



MONDAY MORNING TO-DO LIST

1. Assess Your Firm for Inclusion.

a. Take this quick test:

Identify the core leadership group in your firm. Include the top three layers of leadership if there are multiple layers. For example, the core leadership group may be equity partners, and another layer may be the executive committee.

▪ List here:

Leadership Layer	% Women

b. Assess the level of inclusion among the core leadership groups above.

- What percentage are women?
- What percentage are persons of diversity?
- If less than 40% -50% are women or persons of diversity, there is room for improvement.

c. Assess where power lies in your firm and determine how inclusion success can be measured.

- For example, firms may ask not only how many women are equity partners, but also ***how much equity do women own?*** Such profound information reveals true levels of integration.

2. Assess Your Personal Implicit Associations.

a. Take the test for gender/career bias at:

<https://implicit.harvard.edu/implicit/selectatest.html>

b. What level of implicit association do you have toward women and careers?

▪ Insert here:

_____.





3. When You Witness Implicit Bias in Action What Actions Can You Take?

- List here:

4. Learn About the Challenges Women Lawyers Face.

- a. Be aware that women lawyers are notorious for not talking with their employers, managers, or colleagues about bias-based challenges they face. They don't use the gender card. Open a dialogue with women attorneys outside of your workplace and you will learn a lot. **How? Join a women's bar association.**
- b. Look on the National Conference of Women's Bar Associations' (NCWBA) web page for a list of women's bar organizations and select one in your area (*e.g.* the Miami-Dade Chapter of the Florida Association for Women Lawyers (www.mdfawl.org); the National Association of Women Judges (www.nawj.org); and the Gwen S. Cherry Black Women Lawyers Association (www.gscbwla.com)).

- List here: _____.

- c. **Now, JOIN!** _____ **Check here when done.**
- d. Encourage two attorneys at your firm or other colleagues to join a women's bar association. The larger the organization, the bigger its voice and the more influential it becomes.

5. Assess Your Zone of Influence.

- a. **Identify** your personal zone of influence. Areas where you can advance a female attorney include those listed below. Lawyers in firms can have major impact by championing women attorneys in their firms and women professionals practicing as experts, mediators, special masters, and the like. Look for opportunities to do business with women.





- b. **Implement** a mentorship/sponsorship program for women lawyers in your office. Mentors provide career advice and work on professional development. Sponsors actively promote attorneys, and provide opportunities for professional and business development.
- c. **Engage** female attorneys in management, administration, client development, succession planning and other aspects of the firm business.
- d. **Check categories where you have influence:**

Hiring		Compensation	
Assignments		Selection of Outside Counsel	
Evaluations		Selection of Other Outside Vendors	
Advancement		Other Referrals	

- e. For each area above, **learn** about how inclusion can be improved and **develop** a plan where you can personally impact inclusion in these areas.

6. Help Develop the Next Chapter.

- Recruit a GOOD Guy. Introduce this program to a colleague and encourage her/him to take steps to become a GOOD Guy and an agent of change.

7. Help Overcome Family-Based Obstacles to Success

- a. **Initiate** a discussion at your firm at the executive committee/senior management level about implementing a policy for flexible schedules or implement such a policy. (You get credit for this if your firm already has an established policy).
- b. **Initiate** a discussion at your firm at the executive committee/senior management level about implementing a policy for parental leave or implement such a policy. (You get credit for this if your firm already has an established policy).



8. TRACK YOUR PROGRESS.

- Which goals have you fulfilled (including all subsections)?
- Note your progress here:**

1) a.	
b.	
c.	
2) a.	
b.	
3)	
4) a.	
b.	
c.	
d.	
5) a.	
b.	
c.	
d.	
e.	
6)	
7) a.	
b.	