



Top 10 Strategies for Preventing Project Manager Burnout

1. Conduct weekly one-on-one Project Management meetings to review:

- Labor reports on active project and open projects: Hours billed, hours managed, hours left on projects
- Project Management resources like: Managertools.com featuring podcasts, tips, etc.
- Efficiency reports with hours billed to projects, even if salaried (see reverse)

All can indicate potential burnout

2. Ensure Project Managers take vacation time and do not work during vacation.

3. Offer sick leave and mental sick days in addition to regular PTO.

4. Establish mandatory work and lunch breaks.

5. Create a collaborative environment and culture through engagement opportunities.

- Provide lunch rooms, break rooms, or other work areas of close proximity to encourage conversation
- Promote team breakfasts and lunches
- Host company events

**Have the Sales team
cook breakfast for Operations!**

6. Offer career development, training opportunities, and continuing education alternatives.

7. Implement recognition programs, for example:

- A recognition wall highlighting accomplishments (customer appreciation emails, thank you letters, etc.)
- Specific Project Management awards (plaques, monetary incentives, additional vacation days)

**Don't forget to recognize
Project Managers for jobs well done**

8. Develop an escalation process and assigned mentorship programs for Project Managers.

9. Group PMs, Sales Reps., and House Account Mgrs. that will continually work together on projects.

10. Supply central administrative assistance for all Project Managers.



Are you monitoring your Project Managers' workloads?

Below is an example of a basic workload report for a Project Manager. Assigning Project Managers to the same type of project provides consistent data for monthly run rates and efficiency reports. Efficiency is the amount of time billed to projects.

Workload reports help companies identify and assist Project Managers at risk of burnout.

Basic PM Workload Report Example

*Active Projects are projects that have costs or time posted to them during that reported period.

Department	Estimated Hours	Used in period Hours	Remaining Hours	Estimated Cost	Billed	Remaining BL
					Cost Used in period	Remaining Cost
OPEN PROJECTS = 11 ACTIVE PROJECTS = 8					\$151,947.98	\$1,385,195.39
Administrative	207	0	205	\$13,248.00	\$0.00	\$13,120.00
Application Engineer	1906	398.5	1073.75	\$152,480.00	\$31,880.00	\$85,900.00
Professional Services Group	0	0	0	\$0.00	\$0.00	\$0.00
Design	373	35	163.5	\$22,007.00	\$2,065.00	\$9,646.50
Installation	2096	423	655.5	\$132,048.00	\$26,649.00	\$41,296.50
Project Management	4969	172	3144.5	\$422,365.00	\$14,620.00	\$267,282.50
Shop	96	0	96	\$6,048.00	\$0.00	\$6,048.00
<hr/>					\$75,214.00	\$423,293.50