



Spotting Burnout in Your Organization or Team

This worksheet can be used to help you spot some signs of potential burnout in your company or team. It is not exhaustive by any means (and is not a scientifically validated instrument), but can be used as a starting point for developing awareness within your company's or team's leadership.

Instructions:

1. Rate your company or team in the three themed areas (Productivity, Morale, and Energy) on a 1 – 10 scale (1 being Never/None, and 10 being All the Time).
2. Use the Notes space associated with each theme to capture the awarenesses you are having in these areas. Example: While thinking about if your company is missing deadlines, you realize that one particular sub-team is really struggling in this area.

PRODUCTIVITY RATINGS

- | | | |
|---|---------------------------|-------|
| 1) How often your team misses deadlines. | _____ | _____ |
| 2) How often your team leaves projects unfinished. | _____ | _____ |
| 3) How often your team is slow to deliver results. | _____ | _____ |
| 4) How often your team introduces errors or unnecessary rework. | _____ | _____ |
| 5) How often your team displaces "important but not urgent" work. | _____ | _____ |
| | Productivity Total | _____ |

PRODUCTIVITY NOTES

MORALE RATINGS

- | | | |
|---|---------------------|-------|
| 1) Your team's level of irritability. | _____ | _____ |
| 2) Your team's level of cynicism and/or negativity. | _____ | _____ |
| 3) Your team's level of misunderstandings. | _____ | _____ |
| 4) Your team's level of rigidity and/or being inflexible. | _____ | _____ |
| 5) Your team's level of disciplinary issues. | _____ | _____ |
| | Morale Total | _____ |

MORALE NOTES



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ENERGY RATINGS

1) How often teammates are out on sick days. _____

2) How often teammates are coming to work sick. _____

3) How often teammates are unfocused. _____

4) How often teammates are overwhelmed. _____

5) How often teammates are fatigued. _____

Energy Total _____

ENERGY NOTES

TOTAL SCORE (SUM OF ALL THREE AREAS) _____

How to Interpret Your Team's Scores

A Total Score of:	Indicates that:
49 or below	few signs of burnout; burnout may be present in your organization but hasn't manifested
50 to 99	some signs of burnout are evident; note individual theme scores over 25 as particular areas of attention
100 and above	burnout is likely present, and at a high enough level for consistent negative impact

OTHER NOTES AND OBSERVATIONS
