



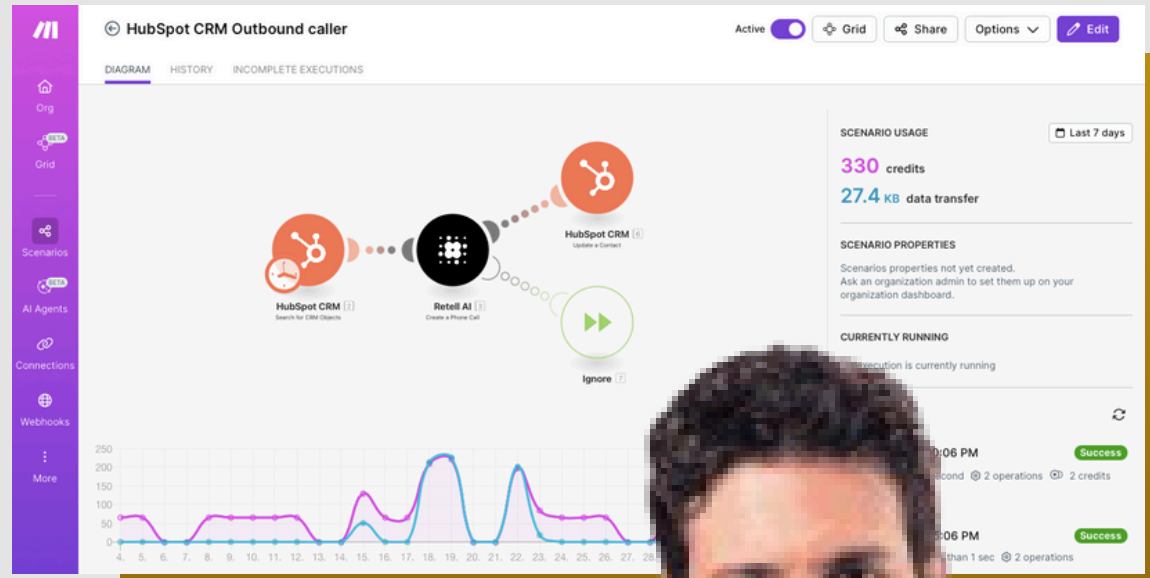
JOB AID

FIRST-CONTACT RISK FLAG

Helps identify early warning signs that first contact may be setting poor expectations.

Use When

Reviewing a drafted introduction or reflecting immediately after first interaction.



Watch for

- Overly casual tone too early
- Vague role or scope description
- Missing or implied next steps
- Assumptions about familiarity

Guidance

- Early misalignment compounds quickly
- Small corrections early prevent larger issues later

Reminder

Most first-contact problems are expectation problems, not effort problems.

