**Burnout Self-Assessment Tool**

Burnout is a state of emotional, physical and mental exhaustion caused by excessive and prolonged stress. Symptoms of burnout include:

* Feeling restless, irritable and a lack of motivation
* Having difficulty concentrating on tasks
* Withdrawing from socializing with others
* Change in eating habits
* Change in sleeping habits
* Feeling overwhelmed, emotionally drained and unable to meet constant demands.

This tool can help you check yourself for burnout. Reflect on how you feel about your job, your experience at work and your home life. Answer the questions below to get a feel for whether you are at risk for burnout.

**NOTE**: *This tool is authored by* [***Mind & Tools Content Team***](https://www.mindtools.com/pages/article/newTCS_08.htm)*. It uses an informal approach to assessing burnout. While it may be intuitively useful, it has not been validated through controlled scientific tests and must therefore not be used as a diagnostic technique. Please, therefore, interpret the results with common sense. Also, make allowances for any recent events that may have a disproportionate influence on your mood at the time you take the test!*

*If you prefer rigorously validated tests, then the Maslach Burnout Inventory may be useful. This was developed by Christina Maslach, one of the leading researchers in the field of burnout. Copies can be purchased at this*[***site***](http://www.mindgarden.com/117-maslach-burnout-inventory)*.*

**Instructions**

For each question, check the box in the column that most applies. Tally up your score at the end of each column.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15 Statements to Answer | Not at All | Rarely | Some-  times | Often | Very Often |
| 1. I feel run down & drained of physical or emotional energy. |  |  |  |  |  |
| 1. I have negative thoughts about my job. |  |  |  |  |  |
| 1. I am harder & less sympathetic with people than perhaps they deserve. |  |  |  |  |  |
| 1. I am easily irritated by small problems, or by my co-workers & team. |  |  |  |  |  |
| 1. I feel misunderstood or unappreciated by my co-workers. |  |  |  |  |  |
| 1. I feel that I have no one to talk to. |  |  |  |  |  |
| 1. I feel that I am achieving less than I should. |  |  |  |  |  |
| 1. I feel under an unpleasant level of pressure to succeed. |  |  |  |  |  |
| 1. I feel that I am not getting what I want out of my job. |  |  |  |  |  |
| 1. I feel that I am in the wrong organization of the wrong profession. |  |  |  |  |  |
| 1. I am frustrated with parts of my job. |  |  |  |  |  |
| 1. I feel that organizational politics or bureaucracy frustrate my ability to do a good job. |  |  |  |  |  |
| 1. I feel that there is more work to do than I practically have the ability to do. |  |  |  |  |  |
| 1. I feel that I do not have time to do many of the things that are important to doing a good quality job. |  |  |  |  |  |
| 1. I find that I do not have time to plan as much as I would like. |  |  |  |  |  |
| TOTAL EACH COLUMN |  |  |  |  |  |

A B C D E

**Instructions, cont.**

Check your results.

1. Complete the Table below.

(a.) Transfer your totals from each column on page 2.

(b.) Calculate your column total for each column using the associated multiplier.

(c.) Add each column total together to get your Final Total Score.

|  |  |  |  |
| --- | --- | --- | --- |
| Column | Your Answer Total from page 2 | Multiplayer | Column Total |
| A |  | \* 1 |  |
| B |  | \* 2 |  |
| C |  | \* 3 |  |
| D |  | \* 4 |  |
| E |  | \* 5 |  |
| Final Total Score | | |  |

1. Interpret your Score using the chart below.

|  |  |
| --- | --- |
| Score | Comment |
| 15 - 18 | No sign of burnout here. |
| 19 – 32 | Little sign of burnout here, unless some factors are particularly severe. |
| 33 – 49 | Be careful – you may be at risk of burnout, particularly if several scores are high. |
| 50 – 59 | You are at severe risk of burnout – do something about this urgently. |
| 60 -75 | You are at very sever risk of burnout – do something about this urgently. |

**Instructions, cont.**

1. Take action based on your results

|  |  |
| --- | --- |
| Score | Action ideas |
| 15 - 18 | No sign of burnout here.  Keep doing what you have been doing…it’s working! Maintain the healthy habits and mindsets that fuel you to live a joyous, meaningful and fulfilled life. |
| 19 – 32 | Little sign of burnout here, unless some factors are particularly severe.  Are there areas that you marked as “often” or “very often”? If so, do they share some similarities. This will give you a clue to examine this area of your life. What action could you take to plan for problem-solving or reframe your view of this situation? |
| 33 – 49 | Be careful – you may be at risk of burnout, particularly if several scores are high.  Look at the areas that have been marked as “often” or “very often”. Take proactive action to plan for problem-solving or reframe your view of this area of your life. You haven’t reached burnout yet, but you are very close. |
| 50 – 59 | You are at severe risk of burnout – do something about this urgently.  Look at the areas that have been marked as “often” or “very often”. Take action now to adjust how your approach to these areas of your life. Use the Managing Mu Stressors Tool to plan for problem-solving or reframe your view of this area of your life. You haven’t reached burnout yet, but you are very close. |
| 60 -75 | You are at very severe risk of burnout – do something about this urgently.  Look at the areas that have been marked as “often” or “very often”. Take action now to adjust how your approach these areas of your life. Use the “What I CAN and CANNOT? Tool. to plan for problem-solving or reframe your view of this area of your life. You haven’t reached burnout yet, but you are very close. |

**How to make use of your burnout interpretation, example.**

*Score 32 – low burnout score with severe factors in a few areas.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15 Statements to Answer | Not at All | Rarely | Some-  times | Often | Very Often |
| 1. I feel run down & drained of physical or emotional energy. | x |  |  |  |  |
| 1. I have negative thoughts about my job. |  | x |  |  |  |
| 1. I am harder & less sympathetic with people than perhaps they deserve. | x |  |  |  |  |
| 1. I am easily irritated by small problems, or by my co-workers & team. | x |  |  |  |  |
| 1. I feel misunderstood or unappreciated by my co-workers. |  | x |  |  |  |
| 1. I feel that I have no one to talk to. | x |  |  |  |  |
| 1. I feel that I am achieving less than I should. |  |  |  | x |  |
| 1. I feel under an unpleasant level of pressure to succeed. | x |  |  |  |  |
| 1. I feel that I am not getting what I want out of my job. |  |  |  |  | x |
| 1. I feel that I am in the wrong organization of the wrong profession. |  |  |  | x |  |
| 1. I am frustrated with parts of my job. |  |  |  | x |  |
| 1. I feel that organizational politics or bureaucracy frustrate my ability to do a good job. |  | x |  |  |  |
| 1. I feel that there is more work to do than I practically have the ability to do. | x |  |  |  |  |
| 1. I feel that I do not have time to do many of the things that are important to doing a good quality job. |  | x |  |  |  |
| 1. I find that I do not have time to plan as much as I would like. | x |  |  |  |  |
| TOTAL EACH COLUMN | 7 | 4 | 0 | 3 | 1 |

A B C D E

**Example, cont.**

Check your results.

1. Complete the Table below.

(a.) Transfer your totals from each column on page 2.

(b.) Calculate your column total for each column using the associated multiplier.

(c.) Add each column total together to get your Final Total Score.

|  |  |  |  |
| --- | --- | --- | --- |
| Column | Your Answer Total from page 2 | Multiplayer | Column Total |
| A | 7 | \* 1 | 7 |
| B | 4 | \* 2 | 8 |
| C | 0 | \* 3 | 0 |
| D | 3 | \* 4 | 12 |
| E | 1 | \* 5 | 5 |
| Final Total Score | | | 32 |

1. Interpret your Score using the chart below.

|  |  |
| --- | --- |
| Score | Comment |
| 15 - 18 | No sign of burnout here. |
| 19 – 32 | Little sign of burnout here, unless some factors are particularly severe. |
| 33 – 49 | Be careful – you may be at risk of burnout, particularly if several scores are high. |
| 50 – 59 | You are at severe risk of burnout – do something about this urgently. |
| 60 -75 | You are at very sever risk of burnout – do something about this urgently. |

**Example, cont.**

1. Take action based on your results

|  |  |
| --- | --- |
| Score | Action ideas |
| 19 – 32 | Little sign of burnout here, unless some factors are particularly severe.  Are there areas that you marked as “often” or “very often”? If so, do they share some similarities. This will give you a clue to examine this area of your life. What action could you take to plan for problem-solving or reframe your view of this situation? |
| While I scored below the burnout concern factor, there are areas that I marked often or very often.   * I feel that I am achieving less than I should. * I feel that I am not getting what I want out of my job. * I feel that I am in the wrong organization of the wrong profession. * I am frustrated with parts of my job.   It looks to me like my job is no longer satisfying me.  Action Plan:   * I will use the “Manage My Stressors” Tool to explore what is causing me stress, what I can/cannot control and either plan to prepare or reframe. * I will pay attention in my job and look for what makes me happy and what causes me dissatisfaction. * I will conduct the Rest, Reflect & Reset for 2021 Exercise so I have a clear vision of what a joyous, meaningful and fulfilling life would look like for me…specifically in my job. | |