AUSTIN ARNOLD · EXECUTIVE OPERATIONS

Relationship Radar

User Guide

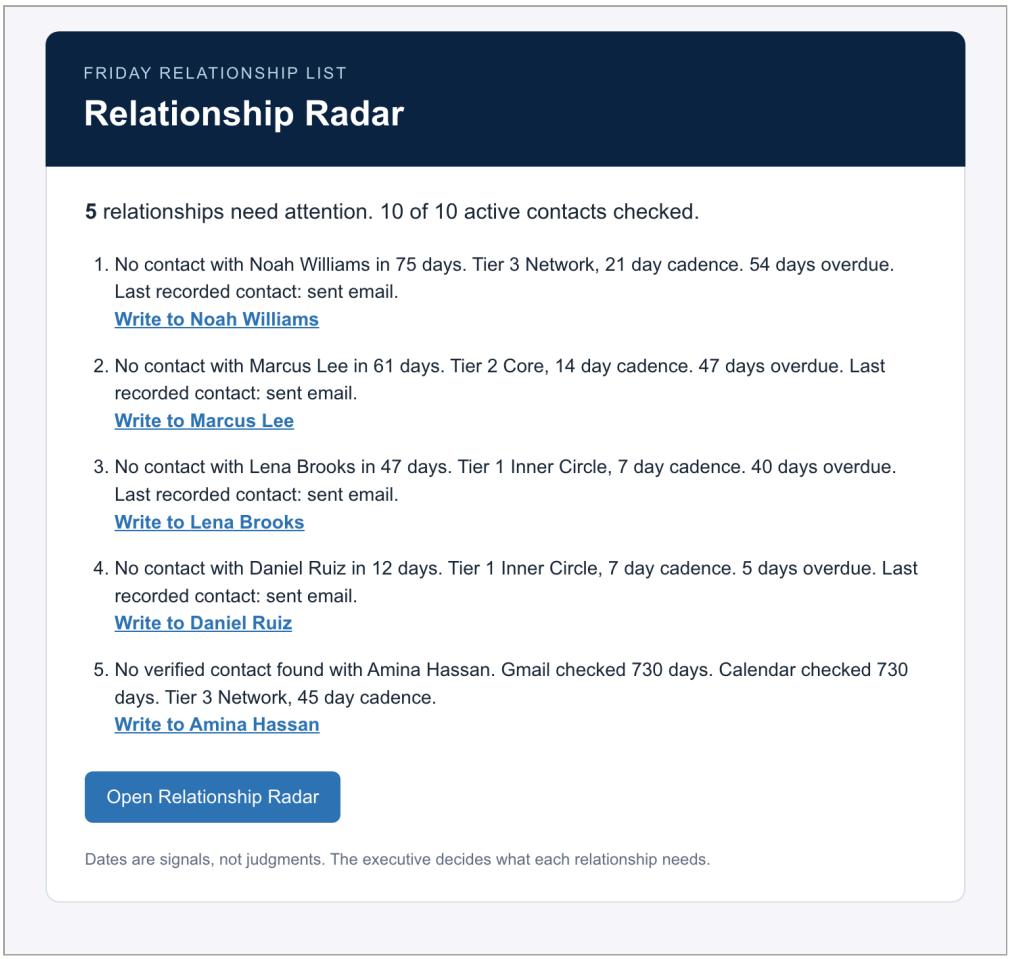
Relationship Radar answers one question every Friday: which of the people who matter has gone quiet longer than you intended?

You keep a list of 30 to 50 people. Each has a cadence of 7, 14, 21, 30 or 60 days. Every Friday the script finds the last time you sent each person an email or sat in a meeting with them, compares that against the cadence, and emails you the ones who are over. The list is a prompt for judgment, not an instruction to reach out.

This guide covers running it day to day. For setup, see the Installation Guide. This is the v1.3 edition and describes engine 1.2.0 and card 1.1.0. The corrections since v1.2 are listed at the top of the Installation Guide.

What arrives, and when

Friday morning, around the hour set in Settings, one email.



The Friday email

- **A count.** How many relationships need attention, and how many active contacts were checked.
- **A ranked list.** The most overdue first. Each line names the person, the days since contact, their cadence, the days over, and whether the last contact was a sent email or a meeting. People with no recorded history come last.
- **A Write to link per person.** Under each name is a Write to link. Clicking it opens Gmail with a blank compose window docked in the corner, ready for your note. Gmail's own **Schedule send** button sits in that window, so a Friday note can be set to arrive Monday morning. The compose opens empty, including the address. Gmail only accepts a pre-filled address on a stripped-down page where Schedule send does not work, so the working window is the one the link uses.

- **A button** back to the Sheet.

The subject tells you the shape of the week before you open it.

SUBJECT	MEANING
`Relationship Radar: 5 relationships need attention`	The normal case.
`Relationship Radar: all 12 relationships are current`	Nobody is over. Sent only when Send All Clear Email is TRUE.
`Relationship Radar: 2 contact rows need correction`	Nobody is over, but rows in Contacts have errors.

In Demo Mode every subject starts with `[Demo]`.

The email lists at most the number in **Maximum Digest Contacts**, 20 by default. If more are over, the email says how many more, and the Sheet has all of them.

One email a week. The Friday schedule will not send twice in the same week. **Refresh and email digest** from the menu sends on demand whenever you want one.

The four tabs

Contacts is the list. Columns A to F are yours. Columns G to M belong to the script, and the next scan overwrites them, so do not type there.

COLUMN	WHAT IT IS
Active	Checked means the row is scanned. Unchecked keeps the row and skips it.
Name	Shown in the dashboard and the email.
Email	One exact address. This is what gets matched in sent mail and calendar invites.
Tier	One of the tiers on the Tiers tab.
Threshold Override	Optional. A whole number of days from 1 to 3650 that replaces the tier's cadence for this one person.

COLUMN	WHAT IT IS
Context	A few words you will recognize. Board, investor, top account, recruiting target.
Last Sent Email	Newest message you sent to this address.
Last Calendar Contact	Newest completed meeting this address attended.
Last Contact	The later of the two.
Days Since	Calendar days since Last Contact, in the Settings time zone.
Days Overdue	Days past the cadence. Zero when current.
Status	Current, Overdue, No History Found, Fix Contact, Needs Review or Inactive.
Scan Note	Why a row was skipped or flagged, in plain words.

Tiers holds the five cadences and a line on when to use each. Edit the day counts if your rhythm is different. Every active contact must use a tier that exists here.

Settings is a list of keys and values. Change column B only.

Run Log is the audit trail. One row per run with the mode, the counts, whether an email was sent, and how long it took. It keeps the newest 100 runs. It never records a contact's name or address. The only address in it is your own, as the digest recipient.

A fifth tab, Demo Activity, is hidden. It holds the synthetic dates that Demo Mode uses instead of your real mail and calendar.

The tiers

Cadence is the one real judgment call in the tool. Start with the defaults and change them when your context asks for it.

TIER	DAYS	STARTING USE
Tier 1 Inner Circle	7	Board, investor, key partner
Tier 2 Core	14	Internal requests, key accounts, colleagues
Tier 3 Network	21	Adviser, mentor, external request
Tier 4 Contacts	30	Friends, contacts, relationships to maintain
Tier 5 Outer Circle	60	Former colleagues, social contacts, relationships to keep warm

The names are yours to change. Edit them on the Tiers tab and the dropdown in Contacts follows immediately, because it reads that column live. Add a sixth row if you want a sixth tier, or delete one you will not use. If you rename a tier that contacts are already using, re-pick the tier on those rows: contacts are matched to tiers by exact text.

A tier describes how often you intend to be in touch, not how much someone matters. When one person needs a different number from their tier, put it in Threshold Override and leave the tier alone.

Review the whole roster once a quarter. The list is only useful while it stays short and current. Fifty people you mean it about beats five hundred you do not.

What the statuses mean

STATUS	MEANING
Current	Days Since is at or under the cadence.
Overdue	Days Since is over the cadence. In the email.
No History Found	Nothing found in either lookback window. In the email, with no invented date. In Demo Mode it means no synthetic activity exists for that row.

STATUS	MEANING
Fix Contact	The row cannot be scanned. Scan Note says why: a missing name, an invalid email, a tier not on the Tiers tab, an override outside 1 to 3650, or the same address on two active rows.
Needs Review	The newest contact date is in the future, which should not happen. Check the row.
Inactive	Active is unchecked. Kept, skipped.

A contact exactly at the cadence is Current. They become Overdue the next calendar day.

What counts as contact

A sent email. A message you sent, from the account that installed the script, with the exact address in To, Cc or Bcc. Drafts, spam and trash are not searched.

A completed meeting. An event on your primary calendar that has already ended, was not cancelled, and is a normal event rather than a birthday, focus time, working location or out-of-office block. You either organized it or accepted the invitation, and tentative counts. The contact either organized it or accepted the invitation themselves. Someone who declined, or never answered, did not attend as far as the script can tell.

The later of the two becomes Last Contact.

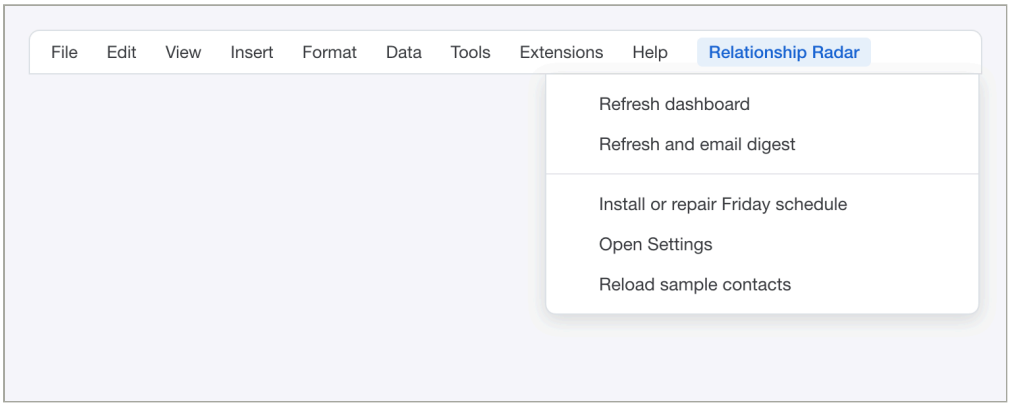
WHAT DOES NOT COUNT

- Email you received. Only what you sent shows intent.
- Phone calls, texts, LinkedIn messages, or meeting in person without a calendar event.
- Meetings still to come, meetings in progress, cancelled meetings, or ones either of you declined.
- Invitations nobody responded to.
- All-day events, unless **Include All Day Events** is TRUE. Off by default so birthdays and holidays do not look like contact.

- Anything on a secondary or shared calendar. Version 1 reads only primary.
- An alias, a group address, or an address that is nearly but not exactly the one in Contacts.

The rule throughout is that a missing date is better than an invented one. Every shortcut the script refuses to take, such as merging aliases, counting a group invite, or trusting a shared calendar, is a way to mark someone current when they are not.

The menu



The Relationship Radar menu

ITEM	WHAT IT DOES
Refresh dashboard	Scans and updates the Sheet. Sends nothing.
Refresh and email digest	Scans, updates, and sends the email now.
Install or repair Friday schedule	Rebuilds the Friday trigger. Run it after changing Friday Run Hour or Time Zone.
Open Settings	Jumps to the Settings tab.
Reload sample contacts	Puts the ten synthetic contacts back. Refuses if any real address is in the list.

Settings

SETTING	DEFAULT	WHAT IT CONTROLS
Digest Recipient Email	The installing account	Where the Friday email goes.
Friday Run Hour	9	The hour, 0 to 23, in the time zone below. Google picks the minute.
Time Zone	The Sheet's time zone	Scheduling and day counts.
Gmail Lookback Days	730	How far back sent mail is searched. 1 to 3651.
Calendar Lookback Days	730	How far back the calendar is searched. 1 to 3651.
Calendar IDs	primary	Which calendar. Version 1 accepts only primary.
Send All Clear Email	TRUE	Send a short email even when nobody is over, so you know it ran.
Include All Day Events	FALSE	Let all-day events count as contact.
Maximum Digest Contacts	20	How many people the email lists. 1 to 100. The Sheet keeps all of them.
Demo Mode	TRUE	Use the synthetic dates instead of scanning Gmail and Calendar.

Both lookbacks must be at least one day longer than your largest cadence. The script checks before every run. If either is short, it stops before scanning, changes nothing, sends nothing, and says so in the Run Log.

Demo Mode

A fresh install starts in Demo Mode with ten synthetic contacts. Every address ends in `.example`, a reserved domain that cannot reach a real person. Use it to see the

dashboard and the email before the script touches your real mail.

After **Refresh dashboard** you should see this.

- Five relationships need attention. Four Overdue, one No History Found.
- The Overdue rows, most overdue first: Noah Williams 54 days over, Marcus Lee 47, Lena Brooks 40, Daniel Ruiz 5.
- Olivia Grant is Current at exactly 30 days on a 30 day cadence. A contact at its cadence is still current.
- Amina Hassan has a Threshold Override of 45 and no history.

Those figures hold on the day the sample data was written. Each day after, every Days Since rises by one and Olivia Grant tips to Overdue, so the count becomes six. **Reload sample contacts** from the menu puts the dates back to today.

After **Refresh and email digest** you should receive an email with the subject `[Demo] Relationship Radar: 5 relationships need attention`.

The Friday schedule runs in Demo Mode too. Until you switch it off, Friday's email is the demo email.

To go live, replace the rows, set Demo Mode to FALSE, refresh, and read the results before sending. The Installation Guide walks through it.

Adding people from Gmail

The Gmail card is the second half of the install. Open any email, open the Relationship Radar panel, choose a tier, and the sender is on the list. It works the same way in the Gmail app on your phone.

Use it in the moment a relationship becomes worth tracking, which is usually while their email is in front of you rather than later at a spreadsheet.

- **Context** is optional and shows up in the Friday email next to their name. One phrase is enough: `Board relationship`, `Top account sponsor`.
- **Already on the list?** The card says so and updates their tier rather than adding a duplicate.
- **Test connection** in the panel writes a row and removes it. Use it if you ever doubt the card is pointed at the right Sheet.

The Friday habit

The script saves the searching. The value is in what you do with ten minutes on Friday.

1. Open the email. Pick the three people where reaching out would matter most this week.
2. Send the note, book the time, or decide on purpose to wait.
3. If the list no longer matches your priorities, change a tier, an override, or an Active box. The list should describe what you mean.
4. Once a quarter, read the whole roster and cut what no longer belongs.

Short and trusted gets acted on. Long and stale gets ignored.

Common questions

The menu is missing. Reload the Sheet. If it is still missing, run `installRelationshipRadar` from Apps Script again.

Someone shows No History Found and I know we spoke. Check the exact email, that Active is checked, that the lookbacks reach far enough, and that the meeting is on your primary calendar. An alias, a group address, or an invite they never accepted will not match. A phone call never will.

Someone shows Fix Contact. Read Scan Note on that row. Fix the address, tier, override or duplicate, then refresh.

The email did not arrive. Check **Digest Recipient Email** and your spam folder, then read the newest Run Log row. The dashboard can be up to date while the email failed.

Friday came and went with no email. In Apps Script, click **Triggers** and confirm one weekly trigger exists for `runRelationshipRadar`. If not, choose **Install or repair Friday schedule**. If **Send All Clear Email** is FALSE and nobody was over, no email is the intended result.

The email says more relationships need attention in the Sheet. More people were over than **Maximum Digest Contacts** allows. Raise the number, or open the Sheet.

A live scan stopped early. There is a safe limit of four and a half minutes per run. Uncheck lower-priority contacts first. If you shorten the lookbacks, both must stay at

least one day longer than the largest cadence. A run that stops never sends a partial email and never overwrites the last good dashboard.

The Write to link opens the wrong Gmail account. The link opens the first Google account signed in to your browser. If you are signed in to more than one and the Radar account is not first, Gmail opens the other mailbox. Use a browser profile where the Radar account is the only one, or the first one.

Can it scan a shared calendar? Not in version 1. On a shared calendar the script cannot tell whether you were in the room.

Can I run it for my executive? Yes, if it is installed in the account whose sent mail and calendar record the contact. Installed in an assistant's account, it measures the assistant's contact, not the executive's.

Privacy

Relationship Radar runs inside a Google Sheet you own, and the code sits in the Sheet where you can read it. There is no web app, no telemetry, no analytics, no AI call, and no server anywhere.

- **Gmail is read only.** The script asks for the recipient headers and the date of messages you sent. Never a subject, body, attachment or draft.
- **Calendar is read only.** It asks for timing, event type, organizer, attendee addresses and response status. Never a title, description, location or attachment.
- **Nothing is copied.** The Sheet stores the contact fields you typed, derived dates, statuses and aggregate run counts. No message or event content is ever written anywhere.
- **The Run Log is counts only.** No contact names, no contact addresses. The one address it holds is your own, as the digest recipient.
- **The email goes where you say.** The default recipient is the installing account. Change it only on purpose.
- **The Gmail card reads one header.** It asks for the From line of the message you have open and nothing else. Its Drive permission returns file names only and is blocked from reading the contents of any file.
- **Nothing leaves your Google account.** Both halves run inside your own account as scripts you installed. There is no outside service for anything to be sent to.

Keep the Sheet restricted. Anyone who can edit the Sheet can edit the script.

Known limits

A calendar event is evidence that a meeting was scheduled and accepted, not proof of what happened in it. A sent email is evidence you wrote, not that they read. The script tracks recorded contact. It cannot see relationship quality, and it cannot see a phone call. The Write to link opens whichever Google account is signed in first in your browser.

When the script is unsure it stops rather than guesses. A failed scan leaves the last good dashboard in place and sends nothing. A contact with no verified history is listed as exactly that, with no invented date.

Official references

- Advanced Google services
- Authorization scopes
- Installable triggers
- Gmail API message search
- Calendar API event listing