### PERSON-TO-PERSON STRATEGIES

1. Start with a commitment to being fair and learning how to be fair.
2. Recognize that we all have biases.
3. Recognize that our first bias is to believe ourselves to be bias-free.
4. Take the Implicit Association Test and educate yourself about your biases.
5. Try not to be defensive when someone calls your attention to a bias. Instead focus on listening to their thoughts and responding to their opinions.
6. When meeting someone for the first time, be mindful of your decision-making and conscientious of your statements.
7. Engage with people who are different from you and invest in building relationships with them.
8. Speak up when you hear someone say something offensive, whether you believe they are doing it intentionally or not.
9. Participate in diverse and affinity bar associations.
10. Explore neighborhoods outside of your own. Read books by diverse authors. Visit websites based around identities other than your own. Continue to take part in new situations where you might feel out of place and learn from your discomfort.

### ORGANIZATIONAL STRATEGIES

1. Recognize that many organizations have a culture that can and does exclude women or underrepresented attorneys.
2. Review what formal and informal policies and procedures are in place in your organization that exclude these individuals and groups.
3. Develop structures in your organization to allow people who are dissimilar from each other an opportunity to have in-depth interaction with each other.
4. Review your recruiting practices and consider whether you are returning to the same law schools and referral sources.
5. Examine your assignment system to see whether women and under-represented attorneys are getting quality, skill-building work.
6. Review your feedback mechanisms and ensure that all supervising attorneys are trained in delivering effective, unbiased feedback to all junior attorneys in the organization.
7. Have all of the attorneys in your organization take an implicit bias training.
8. Ensure your women and affinity group committees have male and majority attorney representation.
9. Review what diverse or affinity group events your firm is sponsoring or attending and ensure all of your attorneys are represented at these events.
10. Institute a formal mentoring program where attorneys are paired across identity groups.