

The Quiet Burnout Checklist



Early signs to watch for

- Replies that used to come the same day now take a few
- They stop asking questions or offering ideas
- Small mistakes start slipping through that they'd normally catch
- They pull back from things outside their core tasks
- Their messages feel shorter or flatter than usual
- They say "fine" or "good" to check-ins without much else
- Tasks that used to take an hour start taking most of the day
- They turn down things they'd normally say yes to, like a coffee chat or team lunch

How to open the conversation

- Ask privately, not in a group setting
- Lead with something specific you noticed, not a vague "you okay?"
- Ask what's making things harder right now, not just "how are you"
- Follow up again in a week. One conversation isn't enough

A simple way to start

"I noticed you've been a little quieter in our last few meetings. I wanted to check in, is there anything going on that's making things harder right now?"

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