

10 Rules for Practicing Inclusion

01 We keep in mind our desired outcome.

02 We turn off all notifications and any distractions from all view to show respect for one another by being fully present.

03 For video conferencing, we use our cameras because in communication – 7% are the words we use, 38% is the tone that is used, and 55% is the body language which provides context.

04 We use timed rounding at beginning and end of meeting to be sure all are heard and take breaks for questions and comments.

05 Each person sticks to “I” statements.

06 We remain curious, especially when we do not agree with someone.

07 We strive to appreciate others’ strengths and ability to contribute.

08 We say it now, with kindness and respect, rather than waiting until later.

09 The person leading or in authority of the session honors agreed upon start and stop meeting times.

10 We leave the meeting with clearly defined next steps that each person can take action on right away.

