

How to Stay Motivated During a Virtual Internship



SERVICING THE ENGLISH-SPEAKING COMMUNITY FOR ALMOST 25 YEARS



Our Mission

- As a not-for-profit organisation, YES enriches the community by providing English language support services to help Quebecers find employment and start and grow businesses.

Successful futures start with



Partnering with the McGill Arts Internship Office



Best Motivator

Setting daily Goals
to support big Goals!



INTERN WORK PLAN TEMPLATE

GOAL/LEARNING OBJECTIVE	ACTION STEPS	START DATE	DUE DATE

If You are Not Assigned any Tasks

Your could

- Create your own project
- Conduct a SWOT (Strengths Weaknesses Opportunities Threats) analysis on your internship organization
- Conduct market research (your internship's industry)

Setting Big Goals for your Internship

Examples of concrete big goals

- Reference letter at the end of your internship
- Updated master resume at the end of your internship

1st Big Goal

Having detailed content at the end of your internship in case you have to write your own Reference Letter

Reference Letter

A letter that discusses your

- Accomplishments
- Strengths

Specific examples will best illustrate your accomplishments and strengths

Reference Letter

Imagine that when you ask your supervisor for a reference letter

- They ask that you write it and they will sign it

Or

- They ask what you would like them to write in the letter

To be Ready for That By

- Keeping a daily 1) **journal** to keep track of your accomplishments and strengths
- Keeping a daily 2) **agenda/calendar/planner** to help you achieve accomplishments and identify your strengths
- Keeping a daily 3) **bullet journal** to help you achieve accomplishments and identify your strengths

Set daily alarms (2x)



What Would be Considered an Accomplishment

- Technical problems you solved
- Websites you created or updated
- Press releases you wrote or edited
- Videos you filmed

Examples of Accomplishments

If you're a communications intern:

- # of donors reached via email
- # of original messages you drafted
- The engagement rates (Facebook, Twitter, Instagram, etc.) for the messages you crafted

Examples of Accomplishments

If you're a fundraising intern:

- # of donor relationships you developed and/or nurtured
- Funds raised as a result of your efforts and work

Internship Journal

Daily entries for your eyes only that discusses in full sentences

- Your feelings
- What you like about your internship
- What you don't like about your internship
- Problems you've encountered
- How you solved those problems

At 5pm every work day write an entry in your journal (set an alarm)

Internship Agenda | Calendar | Planner

- Paper or digital (e.g. Outlook, Google Calendar etc.)
- Numerous entries per day
- Bullets
- Deadlines
- Meetings
- To do list (Key words)
- Grammar: Past or Future tense?
 - what you want to do that day vs. what you actually did that day

Wed	Thu	Fri	Sat	Sun
7:30 AM Get ready and go to work	7:30 AM Get ready and go to work	7:30 AM Get ready and go to work	7:30 AM Sleep in	
Add LaidSiv paper to CV	PerceptiveConv meeting			Call Mom
SFA replied? Plan expenses	LaidSiv Pytorch meeting	AI Guest interview		9:30 AM
Prepare for hiring meeting	Hold because talks often...	10 AM Alex Parrish's talk	10 AM Get ready, brunch, loiter	Look into Atlanta apartments
Write YFA grant report	Ramesh's meeting			Call Shankar and Gulpreet
	DAI biweekly	Meet RE candidate		
Lunch	Lunch	Lunch		12 PM
Plan PRCV18 practice ses...				Write time management blog post
David going to IACL?	1 PM Plan for planning class in Fall	1 PM Group meeting or reading group		
Look into Kelly's gifs data...				
2:30 PM Think about service role for next year -- let Brian know	3 PM Algorithmic art coding	Manager 1:1	3 PM Meeting Julie and Andy	
		When is Angela starting?		
4 PM Figure out concrete intern projects. Otherwise hard to make good progress! Set up meetings with Boris to brainstorm.		Maria's Q&A		
		5 PM Calvin, Sam transferring courses? Dawn, Mohit taking quals next semester?		

Internship Bullet Journal

- Combination of a journal and a planner
- More white space
- Allows for creativity and free expression
 - Your feelings
 - What you like about your internship
 - What you don't like about your internship
 - Problems you've encountered
 - How you solved those problems
 - Numerous entries per day
 - Bullets
 - Deadlines
 - Meetings
 - To do list (Key words)

april 5-11, 2020

appointments

- MON. 4/6 @ 2 PM
CALL WITH MARIANNE
- WED. 4/8 @ 1:30 PM
WREN DENTIST APPT.
- SAT. 4/11 @ 8 PM
GOOGLE HANGOUT WITH GIRLS

social posts

- DAILY CALLIGRAPHY VIDEOS
- SIBLING DAY
- SPRING ENVELOPE BLOG POST
- EASTER PLACECARD TUTORIAL

to-dos

- DRAFT BLOG POST
- VIDEO EDITING
- SUBMIT HOLIDAY SHOW APPS
- SCHEDULE GROCERY DELIVERY
- PAINT NURSERY
- ORDER NEW WATERCOLORS
- BOOK FALL FLIGHT HOME

exercise

RUN 1	RUN 2	RUN 3
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MILES: 3.1	MILES: 2.8 time:	MILES: time:

2nd Big Goal

**Having an Updated Master Resume
at the end of your resume**



Master Resume

A master resume is a resume that is very long (many pages) because it lists every job, volunteering, extra-curricular activity you have ever done

A regular resume is maximum 2 pages long

Some Sections of a Master Resume

- Technical Skills
- Skills
- Education
- Experience

Technical Skills

- Word processing (MS Word, Mac Pages, Google Docs)
- Spreadsheets (MS Excel, Mac Numbers, Google Sheets)
- Presentations (MS PowerPoint, Mac Keynote, Google Slides, Prezi)
- Email (MS Outlook, Gmail)
- Specialized Databases, Customer Relationship Management systems (CRMs), Enterprise Resource Planning software (ERPs)

Skills

- Languages
- Communication (writing, presentation)
- Analytical writing
- Editing
- Ability to assess the writing of others
- Research (qualitative, quantitative methods)

Experience

- Try to quantify your experience by including number, %s etc
- Accomplishments
- Responsibilities

Daily Goals=Motivation

Daily goals will lead to achieving your big internship goals



Q&A Period

5-PART VIRTUAL INTERNSHIP WORKSHOP SERIES June 25 - July 23

June 25

How to Ace a Video Internship Interview

10:00 - 11:00AM | bit.ly/mcgillaceinterview

July 2

How to Shine as an Engaged Intern during a Virtual Meeting

10:00 - 11:00AM | bit.ly/mcgillengaged

July 9

How to Stay Motivated during a Virtual Internship

10:00 - 11:00AM | bit.ly/mcgillmotivated

July 16

How to Foster Professional Relationships while Interning Virtually

10:00 - 11:00AM | bit.ly/mcgillfoster

July 23

How to Succeed at a Virtual Internship

10:00 - 11:00AM | bit.ly/mcgillsucceed

Good Videos

9 Ways To Stay Motivated When You Work From Home | Philip VanDusen

<https://www.youtube.com/watch?v=YjXN6zBLgOw>

Working from Home: 10 Tips to Stay Motivated and Productive | CareerAddict

https://www.youtube.com/watch?v=Sv0_1pEfhWI

Work from home in times of coronavirus | simpleshow

<https://www.youtube.com/watch?v=cR30ILDLY4>



Reference Page

University of Cambridge Counselling Service

<http://www.counselling.cam.ac.uk/procras.html>

Arizona State University Career Services

<http://career.asu.edu/s/careerplan/DecisionMaking/GoalsObjectives.htm>

University of New Hampshire Counseling Center

<http://www.unhcc.unh.edu/resources/goal-setting.html>

Simon Fraser University - Health, Counselling, and Career Centre

www.sfu.ca/hccc

University of Ottawa Career Services

www.sass.uottawa.ca/careers

Time Thoughts – Resources of Personal & Career Success

<http://www.timethoughts.com/goalsetting/WhySetGoals.htm>

Learthat.com – How to Understand Stress and Deal with Change

www.learnthat.com/courses/lifestyle/stress/stress6.html

www.personal-development-planet.com/support-files/goalsettingpowerpoint.pdf

<http://www.lifehack.org/articles/featured/how-to-stay-motivated.html>

<http://www.goalsettingsavvy.com/goal-setting-exercises.html>

