

Checklist: Personal Actions You Can Take

Directions: Please reflect on the personal acts of allyship listed in the checklist below. Then commit to some, or all, of the everyday actions you can personally take to build a more LGBTQ+-inclusive organization.

Commit to Continuous Self-Education

Watch [this video](#) to learn about workplace issues impacting LGBTQ+ employees.

Learn about the [history](#) of LGBTQ+ workplace rights.

Read about current LGBTQ+ [terminology and language](#).

Listen to personal workplace coming out stories [here](#) and [here](#).

Practice [sharing your pronouns](#) during meeting introductions.

Check Your Biases (We All Have Them)

Consider the [privileges](#) you may take for granted if you are a cisgender person.

Avoid making assumptions about a person's gender based on their [expression](#).

Reflect on possible gender and sexuality biases you may have by taking [the Sexuality and Transgender IAT](#).

Evaluate your language and consider how you could make it [gender inclusive](#).

Polish Your Allyship Skills

Include your pronouns in your [email signature](#) and online to signal allyship.

Interrupt [LGBTQ+ microaggressions](#) you bear witness to in the workplace.

Support transgender and nonbinary (TNB) colleagues who are managing a workplace [gender transition](#).

Encourage matching company donations to [LGBTQ+-led organizations](#).

Advocate for [LGBTQ+-inclusive policies and practices](#) for the workplace.



Empower Your LGBTQ+ Colleagues

Support and recognize the [accomplishments of LGBTQ+](#) colleagues.

Be a [workplace ally](#) for your LGBTQ+ colleagues to contribute ideas to team projects.

Connect TNB colleagues with [leadership opportunities](#), mentors, sponsors, etc.

Share professional resources and [professional development opportunities](#).

Resources

- Personal coming out stories in the workplace as featured on [The Out Entrepreneur](#) and [Nancy's Out at Work project](#)
- Fast Company: <https://www.fastcompany.com/40582182/a-brief-and-depressing-history-of-lgbt-workers-rights>
- McKinsey & Company: [How the LGBTQ+ Community Fares in the Workplace](#)
- Harvard's Implicit Association Test: <https://implicit.harvard.edu/implicit/selectatest.html>