

Micro-Internship Success Checklist

Congratulations on having been selected for a Micro-Internship!

To be successful, make sure you've done/are doing the following:

- Connect with your project supervisor to set up a kickoff meeting using our [kickoff meeting tips and resources](#).
- Set yourself up for success by following [these tips](#) for creating a productive workspace, effective communication, and more.
- Stay in touch with your supervisor so they're aware of your progress and any questions you may have. Use our [email template](#) for updates and our [agenda template](#) to guide video/phone calls.
- Use [your network](#). There are more people and resources in your network than you may realize, and many of them would be happy to help if you run into an obstacle with your Micro-Internship. Just be sure not to violate the Non-Disclosure Agreement detailed in the [Parker Dewey Terms of Service](#).
- Check your work. Remember, this is a professional project that can have a real impact on someone's business. Tools like [Grammarly](#) can be helpful in ensuring you're turning in a polished, professional project.
- Mark your project as complete ([instructions](#)). Once your supervisor has confirmed completion, we will make sure your pay is processed in the next payroll.
- Review our [Post Micro-Internship Checklist](#). The project itself may be done, but there's still lots you can do to leverage this experience into future successes!