

My Bias Checklist

Use this checklist to catch the most common ways bias slips through.

1. Did I **mark** someone **too low**?
 - Did I “unconsciously demote” them?
 - Did I assume they’re incompetent?
 - Did I not hear or listen to their ideas or suggestions?
 - Did I not respond to them quickly/at all?
 - Did I express in some way that they are lower status than they actually are?

2. Am I upset because someone **seems to be marking themselves too high**? That they “**don’t know their place**” and are “above themselves”?
 - Am I uncomfortable that they are acting and speaking with authority even though they belong to a “lower status” group?
 - Do I feel like they should be more subordinate in their behavior?
For example, that they should:
 - Not give orders
 - Talk less
 - Not disagree with people “above them”
 - Not speak with directness?

3. Did I **act like someone is a marginal or an outsider** when they are actually central or an insider?
 - Did I forget about someone or some group and their needs or perspectives?
 - Did I act like all people in their group are the same?
 - Did I confuse one person for another?
 - Did I keep on highlighting the ways they are different from me and my group? And lose track of the ways they are similar to me and my group?

4. Did I get upset because someone acted like an insider but **I felt like they didn't belong**?

5. Did difference make me uncomfortable so I chose someone **more like me**?

6. Did I **forget** to do **both steps in perspective taking**?
 - Did I stop with the role switch?
 - Did I think “I wouldn't mind if it happened to me?”
 - Did I forget to take into account their different lived experiences and perspectives?
 - Am I dismissing their reaction by saying to myself that they are over-reacting and over-sensitive?

7. Did I focus on my **intentions** and ignore my **impact**?
 - Am I trying to convince someone that I didn't actually hurt or upset them?
 - Am I telling someone that because my intentions are good, my negative impact doesn't matter?

8. Am I **angry** that someone called out something I said or did that was biased?
 - Do I think it's their fault that I'm angry?
 - Do I think they need to be more careful of my feelings?
 - Do I think they were wrong to point out my expression of bias?