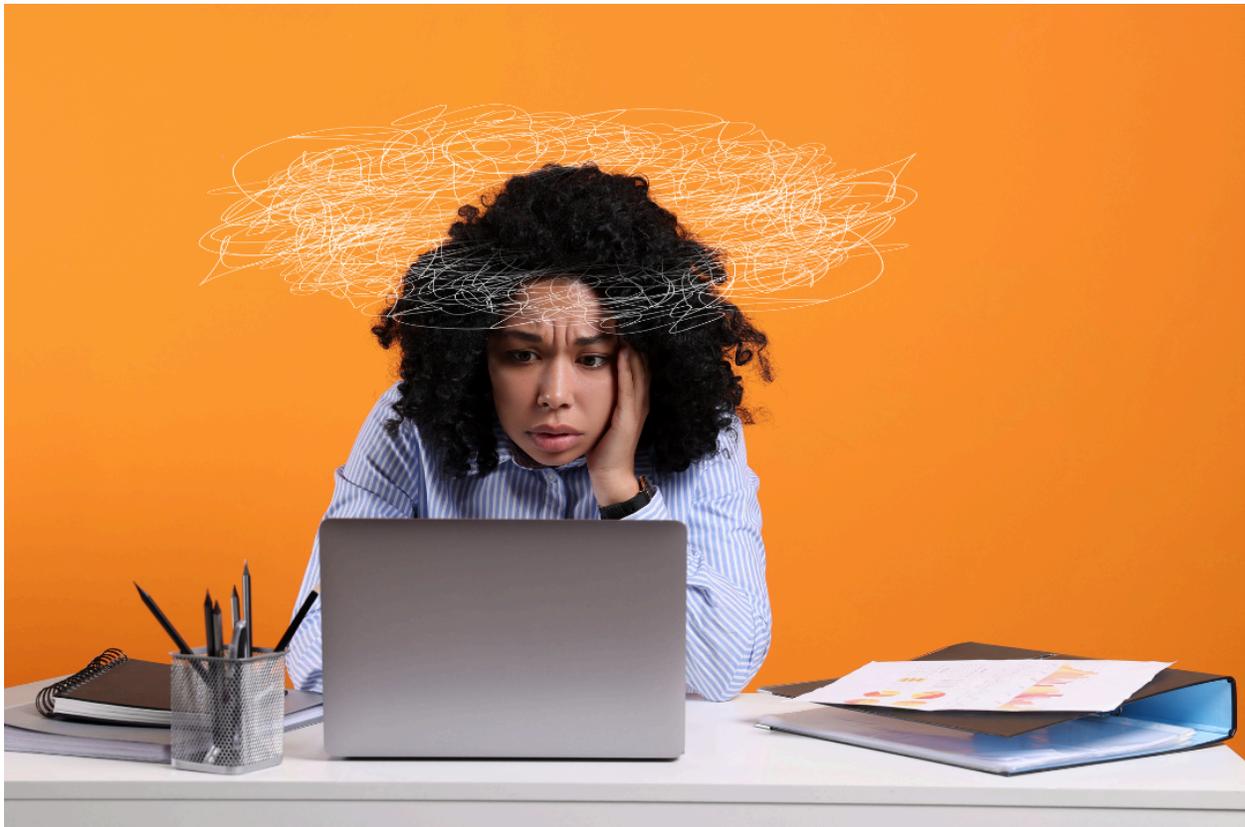


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# Shiftbase Template

# **Burnout early warning signs checklist**



Created by



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## About this template

This checklist is for **managers and SMEs** who want to spot burnout early and fix the work design before people crash (or quit). It's team-level on purpose — it's not about diagnosing individuals.

### Who it's for

- Team leads and managers
- Ops/HR supporting workforce planning
- Shift-based teams, high-volume teams, seasonal teams

### How to use it (10 minutes weekly + 30 minutes monthly)

1. Do a quick weekly scan (tick what's showing up).
2. If you tick 4+ items in one week or see patterns for 2–3 weeks, act.
3. Monthly: review root causes (staffing, schedules, workload, unclear priorities).
4. Track actions taken. If nothing changes, the signals won't either.

### **Important note:**

This is not medical advice. It's a practical way to detect workload and process issues that create burnout risk.

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## Burnout early-warning checklist (team-level)

### Weekly quick scan (tick what you see)

#### Workload + pace

- Overtime is increasing (or becoming “normal”)
- Breaks are skipped or shortened regularly
- Work is constantly rushed / firefighting mode
- Team is regularly understaffed for the workload
- Tasks are growing but priorities aren’t changing (“everything is urgent”)

#### Scheduling + predictability

- Frequent last-minute schedule changes
- People are asked to cover shifts repeatedly
- Shift swaps are constant (and messy)
- Low schedule stability (published late, changed often)
- Peak weeks have no clear staffing plan

#### Quality + errors (signal, not blame)

- More mistakes / rework than usual
- More customer complaints or incidents
- More time edits / payroll corrections
- More “we forgot” moments (handover gaps, missed steps)

#### People signals (patterns, not one-offs)

- Higher absence or sick leave spikes
- Increased irritability/conflict
- Lower engagement in meetings or team comms
- More people “checking out” (quiet withdrawal)
- Strong performers seem unusually drained

## Manager signals (you included)

- You're constantly reacting instead of planning
- You're doing more frontline work because coverage is thin
- You're pushing issues to "later" because there's no time

**Weekly total ticks:** [ ] / 20

## Interpretation (simple)

### 0-3 ticks:

Normal variation. Keep an eye on trends.

### 4-7 ticks:

Early risk. Pick 1-2 changes to reduce pressure this week.

### 8+ ticks:

High risk. Treat this as an operational issue, not a "resilience" issue. Escalate staffing/schedule changes and reset priorities immediately.

## Root cause check (pick the top 2)

### What's driving the pressure?

- Not enough staffing for demand
- Poor schedule predictability / too many changes
- Unclear priorities (everything is urgent)
- Broken processes/tools causing rework
- Skill gaps / insufficient training
- Too many meetings/admin work
- Seasonal peak without a plan
- Other: [ ]

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## What to change first (low-cost, high impact)

Choose 1-3 actions and assign an owner + date.

### Schedule fixes (usually the biggest lever)

- Publish schedules earlier (set a standard)
- Add a rule for changes (cutoff + approvals + logging)
- Protect breaks (make them non-negotiable)
- Create a backup coverage list (not random calling)

### Workload fixes

- Reduce low-value tasks temporarily
- Reset priorities (top 3 for the week)
- Rebalance work across team members
- Add a “stop doing” list for peak weeks

### Process/tool fixes

- Fix the #1 recurring error source
- Reduce manual time edits with clearer rules
- Standardize handovers (simple checklist)

## Action log (so it doesn't disappear)

Week of:	
Top signals observed:	1.
	2.
	3.
Actions we're taking:	
Action:	
Owner:	
Due date:	
Follow-up date:	

⚠ Add more actions if needed

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## + Add-ons

**Optional, high value**

### **Mmanager script**

*"We're seeing signs the workload/schedule isn't sustainable. This isn't about working harder — it's about fixing the system. This week we're changing [X], and we'll review again on [date]."*

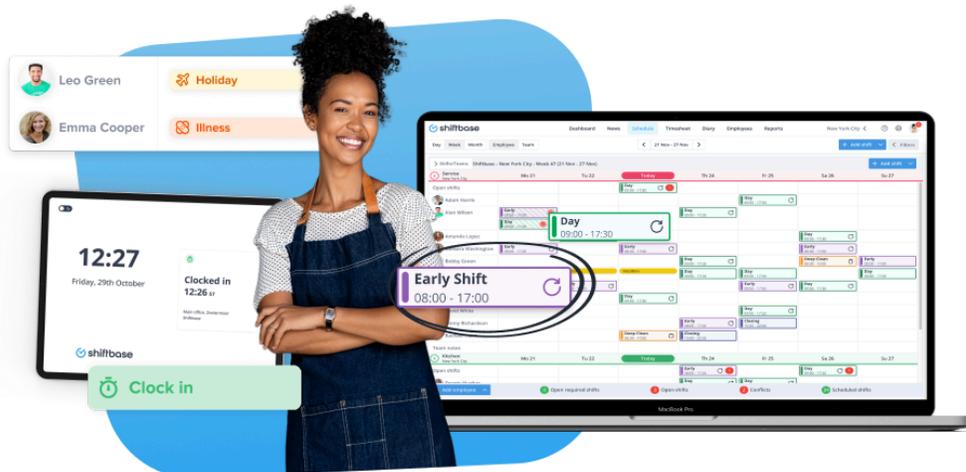
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