BURNOUT PREVENTION

CHECKLIST FOR EMPLOYERS

Burnout is preventable—but only when organizations take an active role in addressing it. Use this checklist to evaluate your current workplace practices and implement strategies that foster a healthier, more resilient workforce.

1. SPOT THE WARNING SIGNS:

Make sure people leaders and HR teams are trained to identify burnout early.

- ❏ Managers are trained on burnout symptoms and warning signs
- ❏ Regular 1:1s include well-being check-ins (not just performance review)
- ❏ Pulse surveys measure employee stress, engagement, and satisfaction
- ❏ Anonymous feedback channels are in place

2. PRIORITIZE MENTAL HEALTH SUPPORT:

Support employee mental health through accessible resources and open dialogue.

- ❏ Employees have access to mental health services (therapy, coaching, etc.)
- ❏ On-demand wellness resources (meditation, stress relief, mindfulness) are available
- ❏ Mental health is de-stigmatized through internal campaigns or leadership modeling
- ❏ Benefits include mental health days or "no meeting" recovery days

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3. PROMOTE WORK-LIFE BALANCE:

Burnout often stems from a lack of boundaries—these practices can help.

- ❏ Employees are encouraged to fully unplug after hours
- ❏ PTO is promoted (and not penalized)
- ❏ Flexible work arrangements (remote/hybrid/asynchronous) are offered
- ❏ Leaders model healthy work-life balance behaviors

4. SET CLEAR EXPECTATIONS:

Unclear or constantly shifting priorities fuel stress and overwhelm.

- ❏ Roles and responsibilities are clearly defined
- ❏ Teams understand business priorities and goals
- ❏ Workload is regularly reviewed to ensure it's realistic
- ❏ Success metrics are transparent and achievable

5. FOSTER A CULTURE OF RECOGNITION AND CONNECTION:

Employees who feel seen and supported are more resilient and engaged.

- ❏ Managers give regular, meaningful feedback and recognition
- ❏ Peer recognition tools or rituals are in place
- ❏ Opportunities for social connection (in-person or virtual) are encouraged
- ❏ Employees feel connected and included in workplace culture

6. BUILD RESILIENCE THROUGH WELLNESS PROGRAMS:

Empower employees to care for themselves with resources that meet real needs.

- ❏ Your wellness program includes tools for physical, emotional, and social health
- ❏ Resources are accessible to everyone, regardless of location or schedule
- ❏ Employees engage and participate regularly with wellness content
- ❏ Wellness program is integrated into company culture—not just an add-on

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