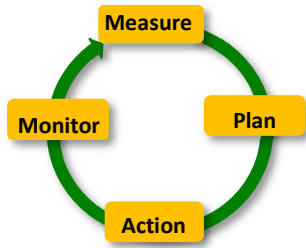
On a scale of 1 to 5, rate your agreement to the following statements. The higher the number, the more inclusive your mindset. The lower the number, the more you tend to exclude new ideas, possibilities, people, and experiences.

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
I acknowledge others' accomplishments.	1	2	3	4	5
I consider others' ideas.	1	2	3	4	5
I accept others for who they are.	1	2	3	4	5
My circle of friends looks the same, come from the same background, think like me.	1	2	3	4	5
I allow space for people to have their opinions.	1	2	3	4	5
I believe there are multiple ways to achieve success.	1	2	3	4	5
I seek out new experiences and possibilities.	1	2	3	4	5
I am committed to growing personally and professionally.	1	2	3	4	5
I am willing to doing things I have never done before.	1	2	3	4	5
I listen more than I speak.	1	2	3	4	5
I enjoy exploring new places.	1	2	3	4	5
I never hesitate to go to new restaurants.	1	2	3	4	5

Scoring: Add up the total of your responses. The higher the score, the more inclusive you are in your mindset and actions.

Total: _____





Building an Inclusive Mindset

The self-assessment may have revealed insights into the degree to which you are either exclusive or inclusive in your thinking and actions. Now that you have specific data points, you can devise a plan for developing those areas you want to expand. It is equally as valuable to notice those areas in which you excelled.

Self-awareness is the key to professional and personal success

Step #1: Observe yourself throughout the day. Record the times when you either excluded or took advantage of a new possibility, idea, person, or experience. It is valuable to also notice how you felt at that time. Determine if you want to keep, stop, or start that action in similar circumstances.

Step #2: Set your priorities and devise a plan. There may be multiple areas you choose to develop or expand. Focus on **one** area at a time. Use a planner to map out a strategy for your area of focus, the week(s) you plan to make it your focus, and the action you are going to take.

Step #3: Take Action. Once you have your plan just do it, do it, do it until it becomes a habit.

Step #4: Monitor Your Progress. Monitoring yourself is key to building new strengths. You may find yourself reverting to old patterns especially under pressure -- that is normal. The important thing is you noticed when you stepped backwards. You may find that a slight modification to your initial plan is needed. That is the beauty of this process – it is constantly evolve as you grow.

Last but never the least is to acknowledge your successes!

Feel free to make as many copies of the logs as needed.

Self-awareness is a trait – or maybe ‘practice’ is the more accurate way to put it – that everyone can always improve at. It is part emotional intelligence, part perceptiveness, part critical thinking. It means knowing your weaknesses, of course, but it also means knowing your strengths and what motivates you.

-Neil Blumenthal



Building an Inclusive Mindset Daily Observations

Instructions: Observing yourself is another form of self-assessment. Successful people reflect on the events of a day with the intention of expanding their awareness, noting their successes, and making adjustments as needed. This log is designed to heighten your awareness of your actions and reactions regarding inclusive thinking.

How many times did you say “yes” to a new idea, person, opportunity, or experience that you previously may have dismissed or ignored? Were you excluding a new idea, person, opportunity, or experience when you did say “no”? Or, did you say no because it was not a priority at the time. Note in the column associated with your observation one of the following:

“E” for an exclusionary action.

“I” for an inclusionary action.

“P” if you decided to postpone or it was a lower priority.

How did things change when you said “yes” (or no)? What do you want to continue, stop, or start doing? Note that in the appropriate column.

It is unnecessary to complete the log everyday but make sure you do this at least twice a week. Your observations form the basis of your action plan.

Date	Observation	Reaction/Feeling	E/I	Stop	Keep	Start



Building an Inclusive Mindset

Steps #2 & 3: Set Priorities & Take Action

Instructions: Use the results of your self-assessment and observations regarding your behavior and their results. Identify the areas you want to develop. Then, put them in the priority of importance.

First, list the areas. Then, rate them using a scale of 1-5 where 1 is least important and 5 most important. Once you have achieved your goal, repeat the rating process with the remaining areas of development. We recommend you focus on **one** area at a time until you feel you have successfully mastered it. This may take several days, weeks, or months to do depending on how much attention you give to it.

Priority	Focus Area	Current Rating	Target Rating	By When	Done



Building an Inclusive Mindset Step #4: Monitor Your Success

Instructions: Acknowledge yourself for following through on your plan. We all regress at times which is why being mindful of our actions is important for building new habits. This log is a modification of the one you used in Steps 3 and 4.

Note times when you reverted to exclusionary behavior and the cause for the regressive behavior. Avoid beating yourself up about this – it happens frequently during a transition. The important thing is that you were aware of your actions. Do a retrospective once a month noting any positive changes. Note issues as they arise rather than waiting for the monthly retrospective. And remember to congratulate yourself periodically for your accomplishments!

Issue	Trigger	Success	Difference