

Compensation & Benefits: A Business Value Strategy

Key Person Worksheet | B.O.S.S. Monthly Meeting | July 21, 2026

This worksheet is your thread through the session. Every section connects back to the person you identify below.

A. My Key Person

Think about your one or two most critical people — not the ones with the biggest titles, but the ones whose loss would break something, slow something down, or make something disappear.

Name or Role	
What they do	
What is the impact if they leave	

B. Total Rewards Snapshot — What Am I Currently Offering?

For each element, note what you currently offer and rate your intentionality. Mark whether it matters most to your key person.

Element	What I currently offer	Score 1 2 3	Matters most?
Compensation <i>Base, bonus, incentives</i>		☐ 1 ☐ 2 ☐ 3	☐ Yes ☐ No ☐ Unsure
Benefits <i>Health, retirement, leave</i>		☐ 1 ☐ 2 ☐ 3	☐ Yes ☐ No ☐ Unsure
Well-Being <i>Physical, mental, financial health</i>		☐ 1 ☐ 2 ☐ 3	☐ Yes ☐ No ☐ Unsure
Work-Life Flexibility <i>How, when, where work gets done</i>		☐ 1 ☐ 2 ☐ 3	☐ Yes ☐ No ☐ Unsure
Career Growth & Dev. <i>Growth, development, advancement</i>		☐ 1 ☐ 2 ☐ 3	☐ Yes ☐ No ☐ Unsure
Recognition <i>How you make people feel valued</i>		☐ 1 ☐ 2 ☐ 3	☐ Yes ☐ No ☐ Unsure

Score: 1 = happening by default, no intentional design | 2 = some structure in place | 3 = deliberate, documented strategy

C. Mid-Session Reflection — Come Back to Your Key Person

Answer these four questions after Section 3. Take your time — the last question is the one that matters most.

1	Which of the six total rewards elements are you managing intentionally for this person right now?
2	Which element is most likely to drive their decision to stay — or leave?
3	If they received an outside offer tomorrow, what would make them choose to stay?
4	Is that thing currently in place? ☐ Yes ☐ No ☐ Partially <i>If not — what is the one thing you will put in place first?</i>

Additional notes

D. Owner Self-Assessment — A Starting Point for Every Element

Rate your current state honestly. This is a starting point, not a report card.

Element	The question to answer honestly	My next step
Compensation	Do I know my market position? Do I have pay ranges? Is my incentive plan tied to the right outcomes?	
Benefits	Do I know what my people value most? Am I covering the basics competitively and affordably?	
Well-Being	Are my people sustainably supported, or are some running on empty?	
Work-Life Flexibility	Am I using flexibility as a competitive advantage, or leaving it on the table?	
Career Growth & Dev.	Do my key people see a future here? Am I investing in the people I want to keep?	
Recognition	Do my people know their contribution matters? Is recognition consistent, specific, and genuine?	
Transition Readiness	Would a buyer see a stable, well-rewarded team? Could I produce their due diligence requests confidently?	

E. My Action Plan — One Layer at a Time

Identify the one thing you will do first — and when.

1	Know Your Baseline <i>Which elements are intentional? Which are happening by default?</i>
2	Identify Your Highest Risk <i>Which element is most likely to influence your key person's decision to stay or leave?</i>
3	Build One Layer at a Time <i>What is the one thing you will put in place first? Set a target date.</i>

F. Keep the Momentum — Schedule Your Follow-Through

Before you leave today, open your calendar and block four dates. Label each one: Total Rewards Review. Plans lose momentum without a checkpoint.

Checkpoint	Date (fill in now)	What I will ask myself
30 Days		Did I take the first step I identified today?
60 Days		What progress have I made? What is the next layer to build?
90 Days		Is my key person's retention more secure than it was on July 21?
180 Days		What has changed? Am I closer to transition readiness?

Additional notes