

1 CheatSheet: Managing Bias

COMMUNICATION

- PDF Link: [cheatsheet-bias-A4.pdf](#), Category: Communication
- Blog URL: <https://cheatsheet.dennyzhang.com/cheatsheet-bias-A4>
- Related posts: Cheatsheet: Driver License, Cheatsheet Travel, [#denny-cheatsheets](#)

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1.1 Basic

Name	Comment
Unconscious Bias	
Performance Bias	
Performance Attribution Bias	
Women leadership Bias	
Maternal Bias	People tend to believe mothers can't be good employees
Affinity Bias	Preference for people with the same qualities with you

1.2 Principle

Name	Comment
Fight against your personal self-perception	
Be inclusive	
Be open to different ways	
Confirm, before making assumptions for others	e.g he/she can't do it, or won't be willing to take it
Notice Bias and point it out	Then people can re-think and counteract it

1.3 Reduce Bias On Meetings

Name	Comment
Send out agenda before meeting	All different people can be prepared. Send ideas beforehand
Make sure everyone has the chance to speak	Use pause and, avoid cut off people's talking
Rotate the logistic housework	e.g, note-taking, follow-ups

1.4 More Resources

License: Code is [licenbias](#) under MIT License.
<https://github.com/trimstray/bias-essentials>

2 Become ware of your first impressions

Name it: Take a mental note of the words that describe your first impression the next time you meet some
 Notice it
 Point it out