

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.



MAINTAINING YOUR MENTAL HEALTH

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.

Why is it important?

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 reasons why you need to learn how to manage your stress:

- You'll be juggling work tasks, university reports and your personal life
- Long hours of commuting, whether it's traffic or LRT stations
- Not all internships pay well and you may struggle to cover your expenses every month
- Adapting to a new office environment and fitting in the work culture
- Everyone expects you to crush it

SIGNS OF

BURNOUT

Burnout is a state of physical, emotional, and mental exhaustion caused by prolonged stress, often due to an excessive workload or lack of work-life balance. Identifying them early allows you to take corrective steps for your well-being. Here are key symptoms of burnout to watch for:

Physical Symptoms



- Constant fatigue, even after rest
- Frequent headaches, strained eyes or muscle pain
- Trouble sleeping (insomnia or oversleeping)
- Falling sick often

Emotional Symptoms



- Feeling detached or unmotivated
- Increased irritability
- Feelings of failure or self-doubt
- Loss of interest in things you once enjoyed

Cognitive Symptoms



- Difficulty concentrating or making decisions
- Memory issues or forgetfulness
- Decreased productivity and creativity
- Feeling overwhelmed by simple tasks

Behavioural Symptoms



- Withdrawal from friends and social activities
- Constant procrastination
- Reliance on caffeine, junk food or other unhealthy habits

How To MAINTAIN MENTAL HEALTH DURING INTERNSHIP

Maintaining your mental health is crucial not only for your well-being but also for your performance and growth. Here are some practical tips to help you stay balanced throughout your internship journey.

1 Establish clear boundaries between work and personal time

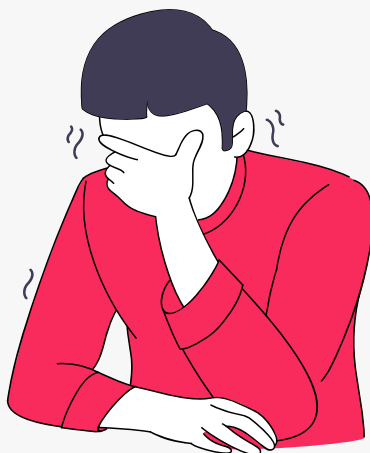
Separating work and personal schedules ensures you don't overextend yourself and can focus on your well-being the minute you're clocked out for lunch or work.

2 Indulge in yourself

Consider dedicating after-hours and weekends to activities that relax you. This can look like exploring hobbies, binge-watching your favourite TV shows, or simply resting in bed more!

3 Stay connected with family and friends

Working daily can often feel isolating. Maintain social connections and nurture your emotional support system by scheduling regular check-ins with loved ones, even if it's just a quick WhatsApp call or chat.



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4 Ask for help and clarity

Whether you're unclear about a task or need an extra hand, ask for assistance. You're making fewer mistakes this way, and it shows your willingness to learn.

5 Understand your rights as an intern

Knowing how to spot red flags in the workspace allows you to speak up or get support if faced with unfair treatment, unreasonable workloads, or unpaid overtime.

6 Seek professional help

If stress is starting to affect your day-to-day activities, speaking to a professional can help you better manage challenges to improve your mental well-being. Check if your internship company offers mental health support privileges. You can also reach out to your university's counselling services or organisations that offer therapy led by trainee counsellors for an affordable fee.

7 Cut yourself some slack

Keep in mind that everyone has different capacities for handling pressure, and being unable to take on as much as others does not mean you're incapable. It's important to celebrate small wins, such as completing a task early or receiving positive feedback. After all, this is your first working experience, so go easy on yourself.

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

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

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

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

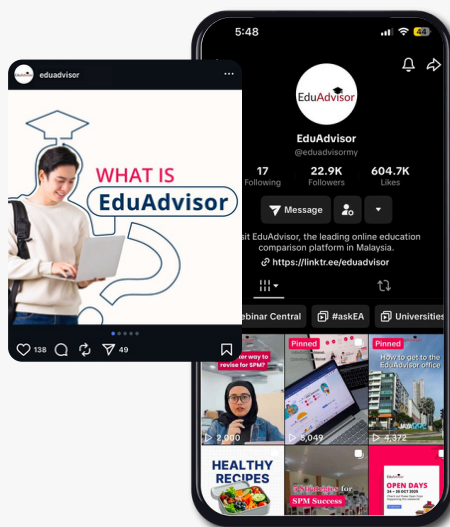


Learning Platforms

- **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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