

## Manager/Supervisor Assessment of Burnout in Self & Teams

<u>Team Assessment</u>	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
1. Do you know status of burnout/wellness among your team members?	Y	N	DK
2. Have you had meetings with team to discuss engagement & burnout?	Y	N	DK
3. Do you have regular time to talk to each team member?	Y	N	DK
4. Is your team able to get significant uninterrupted work time?	Y	N	DK
5. Do your team members take vacations?	Y	N	DK
6. Does your team take time off if/when they are sick?	Y	N	DK
7. Does your team take breaks (even lunch) at work?	Y	N	DK
8. Does your team regularly stay within normal work hours (eg, 40 hours)?	Y	N	DK
9. Do you have guidelines limiting after hours phone calls/emails?	Y	N	DK
10. Do all members of your team have realistic work deadlines?	Y	N	DK
11. Do you contain work requests/assignments within work hours?	Y	N	DK
12. Do you send emails/make non-urgent calls only within normal hours?	Y	N	DK

Any “No” response is an opportunity for reflection and possible improvement with your team.

If you answered No to 2 or more of the questions, it is likely that you can take positive actions as a manager/supervisor to reduce the threat of burnout in your team.

<u>Self Assessment</u>	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
1. Do you feel burned out most work days?	Y	N	DK
2. Do you seldom take vacations?	Y	N	DK
3. Do you seldom take sick leave even if when you are sick?	Y	N	DK
4. Do you seldom take breaks at work, even for lunch?	Y	N	DK
5. Do you seldom eat in a healthy or balanced way?	Y	N	DK
6. Do you seldom get exercise?	Y	N	DK
7. Do you rarely get meaningful time with my family/friends?	Y	N	DK
8. Do you often feel “exhausted”, “tired”, “fried”?	Y	N	DK

Any “Yes” response is an opportunity for reflection and possible improvement.

If you answered Yes to 2 or more of the questions, seriously consider what changes could reduce your personal burnout risk and improve you well-being at work.

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