



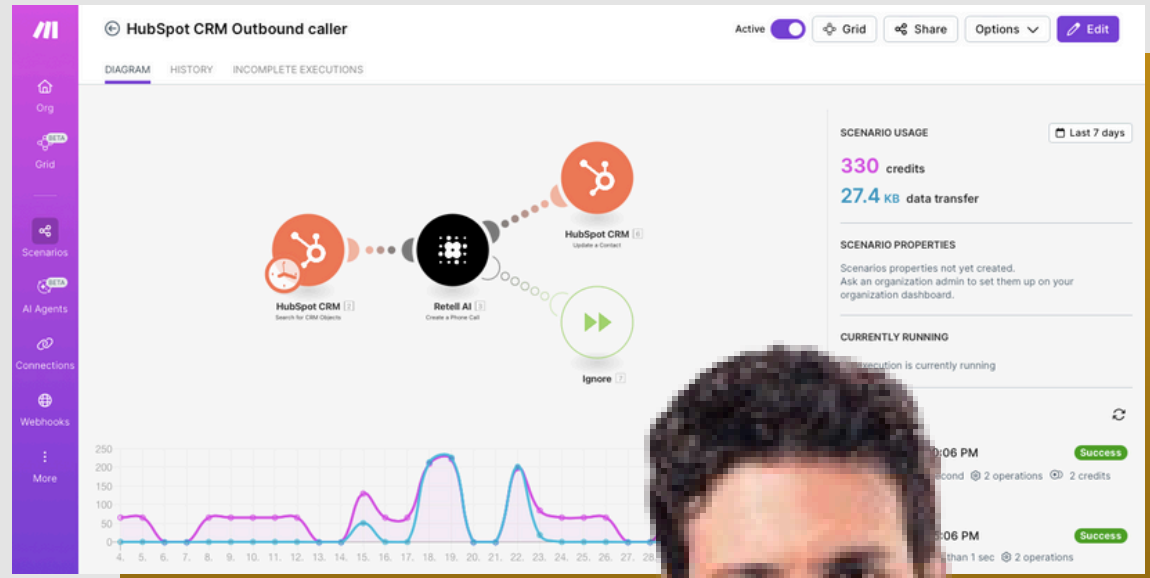
JOB AID

INTERNAL REQUEST TRIAGE GUIDE

Quickly assess internal requests to prevent downstream client impact.

Use When

You receive multiple internal requests or unclear priorities.



Ask Yourself

- Does this request block client delivery?
- Is someone waiting on my input to proceed?
- What breaks if this waits?

Reminder

Silence creates risk, even when delay is unavoidable.

