

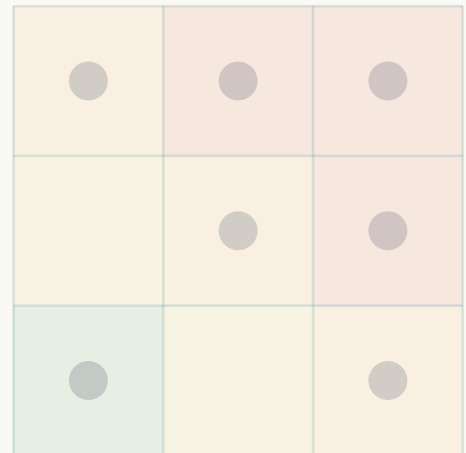


AN ARDENT WORKSHOP PRODUCT

Free Flight-Risk Checklist

Score flight risk and impact for one team — free from Ardent Workshop.

[Start here](#)



Your free flight-risk checklist

The simplest way to get ahead of who might leave is to score two things for each person on your team: flight risk — how likely they are to leave — and impact — how much it would hurt to lose them. Cross the two and everyone lands in a priority tier — Critical, Elevated, Monitor, or Stable. The map below shows how the nine risk-and-impact combinations roll up, from the settled bottom-left to the urgent top-right.

	Low	Medium	High
High	Anchored Key Player	Key Player Wavering	Critical Flight Risk
Medium	Valued & Settled	Worth Engaging	At-Risk Contributor
Low	Quiet Backbone	Light Watch	Manageable Departure

How to use the checklist

- 1 Open Flight-Risk-Checklist.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 For each person, pick a Flight Risk and an Impact from the dropdowns — the Priority tier fills in.
- 3 Start with anyone marked Critical or Elevated: have a stay conversation and decide one thing you'll do to keep them.

READY FOR THE WHOLE PICTURE?

This checklist flags each person's priority. The full Stay-Interview & Retention-Risk Tracker auto-ranks your whole team into a queue, adds a live Priority Dashboard, a curated stay-interview question bank, a stay-interview log, and per-person action tracking — one owned 8-tab file for Excel, Google Sheets, and LibreOffice, plus four guides. [Get the full Stay-Interview & Retention-Risk Tracker >](#)

Free starter from Ardent Workshop. The example names and scores are fictional and illustrative. A retention risk score is a prompt for a conversation, not a verdict — not HR, legal, or professional advice, and not an assessment of any real person. Stay interviews and retention risk are generic, widely-used people practices, not affiliated with or endorsed by any consultancy.