

Time Management

Discussion & Reflection Guide

This Discussion & Reflection Guide serves as a tool to reflect on the information shared in the podcast, and to help continue the conversation between managers and interns.

1. Priorities - What are your priorities for this internship? What are your goals for this internship? (Manager and Intern to answer from their perspectives)
2. If you (the manager) were to hire another person, what would that person do?
3. What skills do I (the intern) bring that you (the manager) were looking forward to me bringing to the team and company?
4. Finish this sentence: This summer I'd really like to work on _____.
5. How are you doing balancing everything at work? Is there anything I can help you with?