

How To

MANAGE WORKLOAD

as an Intern



ABOUT  EduAdvisor

Career Advantage Programme (ECAP)



The EduAdvisor Career Advantage Programme is a premium initiative exclusively available to students who have enrolled in university through EduAdvisor.

Tailored to prepare you for the demands of today's job market, this programme offers early access to career resources that will help you navigate internships and enter the workforce with confidence.

The programme provides personalised guidance, including internship search support, expert career tips, networking events, and one-on-one mentorship. Our goal is to ensure you're not just academically ready but career-ready as well.

Take control of your future with EduAdvisor's Career Advantage Programme — where your success story begins!

SERVICES BY ECAP



Internship Search

A specialised search engine designed to help you discover incredible internship opportunities that align with your field of study, ensuring you find the right match for your future career.



Mentorship Programme

Gain personalised guidance from professionals and mentors within your field of study who can help you navigate your career path and achieve success.



Career Tips & Content

Access tips and valuable career insights through curated content that covers everything from job search strategies to acing interviews, all tailored to help you thrive in your chosen field.



Career & Networking Opportunities

Participate in exclusive events designed to connect you with industry leaders, alumni, and fellow students, helping you stay on top of trends.

MANAGING AN INTERNSHIP

How to successfully do it?



Embarking on your first internship is both exciting and challenging. It's your gateway to professional world where you'll learn, grow, and gain practical experience. However, it's also where you'll be exposed to the pressure and demands of the industry. Without effective stress management and clear boundaries, you may risk being stretched too thin.

This guide will help you manage your stress better as an intern and simultaneously build the confidence to thrive in your internship.

Common challenges you will face

Internships are your first real taste of working life, and they can be exciting but also overwhelming. Knowing how to prioritise your mental health can make all the difference between a tough experience and one that helps you grow. Here are some of the challenges you'd find yourself in once you start working.

- Unclear expectations
- Difficulty juggling tasks from multiple supervisors
- Poor prioritisation
- Lack of time management skills
- Adjusting to new communication styles
- Balancing studies and internship responsibilities
- Fear of asking for help

When it comes to managing your workload, where do you start?

Understanding your role

● Clarify job scope

During your first week, request clarity on key responsibilities, ongoing versus one-off tasks, and weekly deliverables.

● Identify your core responsibilities

Some tasks contribute directly to your role, and some are supplementary. Learn to differentiate what are the high impact tasks, ones that help the team, and tasks that are optional. You prioritise better once you categorise them and their importance.

● Knowing the right questions to ask

You'd save a lot of time and back-and-forth when you ask the right questions, whether to clarify something or if you need help. For example:

- "What is the preferred way to update you?"
- "Are there formats or templates I should follow?"
- "Who should I approach for approvals?"

● Understanding the team dynamic

Most companies have a PIC (person-in-charge) you'd report to and this person can vary depending on the project or task. Familiarise yourself with who you report to, who handles what tasks, and whom you should approach for technical support.

OPPORTUNITIES

versus

OVERCOMMITTING

How to spot the difference.



Spotting opportunities while avoiding overcommitment comes down to strategic alignment, knowing your capacity, and mastering the art of saying "no." This approach ensures you invest your energy in high-impact activities rather than spreading yourself too thin.

Healthy initiatives looks like:	Overcommitting looks like:
Offering help when others are busy	Taking tasks without understanding the work needed
Taking on tasks related to your learning goals	Accepting tasks to impress others even when you lack bandwidth

Spotting true opportunities...

A true opportunity aligns with your core goals and offers significant return on investment of time and energy.

- Be crystal clear about your long-term personal and professional objectives. A genuine opportunity will directly support these.
- Before saying "yes," evaluate the potential impact and the required time investment. Ask yourself:
 - *Does this directly build the skills I want to develop?*
 - *Will taking this on impact my ability to perform in other key areas?*
 - *Does it provide a clear benefit (visibility, skill building, growth) that justifies the commitment?*
- Focus on the 20% of tasks that will deliver 80% of the results (the 80/20 rule)

Avoiding overcommitment...

Overcommitment often stems from a desire to please people, fear of missing out (FOMO), or the need to prove your worth. The key is to build "margin" (buffer time) into your life and enforce boundaries.

- Use a calendar (physical or digital) to list all your current responsibilities and routine activities, including self-care and family time. Visualising your schedule helps you estimate time requirements accurately and realise when you're at capacity.
- Instead of giving an immediate "yes" in the heat of the moment, develop the habit of pausing. A simple, "Let me check my schedule and get back to you" buys you time to make a realistic decision.
- Saying "no" strategically is crucial for protecting your time. You can decline politely without burning bridges:
 - *"Thank you for the opportunity, but my current priorities prevent me from giving this the attention it deserves right now".*
 - *Offer an alternative or suggest someone else who might be a better fit if appropriate.*
- Regularly review your commitments. If a project no longer aligns with your strategy or you are consistently falling short on deadlines, it's time to re-prioritize, pause, or eliminate it to create necessary breathing room.



Quick tips: How to better manage your time

- **Plan your weekly schedule**
Organise your tasks for the week every Monday and review the list on Friday. This helps set expectations for the entire week and prepare you for the coming weeks.
- **Time blocks**
Block a few hours for heavy tasks and keep smaller intervals for admin work.
- **Avoid doing things that wastes your time/pile up your load**
This includes multitasking, checking your phone too often, and leaving things halfway.
- **Balancing work, studies and personal life**
If you're studying while interning, create strong boundaries. This means dedicating a full day/blocked hours to study (after work) and ensuring you prioritise rest over the weekends.

In a nutshell:

HOW TO **MANAGE YOUR WORKLOAD**

Managing your workload effectively is crucial to balancing your responsibilities and mental wellbeing. Here are some practical tips to help you stay on top of your workload and make the most of your internship experience.

1 Set your expectations early

Not only does this help avoid confusion and unmet deliverables, but you can also organise your workload between high and low-priority tasks. Try to:

- Discuss your role, tasks, and learning goals with your supervisor
- Write down your responsibilities and confirm deadlines for projects
- Be honest about your skill level to avoid over-promising

3 Speak up and address your challenges

Refusing help from your colleagues doesn't make you look capable, it actually increases the risk of making more mistakes than you anticipated. Consider:

- Speak up early if you're struggling with deadlines or unclear instructions
- Learn to delegate smaller tasks (with your supervisor's approval) if you're overwhelmed
- Regularly communicate your progress with your supervisor

2 Learn to organise to manage your time

Having good task and time management allows you to work efficiently and reduce burnout at the same time. Try to:

- Identify urgent tasks through a system that works for you (e.g. to-do list or a planner)
- Use the Pomodoro Technique to maintain focus
- Divide large tasks into smaller, manageable steps
- Avoid multitasking; instead, focus on completing one task before moving to the next

4 Learn to say "no" respectfully

As an intern, it's tempting to say yes to every task to impress others. However, taking on too much can lead to burnout and poor-quality work. Learning to decline respectfully helps you maintain focus and balance. Try to:

- Assess your current workload before accepting new tasks
- If you can't assist, use polite but firm language (e.g. *"I'd love to help, but I'm currently focused on completing [Task]. Could I revisit this later?"*)
- Offer alternatives, like assisting in smaller ways

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5 Anticipate and plan for peak periods

Workloads can fluctuate, especially during busy seasons. Being prepared ensures you handle peak periods efficiently without compromising your performance. Try to:

- Discuss upcoming high-pressure periods with your supervisor in advance
- Reschedule lower-priority tasks by allocating extra time for urgent tasks
- Stay flexible and ready to adjust plans as priorities shift

6 Understanding your productivity peaks

Everyone has times when they're most focused and energetic. Scheduling work around these peaks can enhance productivity. Consider:

- Take note of when you feel most alert during the day (e.g., morning or afternoon)
- Reserve demanding tasks for your peak periods and lighter work for low-energy times
- Adjust your workflow if you notice dips in productivity

7 Document your work progress

Keeping track of what you've accomplished help you organise your workload and makes it easier for you to write your internship report. Consider:

- Maintain a daily or weekly log of completed tasks and ongoing projects
- Use simple formats like spreadsheets or project management tools
- Share updates proactively in team meetings or via email

8 Know when to clock out

Working outside of your work hours doesn't make you intern of the year. Instead, you're risking getting burned much sooner. Consider:

- Not working on weekends unless urgent and required by your employer
- Complete high-priority tasks at the start of the day so you can leave work on time
- Coming to work slightly earlier to work on administrative tasks before moving on to high-priority things, if necessary

Tips

PRODUCTIVITY TOOLS AND HACKS



The right tools and strategies can help you stay organised, manage tasks effectively, and keep stress levels low. Here are some of the tools that can help you stay on top of your game.



Task Management Tools

- **Trello:** Popular for visual task tracking using Kanban boards, ideal for interns managing multiple small projects
- **Asana:** Designed for collaborative task assignments and tracking progress



Note-taking Apps

- **Notion:** A versatile platform for note-taking, task management, document organisation and to-do lists
- **Evernote:** A comprehensive tool for note-taking and document organisation with a powered search feature and cross-syncing to all devices



Design and Creative Tools

- **Canva:** All-in-one platform for creating presentations, social media content and simple designs
- **Figma:** Excellent for UI/UX design and prototyping



Time-tracking Tools

- **Toggl Track:** Lets you track time spent on tasks and gain insights into where your time goes. Perfect for boosting productivity
- **Clockify:** A simple time tracker and timesheet app that lets you and your team track work hours on projects

Tips

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Cloud Storage Solutions

- **Google Drive:** Provides 15GB of free storage for storing and sharing files
- **OneDrive:** Offers 5GB of free storage, seamlessly integrated with Microsoft accounts and Office apps



Mindfulness Apps

- **Headspace:** Meditation app that offers guided sessions that can calm your nerves, help you focus, and keep stress at bay
- **Calm:** Offers a variety of relaxation techniques, including sleep stories, breathing exercises, and soothing soundscapes

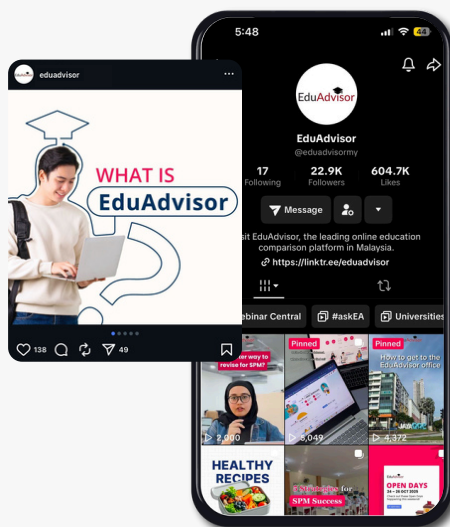


Learning Platforms

- **LinkedIn Learning:** Offers thousands of courses tailored to help you grow in your field, from graphic design and coding to creative thinking
- **Coursera:** All-in learning platform with tons of short courses equipped with completion certificates

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