

Ways to **Take Care** of **YOUR MENTAL HEALTH AT WORK**



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.

TAKING CARE OF YOUR MENTAL HEALTH

There are a lot of expectations that come with starting your first internship or job, whether they're set by you, your peers, or your parents. You want to do your absolute best, but stretching yourself thin to impress others is only going to bite you in return. That said, excelling at work shouldn't come at the expense of your mental health.



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

Ways to

Prioritise Mental Health

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● Take meaningful breaks

Long hours at a desk can lead to fatigue and reduced productivity. Without effective breaks, you risk burnout or losing focus, which may affect the quality of your work.

- **Create space between tasks:** Step away from your desk and take a short walk for a change of scenery, and a quick reset
- **Move your body:** Stretch your body every couple of hours to help release tension
- **Nurture your interest:** Dedicate a few minutes of your break time to activities that bring you joy and are appropriate to your space, including reading, streaming an episode or journaling
- **Socialise with intention:** Engage in small talks with your colleagues about non-work topics. This builds relationships and gives your mind a break from work-related focus.

● Consume brain foods

Your diet and hydration play a critical role in your mental and physical well-being. Eating nutrient-rich foods and staying hydrated can stabilise energy levels, enhance focus, and reduce mood swings.

- **Have a protein-heavy breakfast:** Protein can help you stay fuller longer. Start your day with eggs, yoghurt, or oatmeal to fuel your brain and stay focused through morning tasks
- **Snack healthy:** Keep your energy steady with nuts, fruits, or yoghurt instead of sugary treats that cause crashes
- **Stay hydrated:** Drink water regularly to stay alert. Herbal teas or lime water are tasty ways to keep refreshed

● Learn to set boundaries

You might feel pressured to overcommit, but this will do more harm than good. Establishing personal boundaries at work means defining clear limits around your availability, workload, and responsibilities to protect your well-being and productivity.

- **Communicate your schedule:** Inform your supervisor of your working hours and any specific days you might need flexibility for academic or personal reasons
- **Respect work hours:** Refrain from responding to non-urgent emails or messages after hours. Use tools like email scheduling to send updates during working hours
- **Set boundaries with colleagues:** If colleagues frequently interrupt your workflow with non-urgent matters, communicate politely but firmly that you need to focus on your tasks as you're on a tight schedule

● Prioritise and organise

You're bound to be given ad-hoc tasks that you might not be able to say no to. Without a clear system, it's easy to feel overwhelmed, miss deadlines, or compromise the quality of your work.

- **Use the Eisenhower Matrix:** Categorise your tasks into four quadrants based on their urgency and importance to help with prioritisation
- **Break tasks into smaller steps:** Divide large projects into manageable chunks and tackle them one at a time to avoid feeling overwhelmed
- **Set realistic deadlines:** Give yourself achievable timelines for each task and buffer extra time for unexpected interruptions or urgent requests

● Get your body moving

Exercising is scientifically proven to enhance your mood and alleviate fatigue, as well as reduce feelings of stress or anxiety. This is especially important if you lead a sedentary lifestyle. You don't need to commit to a gym membership — simply moving your body in any way you can is enough.

- **Choose enjoyable activities:** Opt for physical activities you genuinely like, such as cycling, swimming, or dancing. This makes it easier to maintain consistency
- **Use exercise to destress:** When you feel overwhelmed, try light exercises like stretching or yoga to relax and recharge. If you are usually not active, start with simple tasks that require movements, such as doing household chores, cooking or gardening
- **Create a routine:** Dedicate at least 30 minutes daily to exercise. If time is tight, break this into smaller 10-minute sessions spread throughout your day

● Develop a hobby

Having a hobby gives you something enjoyable to look forward to outside of work. It helps reduce stress, keeps your mind stimulated in different ways, and prevents burnout by creating a healthy balance between productivity and pleasure.

- **Start small and keep it simple:** Choose something easy to pick up, such as reading, drawing, cooking or cycling. Begin with short sessions so it feels rewarding instead of overwhelming
- **Explore what genuinely excites you:** Try different activities until one feels natural. A hobby should feel fun, not forced, so permit yourself to switch when something no longer brings joy
- **Set a realistic routine:** Block 15–30 minutes a few times a week for your hobby. Treat this as personal time that protects your mental space, just like any other appointment
- **Join a community or buddy up:** Whether it's an online group or a friend with similar interests, having someone to share progress with helps keep you motivated and consistent

● Seek professional help

Having trouble sleeping, difficulty concentrating and frequent feelings of anxiety are signs of stress. When this happens, you may need to take a step back from work and develop healthier coping strategies. If these feelings go unmanaged, they can escalate into something more difficult to handle. Reaching out for help is not a sign of weakness but an important step toward long-term wellbeing

- **Talk to someone you trust:** You don't have to jump straight into therapy. Opening up to a friend, colleague or family member can help you gain clarity and make the next step feel less intimidating
- **Explore different types of professionals:** Therapists, counsellors and psychologists each offer different approaches. Don't hesitate to research, compare or even try a session with different practitioners to see who fits your needs
- **Be honest during your sessions:** Share what you're actually feeling, rather than what you think you "should" feel. The more open you are, the easier it is for a professional to support you effectively
- **Follow through with recommended steps:** Whether it's attending regular sessions, practising grounding exercises or tracking your mood, consistency helps you get the most out of professional guidance

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



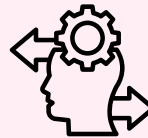
- Feeling detached or unmotivated
- Increased irritability
- Feelings of failure or self-doubt
- Loss of interest in things you once enjoyed

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

Pro Tips

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

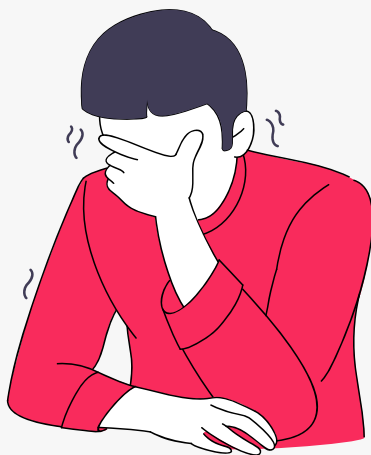
Separating work and personal schedules ensures you don't overextend yourself and can focus on your well-being the minute you're clocked out for lunch or work.

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.



Pro Tips

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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.

STEP-BY-STEP

HOW TO PRACTICE MINDFULNESS

This short, interactive guide walks you through simple mindfulness practices you can do at your desk, on your commute, or at home. Each step includes what to do, how long it takes, and a quick worksheet prompt to make it actionable.

Before you start...

- Find a quiet spot or use headphones if you are in public
- Turn off notifications or put your phone on **Do Not Disturb** for the session
- Aim for 3–10 minutes to begin. Short, regular practice beats long, irregular sessions

Step 1 : Set an intention (30 secs)

Sit comfortably, relax your shoulders and close your eyes if it feels safe. Take one slow breath in and one slow breath out. Set an intention to help your mind focus and makes the practice purposeful.

Step 2 : Ground with breathing techniques (1-3 mins)

Place one hand on your belly. Breathe in slowly for 4 counts, hold 1 count, breathe out for 5 counts. Repeat. If your mind wanders, gently bring attention back to the breath.

Step 3 : Body scan (2-5 mins)

Starting at the top of your head, slowly move your attention down through your body. Notice sensations without trying to change them. Pause at tight or tense spots and breathe into them. A body scan helps you locate stress physically so you can release it intentionally.

Step 4 : Anchor to a single sense (1-3 mins)

Anchoring to one sense brings you out of autopilot and back into the present moment. Choose one sense to focus on for the next minute. Options:

- **Hearing:** count three sounds you hear
- **Sight:** open your eyes and name three objects
- **Touch:** notice the feel of your chair or clothes

Step 5 : Reflect and close (1 min)

Take one final deep breath. Check in with your body and mind. Acknowledge any shift, however small. Reflection helps you identify where your stressors are affecting or stemming from.



Pro Tip

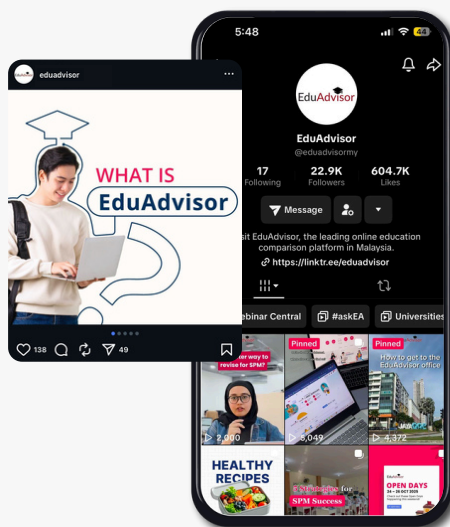
When you feel stressed, stop and take 3 slow breaths. Name the feeling silently, and continue working. Short pauses break spirals of stress and improve decision making.

Troubleshooting and tips

- ***"My mind wanders a lot"*** - That is normal. Each time you return to the breath, you are training your attention.
- ***"I feel sleepy"*** - Try practising standing up or opening a window for fresh air.
- ***"I feel impatient to finish"*** - Start with shorter sessions and celebrate consistency.

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