

Retention Habit Checklist

Retention Habits Checklist for SME Leaders

A simple reflection tool to build loyalty over time. This checklist is designed to help SME leaders reflect on everyday habits that influence whether good people stay – not to create extra work or formal programs.

<input checked="" type="checkbox"/>	1. Clarity & Expectations
<input type="checkbox"/>	Expectations are clear and understood
<input type="checkbox"/>	Changes are explained, not assumed
<input type="checkbox"/>	People know what “good” looks like in their role
<input type="checkbox"/>	Feedback is timely, not saved up
<input checked="" type="checkbox"/>	2. Trust & Fairness
<input type="checkbox"/>	Decisions are applied consistently
<input type="checkbox"/>	Favouritism (intentional or not) is avoided
<input type="checkbox"/>	I follow through on what I say I’ll do
<input type="checkbox"/>	People feel comfortable raising concerns
<input checked="" type="checkbox"/>	3. Recognition & Appreciation
<input type="checkbox"/>	Effort is acknowledged, not just results
<input type="checkbox"/>	Recognition is specific, not generic
<input type="checkbox"/>	Good work is noticed regularly
<input type="checkbox"/>	Appreciation is shown in ways that suit the individual
<input checked="" type="checkbox"/>	4. Communication & Connection
<input type="checkbox"/>	I check in regularly, not just when there’s a problem
<input type="checkbox"/>	I listen as much as I speak
<input type="checkbox"/>	I share context about decisions where appropriate
<input type="checkbox"/>	People feel informed, not left guessing

<input checked="" type="checkbox"/>	5. Growth & Support
<input type="checkbox"/>	I take an interest in people’s development
<input type="checkbox"/>	Support is offered when challenges arise
<input type="checkbox"/>	Workloads are monitored and discussed
<input type="checkbox"/>	People feel supported, not managed by default

Reflection

One habit I do well already:

One habit I will focus on over the next 30–60 days:

Final Reminder

- Retention isn’t built through big gestures.
- It’s built through small, consistent leadership habits over time.