

Helping Architecture Firms Scale with On-Demand, US-Trained Remote Architects (Level I, II & III)

Team Burnout Prevention Checklist

"Is Your Team at Risk?"

Purpose: Use this checklist monthly or quarterly to assess your team's burnout risk and take proactive action before productivity, quality, and morale decline. Early detection is key to maintaining a sustainable, high-performing team.

Assessment Date: _____

Assessed By: _____

Department/Team: _____

Warning Signs Assessment

Check all items that apply to your team's current situation:

Workload & Capacity Indicators

- ☐ Utilization rates consistently above 85% for 3+ consecutive months
- ☐ Multiple staff members working weekends regularly (more than once per month)
- ☐ Team members routinely working 50+ hour weeks
- ☐ Backlog of proposals or projects is growing faster than completion rate
- ☐ Staff frequently unable to take scheduled PTO or postponing vacation time

Quality & Performance Indicators

- ☐ Proposal quality declining (feedback from clients or internal reviewers)
- ☐ Increased errors in technical deliverables or coordination issues
- ☐ Missing deadlines or requiring deadline extensions more frequently
- ☐ Reduced innovation or creative problem-solving in proposals/projects
- ☐ Client complaints or concerns about responsiveness have increased

Team Morale & Engagement Indicators

- ☐ Staff expressing frustration, cynicism, or negativity in meetings
- ☐ Decreased participation in team discussions or voluntary activities
- ☐ Visible signs of stress or fatigue (irritability, withdrawal, health issues)
- ☐ Increase in sick days or unplanned absences
- ☐ Staff mentioning being "overwhelmed" or "burned out" in conversations

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Retention & Development Indicators

- ☐ Turnover rate increasing compared to previous year or industry benchmark
- ☐ Key staff members expressing interest in leaving or actively job searching
- ☐ Professional development activities postponed or eliminated due to workload
- ☐ Mentoring and training of junior staff has decreased or stopped
- ☐ Difficulty recruiting new talent due to reputation concerns

Risk Assessment Scoring

Count the number of checked items above:

Total Checked Items: _____ out of 20

- 0-4 items: **LOW RISK** - Team appears healthy, maintain current practices
- 5-9 items: **MODERATE RISK** - Take preventive action now
- 10-14 items: **HIGH RISK** - Immediate intervention required
- 15+ items: **CRITICAL RISK** - Crisis management needed

Immediate Actions to Take

If you checked 5 or more items above, prioritize these actions:

Within 48 Hours

- ☐ **Review current workload distribution** - Identify who is most overloaded and why
- ☐ **Identify tasks to delegate, defer, or decline** - Not all work is equally critical
- ☐ **Have one-on-one conversations** - Check in personally with team members showing signs of stress
- ☐ **Block "focus time" on team calendars** - Protect 4-hour blocks for deep work without meetings

Within 1 Week

- ☐ **Schedule team capacity planning meeting** - Include all project managers and leadership
- ☐ **Assess need for temporary support** - Consider contractors, consultants, or redistributing work
- ☐ **Implement go/no-go criteria** - Stop pursuing low-probability or bad-fit opportunities
- ☐ **Communicate openly with clients** - Adjust expectations on timelines if necessary

Within 2 Weeks

- ☐ **Plan team recovery period** - Schedule lighter workload phase or team-building activity
- ☐ **Review and update proposal processes** - Eliminate inefficiencies and automate where possible
- ☐ **Set utilization targets** - Establish 75-80% as sustainable maximum, not 90%+
- ☐ **Ensure PTO is encouraged and approved** - Lead by example from leadership

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Within 1 Month

- ☐ **Conduct anonymous team survey** - Get honest feedback on workload and morale
- ☐ **Implement recurring check-ins** - Monthly capacity reviews become standard practice
- ☐ **Invest in BD infrastructure** - Hire proposal coordinator or dedicated marketing support
- ☐ **Celebrate wins and acknowledge effort** - Recognition matters during difficult periods

Action Plan Notes

Remember:

Preventing burnout is not about working less, it's about working smarter. Sustainable growth requires protecting your most valuable asset: your people. A well-rested, motivated team will always outperform an exhausted one, no matter how many hours they log.

Next Review Date: _____



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