

BURNOUT ASSESSMENT & ACTION STEP QUESTIONS

What are the top three activities or responsibilities in your shop that leave you feeling drained or exhausted?

Action Step: Identify one task from your list to delegate or automate within the next week.

When was the last time you took meaningful time off (at least one full day with no shop-related responsibilities)?

Action Step: Schedule at least one day off in the next two weeks and plan how to fully disconnect during that time.

How often do you feel guilty about spending time on personal activities instead of business-related tasks?

Action Step: Choose one personal priority (family, hobby, exercise) and block non-negotiable time for it in your calendar.

Are there specific tasks or decisions that you feel only you can handle? If so, what prevents you from delegating them?

Action Step: Select one task from this list and train a team member to take it over by the end of the month.

What boundaries (work hours, communication limits, etc.) could you set to protect your personal time and mental well-being?

Action Step: Define one clear boundary today (e.g., no work emails after 6 PM) and communicate it to your team.



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