

Reduce Burnout Checklist

According to the [Mayo Clinic](#), job burnout is a state of physical or emotional exhaustion coupled with reduced accomplishment that impacts personal identity and can also affect physical and mental health.

To reduce burnout:

- ✓ Schedule your after-hours emails to be delivered in the morning.
- ✓ Rebalance workloads.
- ✓ Hire more employees; add interns or co-op students; subcontract.
- ✓ Schedule regular one-on-ones so you know who needs more help.
- ✓ Take on some of the work yourself.
- ✓ Reassign work to less busy employees.
- ✓ Encourage employees to take vacation time.
- ✓ Offer flexible work options.
- ✓ Evaluate the success of flexible work options and adjust to strengthen the model.
- ✓ Set achievable deadlines.
- ✓ Automate reports.
- ✓ Reduce duplication of documentation in multiple places.