



The Stay Conversation Worksheet

Fill this in before the conversation that matters, so you walk in clear instead of winging it.

THE ONE RULE

Never ask if they are leaving. It corners the person, makes the moment feel like an exit interview, and almost always gets a guarded answer that helps no one. Always reframe forward: ask what would make the work better, what they want more of, what is getting in their way, what would make them want to stay and grow here.

Instead of

“Are you unhappy here? Are you looking around?”

Try

“I want to make sure this is still a place you want to build something. What would make the next few months better for you?”

1. Who, and why now

The person, and the specific change that brought you here.

2. My goal for this conversation

The one outcome that matters most. Not ten things. One.

3. My opener

The first sentence, written down so it lands warm and not loaded. Care first, agenda second.

4. The one ask

The single most important question. Forward-looking. Never the red-line question.

5. What I want to listen for

What you are hoping to understand. Aim for them speaking most of the time.

6. The commitment to close on

One specific, time-bound next step, theirs and yours, before the conversation ends.

7. When I will follow up

A date. The conversation is not done when it ends. The follow-through is the work.

A few reminders

- Lead with care, not with the agenda. Meaning before measurement.
- Listen more than you talk. If you are doing most of the speaking, slow down.
- What is said stays between you. Protecting trust is the whole point.
- If it goes sideways, that is normal. Stay calm, stay curious, and still close on one small next step.

This stays with you.

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