

## "Actionable Insights"

### The Smart Decision Checklist: Know Before You Sign

Before you sign any contract, use these actionable insights to ensure you're making an informed decision.

#### Purpose of the Agreement

- **Insight:** Clear understanding of the agreement's purpose ensures you're aligned with its goals.
- **Action:** Confirm both parties' responsibilities and objectives before signing anything.

#### Fairness and Balance of Terms

- **Insight:** Unbalanced contracts can expose you to unnecessary risks and obligations.
- **Action:** Look for fairness in all terms and negotiate where necessary to ensure a balanced agreement.

#### Risk Assessment and Dispute Resolution

- **Insight:** Protect yourself from potential disputes by understanding the resolution process beforehand.
- **Action:** Ensure the contract outlines clear dispute resolution procedures and penalties.

#### Duration and Termination Clauses

- **Insight:** Contracts should define the terms of duration and termination to avoid complications down the road.
- **Action:** Assess whether the length of the agreement suits your needs and whether it's easy to exit if needed.

#### Contingencies and Risks

- **Insight:** Not all situations are foreseeable—build in contingencies for unplanned events.
- **Action:** Include contingency clauses in the contract to safeguard against unforeseen changes.