

# Unconscious Bias Journal

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This journal is designed to help you sustain and deepen your reflections after the workshop. It follows a step-by-step weekly structure, building habits gradually. You only need 10–15 minutes per entry. At the end of each week, take a moment to review patterns and insights.

## Week 1 Recognising the Impact of Bias

### Task 1: Developing Empathy.

Think of a time when someone made a negative and incorrect assumption about you.

- How did you feel?
- Now imagine many people you have encountered making the same assumption every single day of your life? What effect would it have on you?

### Task 2: At the end of the week, ask yourself:

- Which tool from the workshop (Pause & Breathe, Flip the Perspective, Check with Objective Criteria) did you try? What happened?

## Week 2 – Developing Self-Awareness & Developing Cognitive Flexibility

Replacing automatic responses with conscious alternatives. “Breaking the habit” of implicit bias requires learning about the contexts that activate the bias and noticing when you are most prone to bias. The next step is replacing the automatic (biased) responses with new (unbiased) ones.

### Task 1: Please complete the following:

- I have a bias against ... (person, trait, behavior)
- I assume these three things:
  - 1.
  - 2.
  - 3.
- I am concerned about this bias because ...

- Positive examples of behaviors that contradict my assumptions and generalizations:

Building awareness of when you are most prone to bias.

- When are you most likely to be tired, rushed, or overloaded (day, time of day or week)?
- Which of these factors—stress, fatigue, multitasking, hunger, lack of sleep—affect you most often?
- Think about a decision you made recently under **stress, fatigue, or time pressure**. How might bias have influenced that decision? Did you default to the “familiar” choice or make an assumption without enough reflection?

**Task 2:** At the end of the week, ask yourself:

- Which tool from the workshop (Pause & Breathe, Flip the Perspective, Check with Objective Criteria) did you try? What happened?

## Week 3 – Bias in People Management

**Task 1** Applying awareness to your team and stakeholders.

Think of one team member, or another stakeholder. Please answer the following questions:

- Do I like this person? (Does affinity bias play a role?)
- Do I believe this person is competent? (What are the beliefs that support this label?)
- How would I describe this person in 3 to 5 words?
  - Are these positive or negative associations?
  - Are these words connected to any of my in- or out-groups?
- Now consider the potential risks your assessment may pose in terms of evaluation, task allocation, or conflict potential?
- Find at least one piece of evidence that contradicts your automatic thoughts or associations.

**Task 2:** At the end of the week, ask yourself:

- Which management decision felt most shaped by bias? What would you do differently next time?
- Think about a snap judgement this week? What other explanations might exist?
- Notice who you paid more attention to in a meeting. Who did you overlook?

- What patterns do you notice?
- Which tool from the workshop (Pause & Breathe, Flip the Perspective, Check with Objective Criteria) did you try? What happened?

## Week 4 – Embedding Change

Turning reflection into sustained practice and commitments.

Prompts:

- Recall a decision made under stress or time pressure. How might bias have influenced it?
- Which small action can help you slow down in similar moments?
- What habit from the past weeks will you start, stop, or continue?
- What difference do you hope this will make for your team?

## Final Reflection

**Look back across all four weeks:**

- What patterns do you notice about your own biases?
- Which tools were most effective for you?
- What is your personal commitment to fair and conscious decision-making going forward?