

10 ways to PRACTICE Mindfulness and Inclusiveness

1 When you meet someone, take the time to learn how to pronounce their name correctly. You might also ask if the name has particular meaning in that person's language or if they were named for someone. Remember, our names are part of our identity, they link us to our family and our history.

2 Pay attention to the calendar and take note of when religious holidays are occurring and what those holidays are about.

3 If you are planning any type of meeting or event, address accessibility issues

4 Expand your circle. Join a council, committee, or organization that connects you with people.

5 Use respectful and inclusive language and labels.

6 Consider these etiquette tips when interacting with persons with disabilities (www.dol.gov/odep/pubs/fact/effectiveinteraction.htm).

7 Understand how your own work style, communication style, and conflict style differs from others whom you work with. Differing styles are neither right or wrong, just different.

8 Consider ways to recognize others' accomplishments, needs, and difficulties; practice small, simple acts of empathy and kindness.

9 Pay close attention to body language. The way we use our body and our facial expressions sends powerful messages, sometimes unintentionally. We can also misinterpret other people's body language, so it is important to pay attention and ask questions.

10 Check your biases and assumptions. We all have biases which can affect how we behave toward others who may be different from ourselves, but by continuously checking and challenging the assumptions we make about others, we can act more inclusively.

