

# 2026 Inclusion Planning Worksheet

## Why Foundations Matter

Inclusion doesn't fail because of a lack of intent; it fails because of a lack of infrastructure. As discussed in this month's *Loud About Inclusion* newsletter, the difference between a workplace that is "supportive in theory" and one that is "enabled in practice" is operational accountability. This worksheet is designed to help you move beyond vague goals and into clear, owned, and measurable outcomes. By identifying 2-3 specific priorities, assigning a dedicated owner to each, and locking in a quarterly rhythm for review, you are building the foundations required to ensure inclusion becomes a standard part of how your business operates in 2026.

Use this worksheet to set 2-3 measurable inclusion outcomes for 2026. Keep it simple, assign clear owners, and schedule quarterly check-ins to track progress.

### Inclusion Outcome #1

<b>What will be different?</b>	
<b>Why does this matter?</b>	
<b>Owner (name + role)</b>	
<b>How will we measure it?</b>	
<b>Target completion date</b>	
<b>First action (this month)</b>	

### Inclusion Outcome #2

<b>What will be different?</b>	
<b>Why does this matter?</b>	
<b>Owner (name + role)</b>	
<b>How will we measure it?</b>	
<b>Target completion date</b>	
<b>First action (this month)</b>	

### Inclusion Outcome #3 (Optional)

<b>What will be different?</b>	
<b>Why does this matter?</b>	
<b>Owner (name + role)</b>	
<b>How will we measure it?</b>	
<b>Target completion date</b>	
<b>First action (this month)</b>	



## Quarterly Check-In Schedule

Schedule these dates now and add them to your calendar with the agenda below.

Quarter	Date	Attendees
Q1 2026		
Q2 2026		
Q3 2026		
Q4 2026		

### Standard Check-In Agenda (15–30 minutes)

- What changed this quarter? (Progress on each outcome)
- What got in the way? (Blockers, resource gaps, policy issues)
- What are we doing next? (Actions, owners, deadlines)

## Example Inclusion Outcomes

Use these examples to spark ideas—then tailor them to your workplace context.

Focus Area	Example Outcome
<b>Adjustments</b>	Reduce adjustment turnaround time to 5 business days on average.
<b>Accessibility</b>	100% of all-hands meetings include live captions and accessible slide decks.
<b>Hiring</b>	All job postings include accessible application pathways and alternative format options.
<b>Leadership</b>	Each people leader has one inclusion KPI tied to team routines (e.g., meeting norms, feedback practices).
<b>Culture</b>	Run quarterly inclusion pulse surveys and act on top 2 themes within 30 days.