

# The Burnout-Proof Team Checklist

## FOR DIGITAL AGENCIES

### OVERVIEW:

Burnout doesn't knock on the door...it slips in through the cracks of poor planning and stretched bandwidth. And while the obvious signs are easy to spot, it's the quieter ones that can do real damage. Use this checklist to gauge where your team is at, and know what to do to prevent your team from becoming burnt toast.

### SPOT THE SIGNS EARLY

Use this section during team check-ins, 1:1s, or retros to keep a pulse on how people are really doing.

- ☐ Has anyone shown a recent drop in performance or focus?
- ☐ Is anyone frequently late, absent, or suddenly "out sick"?
- ☐ Are once-engaged team members now quiet or withdrawn?
- ☐ Has the vibe shifted—less humor, more tension, more sighing?
- ☐ Are people skipping breaks or responding to messages after hours?

### REVIEW CAPACITY & WORKLOAD BALANCE

These checks help ensure you're not flying blind when it comes to who's overloaded and who might have room to help.

- ☐ Do you know who on your team is nearing (or over) their capacity?
- ☐ Are tasks distributed based on availability, not just past performance?
- ☐ Are any projects dangerously dependent on one or two key people?
- ☐ Do you have visibility into upcoming demand vs. team bandwidth?
- ☐ Can your team realistically complete their assigned work within working hours?

### FORECAST TO PREVENT THE PANIC

Planning ahead means fewer surprises and less stress across the board.

- ☐ Do you forecast resourcing needs 2+ weeks out?
- ☐ Is your pipeline visible to project and resource managers?
- ☐ Do you review upcoming work against actual availability (not ideal-world estimates)?
- ☐ Can you adjust plans quickly if someone is out or capacity shifts?
- ☐ Is your forecast driving proactive hiring or contractor planning?

### BUILD A CULTURE THAT FIGHTS BURNOUT

Because the best fix is prevention. and that starts with your leadership style.

- ☐ Is it safe for team members to say "I'm at capacity" without fear?
- ☐ Are flexible schedules and async work options genuinely supported?
- ☐ Do leaders model healthy work habits (breaks, boundaries, no late pings)?
- ☐ Are recognition and appreciation baked into your regular rituals?
- ☐ Are mental health resources shared openly and without stigma?

### QUESTIONS?

Have questions on the above resources? We're here to help. Reach out to [hello@getparallax.com](mailto:hello@getparallax.com) with any questions you may have.