



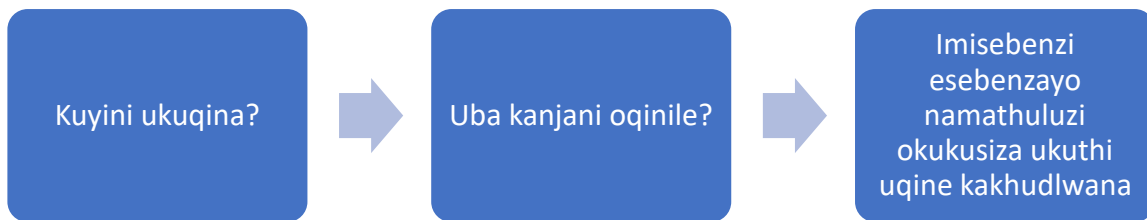
FOR A SAFE SOUTH AFRICA

**Ukuba Nokufina Kakhudlwana:
Umhlahandlela Wabantu Abadala
2023**

Isingeniso

Lo mbhalo wakhiwe ngabakwa-NICRO ngokwesicelo sabahlomuli bethu. Yenziwa itholakale emphakathini jikelele njengengxenywe yenkonzo yethu yokunqanda ubugebengu nodlame. Abantu ngabanye nezinhlango zingase zisebenzise lo mbhalo ngezinjongo ezingenzi nzuzo nezemfundo.

Lo mhlahlandlela ulandela isakhiwo esingezansi.



Kuyini Ukuqina?

Ukuqina ngokomzwelo nangokwengqondo kusho ukuba nekhono lokuzivumelanisa nezimo nokuhlehla ezimeni ezinzima noma eziyinselele. Kuhilela ukubhekana ngokuphumelelayo nobunzima, ukucindezeleka, ukuhlukumezeka, noma okunye ukuphazamiseka ngokomzwelo, nokulondoloza ukuphila kahle kwengqondo.

Kungani Kubalulekile Ukukhuthazela?

Uma abantu bengenakho ukuqina, bangase babhekane nezinsalele eziningana ezicini ezihlukahlukene zokuphila kwabo. Nazi izinsalele ezivamile abantu abangenakho ukuqina abangabhekana nazo:

1. **Ubunzima bokubhekana nengcindezi:** Ngaphandle kokuqina, abantu bangase bazabalaze ukubhekana ngokuphumelelayo nezingcindezi, njengezingcindezi zomsebenzi, izinkinga zobudlelwane, noma izinguquko ezinkulu empilweni. Bangase bakhungatheke, babe namazinga aphezulu okukhathazeka, futhi bakuthole kuyinselele ukuhlehla ezinkingeni.
2. **Ukungakwazi ukuzivumelanisa noshintsho:** Ukuntula ukuqina kwenza kube nzima ngabantu ukujwayela ushintsho nokungaqiniseki. Bangase bamelane noma

besabe izinguquko, babambebele emaphethini okucabanga aqinile nasezinkambisweni zabo. Lokhu kungaholela emathubeni aphuthelwe okukhula komuntu siqu nokomsebenzi.

3. **Ukwanda kobungozi ezindabeni zempilo yengqondo:** Ngaphandle kokuqina, abantu basengozini enkulu yezinkinga zempilo yengqondo, njengokucindezeleka nokukhathazeka. Bangase balwele ukulawula imizwa yabo, babe nemicabango engapheli ephikelelayo, futhi bakuthole kuyinselele ukululama ezenzakalweni ezinzima zempilo.
4. **Ukwehlisa ukuzethemba nokuzethemba:** Ukungabi bikho kokuqina kunganciphisa ukuzethemba nokuzethemba. Abantu bangangabaza amakhono abo, bakhulume kabi ngabo, futhi bazizwe behluliwe ngenxa yezingqinamba. Lokhu kungazithembi kungakhinyabeza intuthuko yomuntu siqu neyomsebenzi.
5. **Amakhono okuxazulula izinkinga angasebenzi:** Lapho bebhekene nezinselele, abantu abangenakho ukuqina bangase bazabalaze ukuxazulula izinkinga ngokuphumelelayo nokuthola izixazululo. Bangase bakhungethwe izithiyo, baswele ukucabanga okuhlakaniphile, futhi bazizwe bengenakuzisiza lapho bebhekene nobunzima.
6. **Ubudlelwano obunezinkinga:** Ukuqina kudlala indima ebalulekile ekugcineni ubudlelwano obunempilo. Abantu abangenawo amandla okukhuthazela bangase babe nobunzima bokulawula izingxabano, ukuzivumelanisa nezimo zobudlelwano, kanye nokubuyela emuva ezinkingeni zobudlelwano. Lokhu kungaholela ebudlelwaneni obunezinkinga noma obuphukile.
7. **Amandla alinganiselwe wokuphatha ukwehluleka:** Ngaphandle kokukhuthazela, abantu ngabanye bangase bazabalaze ukubhekana nokwehluleka kanye nezithiyo. Bangase bagxile ekuzisoleni, besabe ukuzama futhi, futhi babe nobunzima bokufunda emaphutheni abo. Lokhu kungakhinyabeza ukukhula komuntu siqu futhi kuvimbele impumelelo yesikhathi esizayo.

8. **Ukuncipha kwenhlalakahle jikelele:** Ukuntula ukuqina kungaba nomthelela ekwehleni kwenhlalakahle jikelele. Abantu ngabanye bangase babe nokucindezeleka okungapheli, ukwaneliseka okuphansi kwempilo, kanye nomuzwa onciphile wenjongo nokwaneliseka. Ngaphandle kwekhono lokuzulazula ngezinsesele ngempumelelo, ikhwalithi yazo yempilo ingase ihlupheke.

Kubalulekile ukuqaphela ukuthi ukuqina yikhono elingathuthukiswa futhi liqiniswe ngokuhamba kwesikhathi. Ngokuhlakulela ukukhuthazela, abantu ngabanye bangaqoba lezi zinsesele, babuye ebunzimeni, futhi baphile ukuphila okwanelisa kakhudlwana.

INDABA EYISIBONELO: UKUBHEKANA NOKULAHLEKELWA UMSEBENZI

Umuntu A (Untula Ukuqina):

Umuntu A usanda kulahlekelwa umsebenzi ngenxa yokuncipha kwenkampani. Bakhungathwa imizwa yokuhluleka, yokuphelelwa ithemba, nokwesaba ngekusasa labo. Bazihoxisa ezenzweni zokuzijabulisa, bazihlukanise, futhi bakuthola kunzima ukuzuza ugqozi. Bakuthola kuyinsesele ukubuyela emuva, bechitha isikhathi sabo esiningi begxile emicabangweni engemihle futhi bephelelwa umsebenzi isikhathi eside.

Umuntu B (Oqinile):

Umuntu B naye ulahlekelwa umsebenzi ngenxa yokuncipha kwenkampani. Ekuqaleni, bazizwa bephoxekile kodwa bashintshe ngokushesha ukugxila kwabo ekuhloleni amathuba amasha. Babuyekeza i-resume yabo, bafinyelele kunethiwekhi yabo yobungcweti, futhi bafune umsebenzi ngenkuthalo. Bafuna ukusekelwa ngokomzwelo kubangane nomndeni, bexoxa ngokukhululekile ngemizwa yabo. Babheka ukuhlela njengethuba lokukhula futhi basebenzise isikhathi sabo samahhala ukuthola amakhono amasha ngezifundo eziku-inthanethi.

INDABA EFUNDWAYO: UKUHLUKANA KOBUDLELWANE

Umuntu A (Untula Ukuqina):

Umuntu A udlula ekwehlukaneni okunzima. Bangene shí ukudabuka, bazisole ngokuphela kobuhlobo, futhi bathole ukuzethemba. Bazihlukanisa nabangane, bagweme ukuzijabulisa, futhi balwela ukuya phambili. Bahlala begxile kokwenzeka esikhathini esidlule, bebhekana nokucindezeleka okungokomzwelo okuthatha isikhathi eside okuthinta inhlalakahle yabo iyonke.

Umuntu B (Oqinile):

Umuntu B uthola ukwehlukana futhi ekuqaleni uzwa ukudabuka nokudumala. Nokho, bayaqaphela ukuthi ubudlelwano bungaphela futhi basamukele isimo. Bafinyelela kunethiwekhi yabo yokwesekwa ukuze bathole isiqondiso nesikhuthazo. Umuntu B ugxile ekuzinakekeleni, ekuzibandakanyeni emisebenzini ayithokozelayo, nasekufuneni amathuba okukhula komuntu siqu. Ekugcineni bahlakulela umuzwa onamandla wokuzibona futhi basebenzise isipiliyoni ukuze bathole ukucaciseleka mayelana nezidingo zabo kanye nezifiso zabo ebudlelwaneni obuzayo.

I-CASE STUDY: UKUHLEHLA KWEZEMFUNDO

Umuntu A (Untula Ukuqina):

Umuntu A uthola ibanga eliphansi kunalelo elilindelwe esivivinyweni esibalulekile. Ngokushesha bazizwa behluliwe futhi bangabaza amakhono abo emfundo. Bagxila emaphutheni abo, balwela ukugxila ekutadisheni, futhi besaba ukwehluleka esikhathini esizayo. Ukuzethemba kwabo kuyehla, kukhinyabeze umdlandla wabo nokusebenza kwezinye izindawo zezifundo zabo.

Umuntu B (Oqinile):

Umuntu B uthola ibanga eliphansi kunalelo elilindelwe esivivinyweni esibalulekile. Bayakuvuma ukudumazeka kwabo kodwa bakubheka njengethuba lokufunda nokukhula. Umuntu B uhlaziya amaphutha abo, afune ukucaciswa kumfundisi, futhi enze uhlelo lokufunda ukuze athuthukise ukuqonda kwakhe isifundo. Bafuna ukusekelwa abafunda nabo futhi basungule iqembu lokufunda ukuze bakhuthaze ukusebenzisana. Ukuqina nokubekezela kwabo kuyazuzisa njengoba bethola imiphumela engcono ezivivinyweni ezilandelayo.

I-CASE STUDY: UKUBHEKANA NOSHINTSHO OLUNGALINDELEKILE

Umuntu A (Ontula Ukuguquguquka Kwengqondo):

Umuntu A ubhekene noshintsho olungalindelekile endaweni yakhe yokusebenza, njengokuhlelwa kabusha. Bakhungatheka ngenxa yokungaqiniseki, bamelane noshintsho, futhi bazabalaze ukwamukela isakhiwo esisha. Banamathela ezindleleni abazijwayele futhi bayenqaba ukwamukela imithwalo yemfanelo emisha, okuholela ekwandeni kwengcindezi kanye nobudlelwano obunzima nozakwabo.

Umuntu B (Oqinile futhi Ovumelana Nezimo zengqondo):

Umuntu B naye ubhekana noshintsho olungalindelekile lwendawo yokusebenza. Nakuba baqale bamangala, basheshe bazivumelanisa nesimo esisha. Bamukela ithuba lokufunda nokukhula, befuna isiqondiso kubaphathi nozakwabo. Umuntu B ulungisa indlela yakhe yokucabanga, afune ngokuqhubekayo izindlela zokunikela esakhiweni esisha, futhi athathe izibopho ezengeziwe. Ukuvumelana kwabo nezimo zengqondo kubenza bakwazi ukuchuma endaweni entsha yokusebenza.

I-CASE STUDY: UKUBHEKANA NOGUQUKO LWEMPILO OLUKHULU

Umuntu A (Ontula Ukuguquguquka Kwengqondo):

Umuntu A ubhekene noshintsho olukhulu empilweni, njengokuthuthela edolobheni elisha ukuze athole umsebenzi. Bamelana noshintsho, bahlale beqhathanisa indawo yabo entsha nekhaya labo langaphambili. Bazihlukanisa, balwela ukuthola ukuxhumana okusha, futhi bazizwe begajwe imizwa yokulangazelela nokukhumbula ikhaya. Ukuntula kwabo ukuguquguquka kwengqondo kuphazamisa ikhono labo lokwamukela amathuba amasha futhi bazicwilise ngokugcwele endaweni yabo entsha.

Umuntu B (Oqinile futhi Ovumelana Nezimo zengqondo):

Umuntu B naye uthuthela edolobheni elisha ukuze athole umsebenzi. Basondela kuguquko ngomqondo ovulekile futhi balubheke njengohambo olusha. Bafuna ngenkuthalo amathuba okuhlola indawo yabo entsha, bajoyine amaqembu omphakathi, futhi bahlangane nabantu abasha. Umuntu B ugxile ekwakheni inethiwekhi yokusekela,

ukuzivumelanisa nesiko lendawo, kanye nokuthola injabulo kulwazi olusha. Ukuzivumelanisa nezimo ezingqondweni zabo kubenza bakwazi ukuzinza ngokushesha futhi benze impilo eyanelisayo edolobheni labo elisha.

I-CASE STUDY: UKUBHEKANA NEZITHIYO EZINGALINDELEKILE

Umuntu A (Ontula Ukuguquguquka Kwengqondo):

Umuntu A uhlangebezana nezithiyo ezingalindelekile ngenkathi ephishekela imigomo yakhe yomsebenzi. Bakhungatheka, bagxile ezinkingeni, futhi babone izinselele njengezingenakunqotshwa. Abanakho ukuguquguquka kokulungisa izinhlelo zabo futhi bahlala beqinile kulokho ababekulindele kwasekuqaleni. Lokhu kucabanga okuqinile kuzivimbela ekuhloleni ezinye izindlela zokufeza izinhloso zazo.

Umuntu B (Oqinile futhi Ovumelana Nezimo zengqondo):

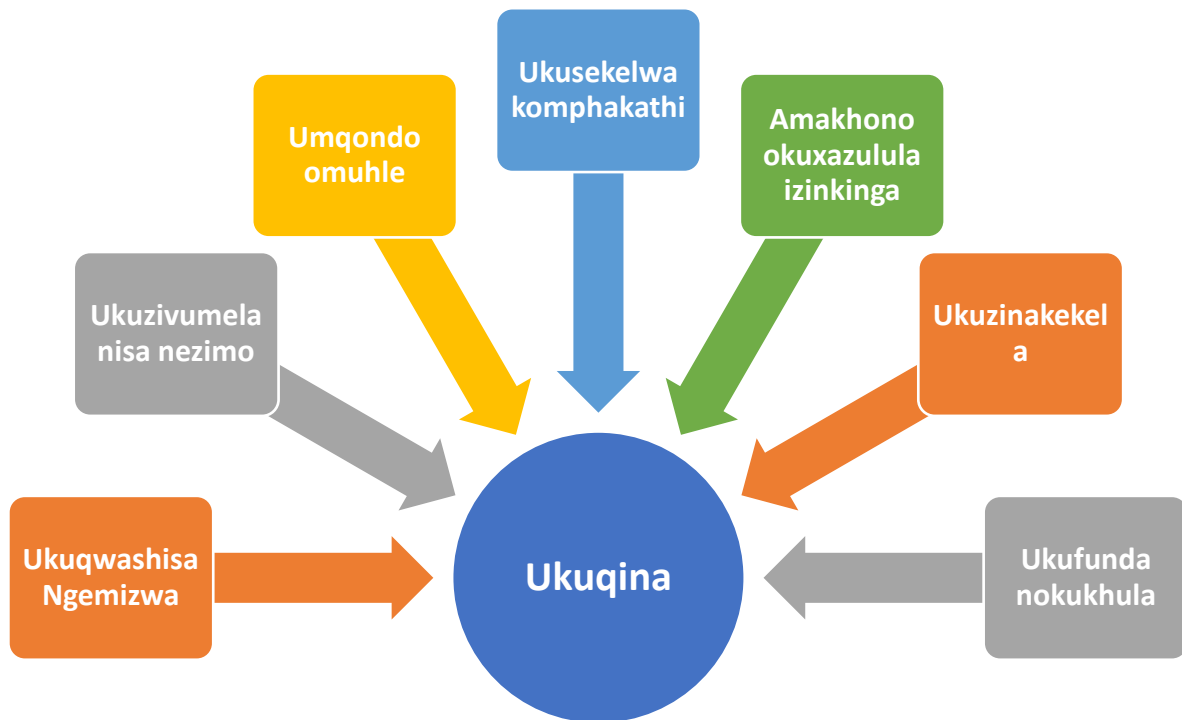
Umuntu B naye ubhekana nezithiyo ezingalindelekile endleleni yakhe yomsebenzi. Bayazivuma izinselelo kodwa bayenqaba ukuvinjwa. Umuntu B wamukela umqondo wokuxazulula izinkinga, alungise amasu abo, futhi afune izeluleko kubaluleki nakontanga. Babheka izithiyo njengamathuba okukhula, ukufunda kokuhlangenwe nakho nokuzisebenzisela ukucwenga izinjongo zabo. Ukuvumelana kwabo nezimo zengqondo kubenza bakwazi ukuthola izixazululo zokudala futhi ekugcineni baphumelele emizamweni yabo.

Lezi zifundo eziyisibonelo zigqamisa ukubaluleka kokuvumelana nezimo zengqondo ekuzuleni izinselele zempilo. Abantu ababonisa ukukhuthazela nokuzivumelanisa nezimo ngokwengqondo bakuhlomele kangcono ukwamukela ushintsho, balungise imibono yabo, futhi bathole izixazululo ezintsha. Ukuthuthukisa leli khono kuvumela abantu ukuthi bachume ezindaweni eziguquguqukayo, babambe amathuba, futhi balondoloze umbono omuhle lapho bebhekene nobunzima.

Lezi zibonelo zezifundo zibonisa umthelela wokuqina emandleni abantu ngabanye okubhekana nezinselele kanye nokuhlehla ezinkingeni. Ukuthuthukisa ukuqina kuvumela abantu ukuthi balondoloze umbono omuhle, bafune ukusekelwa, bazivumelanise noshintsho, futhi bafunde kokuhlangenwe nakho okunzima. Kubenza bakwazi

ukuqhubekela phambili, bakhule baqine, futhi bathole impumelelo emikhakheni eyahlukene yokuphila.

I-Resilience Yenziwe Ngani?



Nazi ezinye izici eziyinhloko zokuqina kwemizwelo nangokwengqondo:

1. **Ukuqwashisa ngemizwa:** Abantu abaqinile bayakwazi ukuqonda okuqinile kwemizwa yabo. Bangakwazi ukubona futhi bavume imizwa yabo, kokubili emihle nemibi, ngaphandle kokukhungathekiswa yiyo. Lokhu kuzazi kwenza bakwazi ukuphatha kahle imizwa yabo ezimeni ezahlukene.
2. **Ukuzivumelanisa nezimo:** Abantu abaqinile bayavumelana nezimo futhi bangakwazi ukulungisa imicabango yabo, ukuziphatha, nemizwelo ukuze bashintshe izimo. Bavulekele imibono emisha, imibono, nolwazi olubasiza ukuthi badlule ezinseleleni futhi bathole izixazululo zokudala.
3. **Umqondo omuhle:** Ngokuvamile ukukhuthazela kuhilela ukulondoloza umbono omuhle ngisho nalapho ubhekene nobunzima. Abantu abaqinile bavame ukugxila

emandleni abo, emandleni abo, nasezixazululweni ezingaba khona esikhundleni sokugxila ezintweni ezingezinhle zesimo. Bakholelwa emandleni abo okunqoba ubunzima futhi balondoloze ithemba ngekusasa.

4. **Ukwesekwa komphakathi:** Ukwakha nokugcina ubudlelwano obuqinile kuyisici esibalulekile sokuqina. Ukuba nenethiwekhi yokwesekwa yomndeni, abangani, noma abanye abantu abathenjwayo kunikeza usizo olungokomzwelo nolungokoqobo ngezikhathi ezinzima. Ukufuna ukwesekwa nokuxhumana nabanye kungasiza abantu ukuthi baphinde bathole ibhalansi kanye nombono wabo.
5. **Amakhono okuxazulula izinkinga:** Ukuqina kuhlanganisa ikhono lokuxazulula izinkinga ngempumelelo nokwenza izinqumo ezimeni ezinzima. Abantu abaqinile babhekana nezinkinga ngomqondo osebenzayo, bazihlukanise zibe izingxenye ezilawulekayo, futhi bafune izixazululo ezingokoqobo. Bazimisele ukuthatha isinyathelo sokubhekana nezinselele kunokuba bazizwe bengelutho noma bekhungathekile.
6. **Ukuzinakekela:** Ukuzinakekela ngokomzimba, ngokwengqondo, nangokomzwelo kubalulekile ukuze uqine. Ukuzibandakanya emisebenzini ekhuthaza ukuphila kahle, njengokuzivocavoca, ukudla okunempilo, ukulala okunekhwalithi, kanye nezindlela zokuphumula, kungasiza ukwakha ukuqiniswa kwemizwelo nengqondo.
7. **Ukufunda nokukhula:** Abantu abaqinile babheka izinselele nezithiyo njengamathuba okufunda nokukhula komuntu siqu. Bavulekele ukuzicabangela, ukuthola ulwazi olusha, nokuthuthukisa amakhono amasha ngobunzima. Lesi simo sengqondo sibasiza ukuba bazivumelanise nezimo futhi babe namandla ngokuhamba kwesikhathi.

Kubalulekile ukuqaphela ukuthi ukuqina akukho mayelana nokunganqotshwa noma ukungathonywa izimo ezinzima. Kumayelana nokuthuthukisa kanye nokuqinisa **ikhono**

Iomuntu lokubhekana futhi aphumelele lapho ebhekene nobunzima , ekugcineni okuholela enhlalakahleni engokwengqondo nengokomzwelo ethuthukisiwe.

Uba Kanjani Ukuqina Kakhudlwana?

Ukuze ube namandla ngokwengeziwe, udinga ukukhulisa nokuthuthukisa amakhono alandelayo:



Umhlahlandlela manje usuzogxila endaweni ngayinye kulezi ngokuhlukene, unikeze isiqondiso nemisebenzi ongayisebenzisa. Ngokuhlanganisa lawa maqhinga emcabangweni wakho nasezenzweni zansuku zonke, ungathuthukisa ukukhuthazela okuthuthukisiwe, uthuthukise ukusebenza kwakho, futhi uzulazule ngempumelelo ezinseleleni ohlangabezana nazo.

Ungaphendula kanjani ngokukhuthazela ezehlakalweni ezibuhlungu noma ezicindezelayo (isifinyezo sepheyija elilodwa)



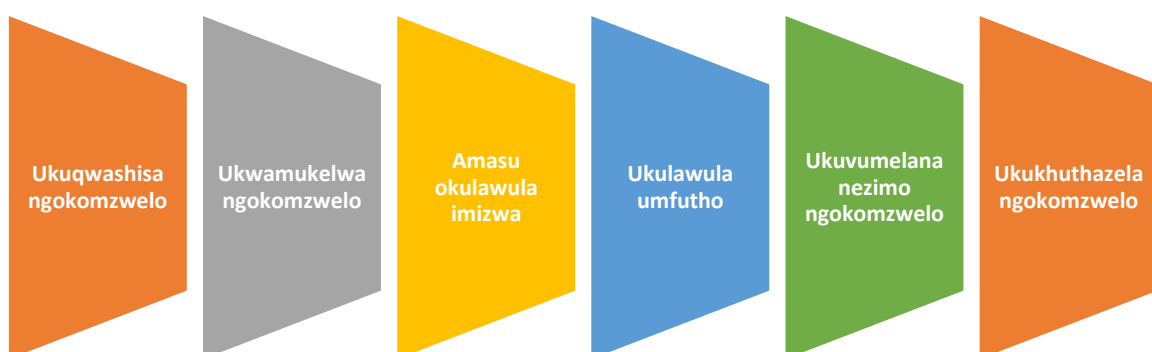
Ukulawulwa kwemizwelo

Abantu abaqinile banamandla okuphatha nokulawula imizwa yabo ngempumelelo. Ungafunda amasu okulawula imizwa, njengokuhlonza nokulebula imizwa, ukuzijwayeza ukuqwashisa ngokomzwelo, nokusebenzisa amasu afana nokuphefumula okujulile, ukubhala ijenali, noma ukufuna ukwesekwa ukuze ulawule ukusabela okujulile kwemizwa. Ngokuthuthukisa ubuhlakani bomzwelo namakhono okulawula, ungenza izinqumo ezingcono futhi ugcine ukuzola kwakho phakathi nezimo zokucindezeleka okukhulu.

Ukulawulwa kwemizwelo kusho ikhono lokuphatha ngempumelelo kanye nokulawula imizwa yomuntu ngendlela enempilo neguquguqukayo. Kuhilela ukuqaphela, ukuqonda, nokuqondisa indlela umuntu asabela ngayo ngokomzwelo ezimweni ezihlukahlukene nezishukumisayo. Ukulawulwa kwemizwelo kuyisici esibalulekile sobuhlakani bomzwelo futhi kudlala indima ebalulekile enhlalakahleni yonke kanye nobudlelwano phakathi kwabantu.

Ukulawulwa kwemizwelo kuhlenganisa inqwaba yamakhono namasu abantu abawasebenzisayo ukuze babe nomthelela ekuzizweleni kwabo ngokomzwelo nasekukhulumeni. Kuhilela kokubili izinqubo zokuqaphela kanye nokuquleka ezenza abantu bakwazi ukulawula imizwelo yabo, balondoloze ukuzinza kwemizwelo, futhi baphendule izinto ezibangela imizwelo ngendlela elinganiselayo.

Ezinye izici eziyinhloko zokulawula imizwa zihlenganisa:



1. **Ukuqwashisa ngemizwa:** Ukwazi ukuhlonza nokuqaphela imizwa yomuntu siqu njengoba iphakama, ukuqonda izimbangela zayo, nokuzifaka ilebula ngokunembile.
2. **Ukwamukelwa ngokomzwelo:** Ukwamukela nokuqinisekisa imizwa yomuntu, ngisho noma ingemnandi noma ingakhululekile, ngaphandle kokwahlulela noma ukucindezelwa.
3. **Amasu okulawula imizwa:** Ukusebenzisa amasu ahlukehukene ukuze ulungise futhi ulawule imizwelo, njengokuphefumula okujulile, ukucabangela, ukuhlela kabusha ingqondo, ukufuna ukusekelwa kwabanye, ukuzibandakanya emisebenzini yokuzinakekela, kanye nokuxazulula izinkinga.
4. **Ukulawula umfutho:** Ukulawula ukusabela okungalindelekile kanye nezimpendulo ezivusa imizwa, okuvumela ukuziphatha okucatshangelwayo nokulinganisiwe esikhundleni sokwenza okusekelwe emifuleni esheshayo yemizwa.
5. **Ukuguquguquka kwemizwelo:** Ukwazi ukuzivumelanisa nezimo nokulungisa izimpendulo zemizwa ezimeni ezahlukehukene ngendlela efanele. Lokhu kuhlanganisa ukuqaphela lapho imizwa ethile ingase ingasizi inhlalakahle yomuntu nokukhetha ngenkuthalo ukusabela okuvumelana nezimo kwemizwa.
6. **Ukuqina kwemizwelo:** Ukuthuthukisa ikhono lokubuyela emuva ezinseleleni ezingokomzwelo, izithiyo, nezimo ezicindezelayo, nokubuyisela isimo sokulingana ngokomzwelo.

Ukulawula imizwa kuyikhono elingafundwa futhi lithuthukiswe ngokuzazi wena, ukuzijwayeza, kanye nokusebenzisa amasu ahlukehukene. Ngokuthuthukisa ukulawulwa kwemizwelo, abantu bangathuthukisa inhlalakahle yabo yemizwa, bathuthukise ubudlelwano, futhi bazulazule ngokuphumelelayo ezikhathini ezinzima zokuphila.

UHLU LOKUHLOLA LOKUKHULISA UKUZIQAPHELA

1. Ukuzindla:

- a. Beka eceleni isikhathi esivamile sokuzindla.
- b. Dala indawo ethule nenethezekile ukuze uzihlole.
- c. Bhala imicabango yakho, imizwa, nolwazi ukuze uthole imininingwane.

2. Ukuqwashisa Ngemizwa:

- a. Naka imizwa yakho usuku lonke.
- b. Khomba futhi ulebule imizwa yakho ngokunembile.
- c. Qaphela ukuthi imizwa yakho iyithinta kanjani imicabango nokuziphatha kwakho.

3. Izimbangela namaphethini:

- a. Khomba izimo noma abantu abaqala ukusabela okunamandla kwemizwa.
- b. Qaphela amaphethini aphindaphindayo emicabangweni yakho, imizwa, nokuziphatha.
- c. Hlola izimbangela zalezi zimbangela namaphethini.

4. Ukuqaphela:

- a. Zijwayeze amasu okucabanga, njengokuzindla noma ukuphefumula okujulile.
- b. Qaphela imicabango nemizwa yakho ngaphandle kokwahlulela noma okunamathiselwe.
- c. Qaphela imizwa emzimbeni wakho ukuze ihambisane nesimo sakho somzwelo.

5. Impendulo:

- a. Funa impendulo kubangani obathembayo, umndeni, noma ozakwenu.
- b. Cela imibono eqotho mayelana namandla akho nezindawo ongazithuthukisa.
- c. Lalela ngokucophelela futhi ucabangele impendulo ngaphandle kokuzivikela.

6. Amagugu Nezinkolelo:

- a. Zindla ngezimiso zakho ezibalulekile nezinkolelo zakho.
- b. Thola ukuthi yini ebaluleke ngempela kuwe ezicini ezihlukahlukene zokuphila.
- c. Hlola ukuthi izindinganiso zakho nezinkolelo zakho zikwenza kanjani ukukhetha kwakho nezenzo zakho.

7. Amandla nobuthakathaka:

- a. Thola amandla akho siqu futhi uwavume.

- b. Cabanga ngezindawo ongase ube nobuthakathaka kuzo noma lapho ukhula khona.
- c. Hlola izindlela zokusebenzisa amandla akho futhi usebenzele ekuthuthukiseni ubuthakathaka.

8. Ukuzikhulumela:

- a. Naka inkhulumomphendvulwano yakho yangaphakathi nokuzikhulumela.
- b. Qaphela uma ujwayele ukuzigxeka noma ukugxeka ngokweqile.
- c. Zijwayeze ukufaka esikhundleni sokukhuluma kabi ngemicabango eyakhayo nesekeleyo.

9. Ukuqwashisa Ngomzimba:

- a. Lalela imizwa emzimbeni wakho, njengokushuba, ukuphumula, noma ukungakhululeki.
- b. Qaphela indlela umzimba wakho osabela ngayo ezimweni ezihlukahlukene kanye nemizwelo.
- c. Xhuma imizwa yakho engokomzimba nolwazi lwakho lomzwelo.

10. Imigomo Yempilo Nokuqondanisa:

- a. Zindla ngezinhloso zakho zesikhathi eside nezifiso zakho.
- b. Hlola ukuthi izenzo zakho zamanje nezinqumo zihambisana nemigomo yakho.
- c. Yenza izinguquko futhi ubeke izinhloso zokuvumelanisa impilo yakho nezindinganiso zakho kanye nezifiso zakho.

11. Funa Usizo Lochwepheshe:

- a. Cabangela ukusebenza nomelaphi noma umeluleki ukuze uthole ukwesekwa okwengeziwe.
- b. Uchwepheshe angakunikeza isiqondiso namasu afaanelana nezidingo zakho.
- c. Bangakusiza ukuthi uzulazule ngezinsalele futhi wenze lula ukuzazi.

KHOMBA FUTHI ULEBULE IMIZWA YAKHO

Ingxenye yokulawulwa kwemizwelo kanye nokwandisa ukuzazi kwakho yikhono lokukhomba nokusho imizwa yakho. Ukwazi ukusho nokuvuma lokho okuzwayo kubalulekile ekulawuleni lokho okuzwayo.

Ukuba nesilulumagama esihle somzwelo kuyasiza ngezizathu ezimbalwa:

UKUZAZISA :

1. Amagama acebile athinta imizwa enza abantu bakwazi ukukhomba ngokunembile futhi babhale imizwa yabo.
2. Lokhu kuthuthukisa ukuzazi, kuvumela abantu ukuba baqonde imizwa yabo kanye nolwazi lwabo ngokujulile.

NGOMZWELO UMTHETHO :

1. Lapho abantu bekwazi ukubona nokuveza imizwa yabo, bahlomela kangcono ukuyilawula nokuyiphatha ngempumelelo.
2. Bangakha amasu okubhekana nemizwa engemihle futhi bahlakulele eyakhayo.

UKUXHUMANA :

1. I-vocabulary eqinile yemizwa isiza ukuxhumana okusebenzayo nabanye.
2. Ivumela abantu ukuba baveze imizwa yabo ngokunembe kakhudlwana, okusiza abanye baqonde futhi bazwelane nabahlangabezane nakho.

UBUDLELWANE UKWAKHA :

1. Ukuqonda nokuveza imizwa kusiza ukwakha ukuxhumana okuqinile nokuzwelana nabanye.
2. Ivumela abantu ukuthi baqinisekise futhi basekele imizwa yalabo ababazungezile, bakhuthaze ubudlelwano obunempilo nobunenjongo.

UKUXAZULULWA KWENKINGA:

1. Imizwelo inikeza ukwaziswa okubalulekile mayelana nezidingo zethu, izifiso, nezinto ezisikhathazayo.
2. Ngokuba namagama ahlukehlukehle emizwa, abantu bangaveza imizwa yabo lapho bexazulula izinkinga, okuholela ezisombululweni ezisebenza ngempumelelo nasekuthathweni kwezinqumo.

NGOMZWELO INTELLIGENCE :

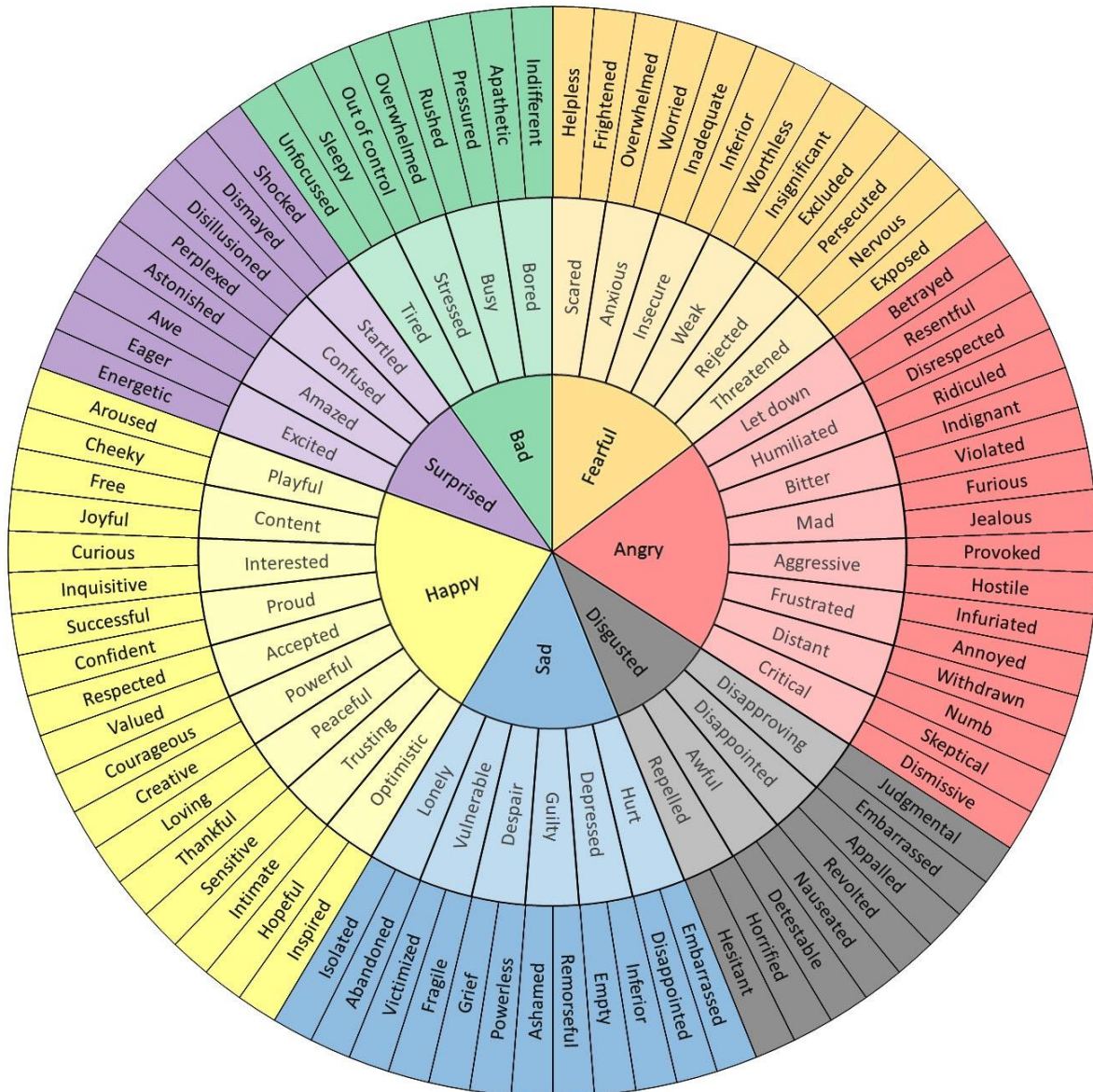
1. Ukuthuthukisa ulwazimagama olungokomzwelo kuyingxenye eyinhloko yobuhlakani bomzwelo.
2. Kwenza abantu ngabanye bakwazi ukubona, ukuqonda, nokulawula imizwa yabo kanye nokuqonda nokuzwelana nemizwa yabanye.

Sekukonke, ukuba nesilulumagama esihle somzwelo kuthuthukisa ubuhlakani bomzwelo, ukuzazi, ukuxhumana, namakhono obudlelwano, okuholela enhlalahleni ethe xaxa yemizwa nokusebenzelana okuthuthukisiwe wena nabanye.

UKUTHUTHUKISA SILULUMAGAMA SAKHO SEMIZWA

Buyekeza isondo lemiswa bese ubheka amagama ongawajwayele. Zijwayeze ukusebenzisa lawa magama enkulumweni yakho yansuku zonke, nalapho ucabanga ngezenzakalo nokusabela kwakho kulezo zenzakalo.

Umcimbi	Kwenzenjani	Ngizizwe Kanjani? (Sebenzisa isondo lemiswa)
1.		
2.		
3.		
4.		
5.		
6.		



(umthombo: <https://feelingswheel.com>)

UKUTHUTHUKISA INGQONDO

Ukucabangela kuyisu eliwusizo lokulawula imizwa. Ukucabangela kuwumkhuba wokuba khona ngokugcwele nokwazi isikhathi samanje, ngaphandle kokwahlulela. Kuhilela ukunaka imicabango yethu, imizwa, imizwa yomzimba, nendawo esizungezile.

Ukucabangela kubalulekile ngoba kulisiza ukuba siqaphele imicabango nemizwa yethu, kusivumela ukuba silawule kangcono ukucindezeleka kanye nemizwa engemihle. Kulisiza ukuba sehlise ijubane futhi sazise isikhathi samanje, kunokuba sihlale sikhathazeke ngokwedlule noma ngekusasa. Ukucabangela kungase futhi kuthuthukise inhlalakahle yethu yengqondo ngokunciphisa ukukhathazeka nokwandisa ukuzamukela.

Ukuzijwayeza ukuqaphela kungathuthukisa ukugxila kwethu nokugxilisa ingqondo, kusenze sikhiqize kakhudlwana emisebenzini yethu. Kungathuthukisa ubudlelwano bethu ngokukhuthaza ukulalela okusebenzayo nozwela, kusivumele ukuthi sixhumane kangcono futhi siqonde abanye. Ukucabangela futhi kusenza sikwazi ukwenza izinqumo ezihlakaniphile futhi sisabele ezimweni ngokucacile nangokuzola okukhulu.

Ukucabangela kubalulekile ngoba kulisiza ukuba siqaphele, sizolile, futhi sibe khona ekuphileni kwethu kwansuku zonke, okuholela enhlalakahleni enkulu kanye nokwazisa okujulile ngezwe elisizungezile. Nansi eminye imisebenzi ezokusiza uthuthukise amakhono akho okuqonda.

UKUPHEFUMULA KWENGQONDO:

1. Thola indawo ethule futhi enethezekile ukuze uhlale noma ulale. Beka eceleni imizuzu embalwa yalo msebenzi.
2. Vala amehlo akho bese uphefumula kancane ukuze ubeke phakathi nendawo futhi uphumule.
3. Letha ukunaka kwakho emoyeni wakho. Qaphela umuzwa wokuphefumula njengoba ungena futhi uphuma emzimbeni wakho.
4. Gxilisa ukunaka kwakho emizweni engokwenyama ehambisana nokuphefumula, njengokukhuphuka nokuwa kwesisu sakho noma umuzwa womoya odlula emakhaleni akho.
5. Noma nini lapho ingqondo yakho iqala ukuzulazula noma ukubanjwa emicabangweni, buyisela ukunaka kwakho emoyeni, ngaphandle kokwahlulela.

6. Qhubeka ubheka umoya wakho imizuzu embalwa, ulondoloze isimo sengqondo esingahluleli futhi sokwamukela noma yimiphi imicabango noma izithikamezo eziphakamayo.
7. Kancane kancane buyisela ukunaka kwakho esikhathini samanje, futhi lapho usulungile, vula amehlo akho.

UKUHAMBA KAHLE:

1. Thola indawo ethule nephephile lapho ungathatha khona uhambo olude, njengepaki noma indawo enokuthula.
2. Qala ngokuma unganyakazi bese udonsa umoya kancane ukuze ubeke phakathi nendawo.
3. Njengoba uqala ukuhamba, letha ukunaka kwakho emizweni engokomzimba yokuhamba—umuzwa wezinyawo zakho zithintana nomhlabathi, ukunyakaza kwemilenze yakho, nokunyakazisa umzimba wakho.
4. Qaphela izinto ezibonwayo nemisindo ekuzungezile—imibala, ubujamo, nokuthungwa kwendawo ezungezile, imisindo yemvelo noma abantu abadlulayo.
5. Hlala ukhona ngesinyathelo ngasinye, uzwe ngokugcwele ukunyakaza kanye nemizwa yokuhamba. Uma ingqondo yakho iqala ukuzulazula, buyisela ukunaka kwakho ngobumnene ekuzizwiseni ngokomzimba kokuhamba.
6. Bandakanya izinzwa zakho ngokugcwele, unake iphunga, imisindo, kanye nemizwa yesikhathi samanje.
7. Gcina lokhu kuqwashisa kulo lonke uhambo lwakho, uzivumele ukuthi ube khona ngokugcwele futhi uvulekele okuhlangenwe nakho.

UKUDLA OKUNEMPILO:

1. Khetha ukudla noma ukudla okulula ongakudla ngaphandle kweziphazamiso. Thola indawo ethule nenethezekile ongahlala kuyo.
2. Thatha isikhashana ukubheka ukudla kwakho ngaphambi kokuthatha isikhashana. Qaphela imibala, ukwakheka, namaphunga okudla okuphambi kwakho.
3. Thatha i-bite encane bese uhlafuna kancane kancane futhi ngokucophelela. Naka ama-flavour kanye nokwakheka njengoba uhlafuna.
4. Qaphela imizwa emlonyeni wakho nasemphinjeni lapho ugwinya ukudla.
5. Beka izitsha zakho phansi phakathi kokulunywa futhi uzwe ngokugcwele ukunambitheka nokuthungwa kokuluma ngakunye ngaphambi kokudlulela kokulandelayo.

6. Qaphela izimpawu zomzimba wakho zokulamba nokusutha, uzivumele ukuthi udle ngesivini ozizwa ukhululekile futhi unomsoco.
7. Njengoba udla, letha ukunaka kwakho esikhathini samanje kanye nolwazi lokondla umzimba wakho ngokuluma ngakunye.

Ukuhlanganyela kule misebenzi njalo kungakusiza uhlakulele ukuqaphela nokuba khona ekuphileni kwakho kwansuku zonke. Khumbula ukubhekana nomsebenzi ngamunye ngelukuluku, ukungahluleli, nesimo sengqondo esimnene ngemicabango yakho nolwazi lwakho.

Kuyini Ukucabanga Okuguquguqakayo?

Ukucabanga okuguquguqakayo kuhilela ikhono lokulungisa nokuguqula izinqubo zokucabanga komuntu ukuze aphenhlele ngokuphumelelayo ezimweni ezishintshayo futhi axazulule izinkinga. Ihlanganisa izingxenye eziningana ezifaka isandla ekucabangeni okuguquguqakayo nokushesha. Ukucabanga okuguquguqakayo kuhlanganisa ukuba nomqondo ovulekile, ovumelana nezimo, nokuzimisela ukucabangela imibono nezindlela ezehlukene.

IZINGXENYE EZIYINHLOKO ZOKUCABANGA OKUGUQUGUQAKAYO

Nazi izingxenye ezibalulekile zokucabanga okuguquguqakayo:



1. **Umqondo ovulekile:** Ukuba nomqondo ovulekile kuhilela ukwamukela imibono emisha, imibono, nolwazi. Kusho ukuzimisela ukucabangela eminye imibono nokubekela umuntu inselele izinkolelo noma izinto azicabangayo. Ongqondongqondo abavulekile banelukuluku lokwazi, bayavumelana nezimo, futhi bayakwazisa ukwehluka kwemicabango. Bafuna ngenkuthalo imibono eyahlukene ukuze bandise ukuqonda kwakho futhi benze izinqumo ezinolwazi.

2. **Ukuvumelana nezimo:** Ukuvumelana nezimo kusho ikhono lokuzivumelanisa nezimo nokulungisa ukucabanga komuntu lapho ebhekene nezimo ezingalindelekile noma ezishintshayo. Kubandakanya ukukhululeka ngokungaqiniseki nokungaqondakali. Ongqondongqondo abaguququkayo bangashintsha ngokushesha amasu abo noma izindlela zabo njengoba kuvela ulwazi olusha. Bavulekele ukuzama izixazululo ezahlukene futhi abanamathele ngokuqinile endleleni eyodwa yokucabanga.
3. **Ukucabanga okubucayi:** Ukucabanga okujulile kuhilela ukuhlaziya ulwazi, ukuhlola ukwethembeka nokuhlobana kwalo, nokwenza izahlulelo ezinengqondo. Kuhlenganisa amakhono anjengokucabanga okunengqondo, ukuhlola ubufakazi, ukuhlonza inkinga, kanye nokuthatha izinqumo. Ongqondongqondo ababucayi bangakwazi ukuhlola izimo ngendlela efanele, babone imibono ewumsuka, futhi bacabangele izici eziningi ngaphambi kokufinyelela iziphetho.
4. **Ubuhlakani:** Ukudala kuhlenganisa ukukhiqiza imibono emisha neyokuqala, izindlela, nezisombululo. Kuyikhono lokucabanga ngaphandle kwebhokisi nokwenza ukuxhumana phakathi kwemiqondo ebonakala ingahlobene. Ongqondongqondo bezobuciko banethezekile ngokuhlola amathuba angajwayelekile kanye nokufaka ubungozi. Basebenzisa umcabango wabo kanye namakhono okucabanga ahlukene ukuze baqhamuke nezixazululo ezintsha zezinkinga.
5. **Ukuxazululwa kwenkinga:** Ukuxazulula izinkinga yikhono lokuhlonza, ukuhlaziya, nokuthola izixazululo ezisebenzayo ezinseleleni noma ezithiyo. Abacabangi abaguququkayo babhekana nezinkinga ngokuhlelekile, bazihlukanise zibe izingxenye ezincane futhi bacabangele izixazululo eziningi ezingaba khona. Bahlakaniphile futhi bayaphikelela, bafuna ulwazi olufanele futhi balusebenzise ukuze bathuthukise futhi basebenzise amasu okuxazulula izinkinga ngempumelelo.
6. **Ubuhlakani bemizwa:** Ubuhlakani bomzwelo buhlenganisa ukuqonda nokulawula imizwa yomuntu siqu kanye nokubona nokusabela emizweni yabanye. Abacabangi abaguququkayo bayakwazi ukusabela kwabo ngokomzwelo futhi bangakwazi ukukulawula ngempumelelo. Baphinde babonise uzwela futhi bacabangele umthelela

ongokomzwelo wezinqumo nezenzo kubo nakwabanye. Ubuhlakani bemizwa buvumela abantu ukuthi bazulazule ezimeni zezenhlalo eziyinkimbinkimbi, bakhe ubudlelwano obuqinile, futhi benze izinqumo ezicabangela izici ezinengqondo nezingokomzwelo.

7. **Ikhono lokufunda:** Ikhono lokufunda yikhono lokuthola ngokushesha nokusebenzisa ulwazi namakhono amasha. Ongqondongqondo abaguquguqukayo bangabafundi abaqhubekayo, abamukela amathuba okukhula nokuthuthuka. Bafuna impendulo, bacabange ngolwazi, futhi baphishekele ngenkuthalo ukuzithuthukisa. Ikhono lokufunda lenza abantu bakwazi ukuzivumelanisa nezimo ezintsha, bathole amakhono amasha, futhi baphendule ngempumelelo ezidingweni ezishintshayo.

Ngokuhlenganisa lezi zingxenye ezinqubweni zabo zokucabanga, abantu ngabanye bangakwazi ukuguquguquka, ukuqina, futhi abaxazululi bezinkinga abaphumelelayo ezimeni ezihlukahlukene. Ukucabanga okuguquguqukayo kusiza abantu ukuthi bazulazule ekungaqiniseki, bathole izixazululo ezintsha, futhi benze izinqumo ezinolwazi ezicabangela imibono eyahlukene.

IZIBONELO ZOKUCABANGA OKUGUQUGUQUKAYO

Ukuzivumelanisa nokushintsha kwezibopho zomsebenzi

Ukucabanga okuguquguqukayo

Kunokuba amelane noma akhungathekiswa ukushintsha okungazelelwe kwezibopho zomsebenzi, umuntu onokucabanga okuguquguqukayo angabhekana nesimo ngokuguquguquka nomqondo ovulekile. Bazohlola imisebenzi emisha, bahlonze amathuba angaba khona okukhula noma okufunda, futhi bakhe uhlelo lokuphatha ngempumelelo ushintsho. Bangamukela inselele, bafune ukwesekwa noma isiqondiso uma kudingeka, futhi bagxile ekutholeni izixazululo zokudala ukuze baphumelele endimeni entsha.

Isibonelo: Ukuzulazula enkingeni eyinkimbinkimbi

Ukucabanga okuguquguqayo

Lapho ebhekene nenkinga eyinkimbinkimbi, umuntu onokucabanga okuguquguqayo angasondela kuyo ngokuyihlukanisa ibe izingxenye ezincane, ezilawulekayo. Bazocabangela imibono eminingi, bafune imithombo ehluahlukene yolwazi, futhi bacabange ngokujulile ukuze bahlole izixazululo ezingaba khona. Bazohlala bevulekele ukulungisa indlela yabo ngokusekelwe olwazini olusha, impendulo, noma izithiyo ezingalindelekile. Bazobonisa ubuhlakani ngokuhlola eminye imibono nokucabanga ngaphandle kwebhokisi ukuze bathole izixazululo ezintsha.

Isibonelo: Ukuphendula esimweni esibucayi

Ukucabanga okuguquguqayo

Esimeni esibucayi, umuntu ocabanga ngendlela eguquguqayo uzohlala ezolile futhi ezolile. Babezoqoqa ulwazi ngokushesha, bahlole isimo ngombono oqondile, futhi bacabange ngokucophelela ukuze benze izinqumo ezinolwazi. Babezovumelanisa izinhlelo zabo namasu ngokusekelwe ezimweni ezishintshayo kanye nentuthuko engalindelekile. Bazokhombisa ukukhuthazela ngokuhlala begxile emsebenzini abawenzayo, babeke phambili ngempumelelo izenzo, futhi bacabangele imiphumela engaba khona yezinqumo zabo.

Isibonelo: Ukwamukela impendulo nokugxeka okwakhayo

Ukucabanga okuguquguqayo

Lapho ethola impendulo noma ukugxekwa okwakhayo, umuntu onokucabanga okuguquguqayo angakwamukela njengethuba lokukhula nokwenza ngcono. Babezolalela ngenkuthalo, babonise ukuvuleleka emibonweni eyahlukene, futhi bagweme ukuzivikela noma ukuxosha. Bangase bacabange ngempendulo, bahlole ubuqiniso bayo, futhi bakhombe izindawo ezithile okufanele zithuthukiswe. Bangasebenzisa impendulo ukulungisa indlela yabo yokwenza izinto, bafune ukwesekwa

okwengeziwe noma izinsiza uma kunesidingo, futhi basebenze ngenkuthalo ekuthuthukiseni ukusebenza kwabo.

Isibonelo: Ukuphatha izingxabano phakathi kwabantu

Ukucabanga okuguquguqayo

Ezingxabanweni phakathi kwabantu, umuntu onokucabanga okuguquguqayo angabhekana nesimo ngozwela nokuqonda. Bazolwela ukubona isimo ngombono womunye umuntu, balalele ngenkuthalo izinto ezibakhathazayo, futhi bahlanganyele ekukhulumisaneni okuphumelelayo ukuze baxazulule ukungezwani. Bangazimisela ukuyekethisa, bafune into efanayo, futhi bagxile ekutholeni izixazululo ezizuzisayo. Bangavuleleka ekuphenduleni, bavume indima yabo engxabanweni, futhi benze izinguquko ezidingekayo ukuze bathuthukise ubuhlobo.

Lezi zibonelo zibonisa indlela ukucabanga okuvumelana nezimo kuhilela ngayo ukuguquguquka, ukuba nomqondo ovulekile, nokusabela ezimweni ezishintshayo. Abacabangi abaguquguqayo bakhombisa amakhono okucabanga abucayi, ukusungula izinto, ukuqina, nokuzimisela ukufunda nokukhula ezimeni ezahlukahlukene.

UKUZIVOCAVOCA OKUSEBENZAYO UKUKUSIZA UTHUTHUKISE UKUCABANGA OKUGUQUGUQAYO

- Ukwenza ijenali:** Beka eceleni isikhathi esivamile sokubhala ijenali. Bhala ngezimo eziyinsesele noma izinkinga oye wahlangabezana nazo nendlela oye wabhekana ngayo nazo. Zindla ngemicabango yakho yasekuqaleni, imizwa, kanye nezenzo, bese uhlola ezinye izindlela zokubuka izinto noma imicabango ebingaholela ekuphenduleni okwengeziwe. Lo msebenzi usiza ukuthuthukisa ukuzazi futhi ukhuthaze umkhuba wokwenza kabusha ingqondo.
- Ukuhlaziywa kwesimo:** Khetha isimo esiyinkimbinkimbi noma esingacacile encwadini, imuvi, noma isimo sangempela sempilo. Hlaziya isimo bese uhlonza imibono ehlukene kanye nezixazululo ezingaba khona. Cabangela ukuthi ungashintsha kanjani ukucabanga kwakho kanye nenqubo yokuthatha izinqumo

uphendule ekushintsheni kolwazi noma izithiyo ezingalindelekile. Lo msebenzi usiza ukuthuthukisa ukucabanga okujulile kanye nokuvumelana nezimo ekuxazululeni izinkinga.

3. **Ukuzijwayeza ukucabangela:** Zibandakanye ekuzilolongeni kwengqondo, njengokuzindla noma ukuphefumula okujulile. Lo mkhuba usiza ukuhlakulela ukuqwashisa okwamanje futhi unciphise ukusabela okuzenzakalelayo. Lapho ubhekene nezimo eziyinselele, zijwayeze ukuqaphela ukubuka imicabango yakho, imizwa, kanye nokuzwa komzimba ngaphandle kokwahlulela. Lokhu kukuvumela ukuthi uphendule ngamabomu kakhudlwana nangokuvumelana nezimo kunokuba usabele ngokuxhamazela.
4. **Thola imibono ehlukahlukene:** Ziveze ngokugcwele emibonweni eyehlukene nemibono ngezincwadi, izindatshana, ama-podcast, noma amadokhumenti. Khetha izihloko ezibekela inselele izinkolelo zakho ezikhona noma wandise ukuqonda kwakho ngezihloko ongazazi. Zibandakanye ekucabangeni okujulile njengoba uhlola futhi uqhathanisa imibono ehlukene. Lo msebenzi uthuthukisa umqondo ovulekile futhi wandise ukuguquguquka kwengqondo yakho.
5. **Imidlalo yokuxazulula izinkinga namaphazili:** Zibandakanye emidlalweni yokuxazulula izinkinga noma izindida ezidinga ukucabanga okuguquguqukayo. Lokhu kungase kuhlangukise amagama aphambene, i-Sudoku, imidlalo yevidiyo esekelwe kumasu, noma izindida zegumbi lokubalekela. Le msebenzi ikukhuthaza ukuthi ucabange ngobuchule, ucabangele ezinye izindlela, futhi ulungise amasu akho ngokusekelwe empendulweni nolwazi olusha.
6. **Imiyalo yokuzicabangela wena ngokwakho:** Dala uhlu lwemiyalo yokuzicabangela wena ehlobene nokucabanga okuguquguqukayo. Izibonelo zifaka phakathi "Chaza isimo sakamuva lapho kudingeke khona ukuthi ulungise ukucabanga kwakho ukuze unqobe inselele" noma "Khomba isikhathi lapho uhlele kabusha ngempumelelo umcabango ongemuhle wawenza owakhayo noma owakhayo." Zibandakanye njalo nalezi zindlela ukuze ukhuthaze

ukuzicabangela futhi ukhuthaze ukuthuthukiswa kwamakhono okucabanga aguquguqukayo.

7. **Bona ngeso lengqondo imiphumela ehlukeni:** Khetha isimo noma inhloso ethile osebenzela kuyo. Bona ngeso lengqondo imiphumela engase ibe khona futhi ucabange ukuthi ungazivumelanisa kanjani nezinhlalo zakho nezimpendulo esimweni ngasinye. Lokhu kuvivinya kukusiza ukuthi ulindele izinselele, uhlele izimo eziphuthumayo, futhi uthuthukise ukuguquguquka ekucabangeni kwakho nendlela yakho yokwenza.

Khumbula, ukuzijwayeza okungaguquki kuyisihluthulelo sokuthuthukisa amakhono okucabanga aguquguqukayo. Faka lezi zivivinyo ohlelweni lwakho futhi uzibekezelele njengoba uthuthukisa lawa makhono. Ngokuhamba kwesikhathi, uzoba nekhono ngokwengeziwe ekuguquleni ukucabanga kwakho, ukuxazulula izinkinga, nokwenza izinqumo ezicini ezihlukahlukene zokuphila kwakho. Impela! Nazi ezinye izivivinyo ezingokoqobo abantu abangazenza bebodwa ukuze bathuthukise amakhono okulungisa ingqondo:

UKWAZISWA KOKUZICABANGELA OKUHLOBENE NOKUCABANGA OKUGUQUGUQUKAYO

Ungasebenzisa lezi ziqondiso kumaseshini wokuzibhala noma wokuzicabangela wena ngokwakho.

1. Ngivuleleke kangakanani emibonweni emisha nemibono emisha?
2. Ngilusingatha kahle kangakanani ushintsho nokungaqiniseki?
3. Ingabe ngiyifuna ngenkuthalo imibono nemibono ehlukeni?
4. Ngisabela kanjani lapho ngibhekene nezinselele ezingalindelekile?
5. Imaphi amasu engiwasebenzisayo ukuze ngivumelane nezimo ezintsha?
6. Ingabe ngiyayamukela noma ngimelana nempendulo kanye nokugxeka okwakhayo?
7. Ngikhululeke kangakanani ngokuthatha ubungozi obaliwe?
8. Ngibhekana kanjani nokuxazulula izinkinga lapho ngibhekene nezinkinga engingazazi?
9. Ingabe ngiwafuna ngenkuthalo amathuba okufunda nokukhula?
10. Ngizisingatha kanjani izithiyu nokuhluleka? Ngiyafunda kubo?
11. Ngizilungisa kahle kangakanani izinhlelo nemigomo yami lapho izimo zishintsha?
12. Ingabe ngizimisele ukudedela izinkolelo nemicabango eyisidala?

13. Ngiyilawula kanjani imizwa yami ezimweni ezicindezelayo noma ezishintsha ngokushesha?
14. Ingabe ngiyayifuna ngenkuthalo impendulo kwabanye ukuze ngithuthukise ukucabanga kwami nokwenza izinqumo?
15. Ngilinganisa kanjani isidingo sokuzinza nesidingo sokuvumelana nezimo?
16. Ingabe ngizimisele ukuzama izindlela ezintsha nemibono?
17. Ngihlala kanjani nginolwazi mayelana nezinguquko nentuthuko emkhakheni noma embonini yami?
18. Ingabe ngimatasa ekufuneni amathuba amasha nezinselele?
19. Ngiyihlanganisa kanjani imibono eyahlukene enqubweni yami yokuthatha izinqumo?
20. Ingabe ngizindla ngenkuthalo ekucabangeni kwami nasekuthatheni izinqumo ukuze ngibone izindawo okufanele ngizithuthukise?

Le miyalelo ingakusiza ukuthi uhlole futhi uhlole amakhono akho okucabanga aguquguqukayo, okukuvumela ukuthi uthuthukise ukuqaphela okukhulu kwamandla akho nezindawo zokukhula.

I-Cognitive Reframing

Ukuhlelwa kabusha kwengqondo, okwaziwa nangokuthi ukuhlelwa kabusha kwengqondo, kuyindlela esetshenziselwa ukusiza abantu baguqule amaphethini abo okucabanga futhi bahumushe kabusha izimo ngokukhanya okuhle noma okwangempela. Ukuhlelwa kabusha kwengqondo kuhilela ukushintsha indlela umuntu abona ngayo futhi ahumushe ngayo isimo. Amalungu esevisi afunda ukubekela inselele amaphethini okucabanga angalungile noma ahlanekezelwe futhi awafake kabusha ngokukhanya okuhle noma okwangempela. Ngokuhlela kabusha imicabango yabo, ungahlakulela isimo sengqondo esiqinile, ugcine umbono obanzi, futhi uthole izixazululo ezakhayo ezinkingeni.

Ngokuzijwayeza okungaguquki nokuqinisa, ungathuthukisa ikhono lokukhlama kabusha kwengqondo. Leli khono libenza bakwazi ukubhekana nezinselele ngomqondo owakhayo noqinile, okhuthaza inhlalakahle engokomzwelo engcono kanye namakhono okuxazulula izinkinga.

IZIBONELO ZOKUHLELA KABUSHA KWENGOQONDO

Isimo	Umcabango Wasekuqaleni	Umcabango Owenziwe kabusha	Ukubuka
Ukuzivocavoca umzimba okuyinselele	"Ngeke ngikwenze lokhu. Kunzima kakhulu."	"Lokhu kuvivinya umzimba kuyinselele, kodwa kuyithuba lami lokunciphisa imikhawulo yami futhi ngithuthukise ukuqina kwami ngokwenyama. Ngingakwazi ukukuthatha isinyathelo esisodwa ngesikhathi futhi nginikeze umzamo wami omkhulu."	Kulesi sibonelo, umuntu uhlela kabusha umcabango wakhe wokuqala omubi wokwehlulwa abe umbono omuhle kakhulu nokhuthazayo ogxile ekukhuleni nasekuthuthukisweni komuntu siqu.
Ukuthola impendulo ebalulekile kuphrojekthi	"Ngiyisehluleki. Angisoze ngalungisa lutho."	"Le mpendulo igqamisa izindawo engingathuthuka kuzo . Kuyithuba lami lokufunda nokukhula. Ngizosebenzisa le mpendulo ukuze ngenze izinguquko ezidingekayo futhi ngikhiqize imiphumela engcono esikhathini esizayo."	Kulokhu, umuntu uhlela kabusha impendulo njengethuba lokukhula futhi agcizelele amandla okuba ngcono kunokugxila emizweni yokuhluleka.
Ukubhekana nokuthunyelwa okunzima noma isabelo	"Lokhu kuthunyelwa kuzobe kungabekezeleleki. Ngizoba lusizi ngaso sonke isikhathi."	"Lokhu kuthunyelwa kuzoba yinselele, kodwa kuyithuba lami lokuthuthukisa ukuqina, ukuqinisa izibopho neqembu lami, futhi ngithole okuhlangenwe nakho okubalulekile. Ngingagxila ezicini ezinhle futhi ngisebenzise	Lapha, umuntu ngamunye uhlela kabusha ukuthunyelwa njengethuba lokukhula komuntu siqu, egqamisa izici ezinhle futhi egxila ekwenzeni okwenziwayo kube nenjongo kunokugxila

Isimo	Umcabango Wasekuqaleni	Umcabango Owenziwe kabusha	Ukubuka
		ngokugcwele lesi sabelo."	ebunzimeni obulindelwe.
Ukubhekana nokuhlehla noma ukwehluleka	"Ngiyisehluleki ngokuphelele. Angisoze ngaphumelela."	"Lokhu kuhlehla kuyisithiyo sesikhashana. Kuyithuba lami lokufunda emaphutheni ami, ngihlole kabusha indlela engisebenza ngayo, futhi ngithuthukise isu eliqinile lempumelelo. Ukwehluleka kuyingxenye yenqubo yokufunda."	Kulesi sibonelo, umuntu uhlela kabusha ukuhlehla njengethuba lokufunda, egcizelela amandla okukhula futhi agqamise ukubaluleka kokukhuthazela nokubekezela.

Lezi zibonelo zibonisa ukuthi ukuhlela kabusha ingqondo kuhlela kanjani ukuguqula ngokuqaphela imicabango engemihle noma engasizi iye emibonweni eyakhayo, engokoqobo, neyakhayo. Ngokuhlela kabusha imicabango, abantu bangashintsha izimpendulo zabo ezingokomzwelo, izindlela zokuxazulula izinkinga, nokuqina okuphelele ezimweni eziyinsalele ezahlukahlukene.

UKUSEBENZISA I-COGNITIVE REFRAMING

1. **Khomba futhi uhlele kabusha imicabango ezenzakalelayo:** Naka imicabango yakho usuku lonke, ikakhulukazi lapho uhlangebezana nezimo eziyinsalele noma imizwa engemihle. Thola noma yimiphi imicabango engemihle ezenzakalelayo ephakamayo, njengokuzigxeka noma ukwenza inhlekelele. Bhala phansi leyo micabango bese uyihlela kabusha ngokuqaphela ibe ezinye izindlela ezilinganiselayo noma ezinhle. Zijwayeze lo msebenzi njalo ukuze uthuthukise umkhuba wokulungisa kabusha ingqondo.
2. **Ukuqoqwa kobufakazi:** Uma uzithola unomcabango omubi noma ongasizi, yiphonsele inselelo ngokuqoqa ubufakazi obusekela noma obuphikisa

umcabango. Bhala phansi ubufakazi obuhambisana nomcabango wakho wokuqala. Lesi senzo sikusiza ukuthi uhlole ngokujulile ukufaneleka kwemicabango yakho futhi ikuvumela ukuthi uthuthukise imibono engokoqobo nelinganiselayo.

3. **Indlela ye-ABC:** Sebenzisa indlela ye-ABC, emele Umcimbi Wokuvula, Izinkolelo, kanye Nemiphumela. Khomba isehlakalo esicupha umcabango ongemuhle noma imizwa. Bhala phansi izinkolelo noma izincazelo ezihlobene naleso senzakalo, bese ubhala imiphumela engokomzwelo nokuziphatha yalezo zinkolelo. Okokugcina, hlela kabusha izinkolelo ngokuveza ezinye izincazelo ezinengqondo zomcimbi. Lokhu kuvivinya umzimba kukusiza ukuthi uphule futhi uphonseliselelo uchungechunge lwengqondo oluholela emiphumeleni emibi.
4. **Umbono womngane omuhle kakhulu:** Cabanga ngesimo lapho umngane oseduze ebhekene nenselele efanayo noma umcabango omubi. Cabanga ngendlela obungamphendula ngayo umngane wakho ngendlela esekelayo nenesihawu. Khona-ke, sebenzisa lowo mbono neseluleko kuwe ngokwakho. Lokhu kuvivinya umzimba kukusiza ukuthi uhlakulele ukuzizwela futhi kukhuthaze ikhono lokubeka kabusha imicabango engemihle ngomusa nangokuqonda.
5. **Ezinye izincazelo:** Zijwayeze ukukhiqiza ezinye izincazelo zezehlakalo noma ukuziphatha okutolika kabi ekuqaleni. Bhala okungenani ezinye izincazelo ezintathu ezinengqondo noma ezingazigxeka kakhulu. Lesi senzo sikukhuthaza ukuthi ucabangele imibono eyahlukene futhi sikusize uphonseliselelo futhi uhlele kabusha imicabango engemihle.
6. **Bonisa impumelelo:** Lapho ubhekene nesimo esiyinselele noma umgomo, zibone ngeso lengqondo uphumelela futhi unqoba izithiyo. Cabanga ngemicabango emihle nemizwelo engahambisana naleyo mpumelelo. Lokhu kuvivinya umzimba kukusiza ukuthi uhlele kabusha indlela ocabanga ngayo usuke endaweni yokungabaza noma egxekayo uye kweyokuzethemba nethemba.

Khumbula, ukuhlela kabusha ingqondo kuyikhono elikhula ngokuzijwayeza. Yiba nesineke futhi uphikelele ekusebenziseni lezi zivivinyo ekuphileni kwakho kwansuku zonke. Ngokuhamba kwesikhathi, uzoba nekhono ngokwengeziwe ekuboneni nasekuhleleni kabusha imicabango engemihle, okuholela ekubeni nomqondo oqinile noqondile.

IZIBONELO ZOKUHLELA KABUSHA KWENGQONDO

Umcabango Ongemuhle	I-Cognitive Reframing
" Ngiyisehluleki. "	"Kungenzeka ukuthi ngike ngabhekana nezihibe, kodwa ukwehluleka akukhombisi ukubaluleka kwami. Amaphutha nezinselele amathuba okukhula, futhi ngingafunda kuwo ukuze ngithuthuke futhi ngiphumelele."
" Angisoze ngalungela. "	"Ngikhula njalo futhi ngiyathuthuka. Nginamandla ayingqayizivele namakhono angenza ngibaluleke. Ngizoqhubeka ngifunda, ngithuthuke, futhi ngilwela inqubekela phambili kunokuphelela."
" Ngihlezi ngimoshazinto. "	"Ukwenza amaphutha kuyingxenye evamile yokuphila, futhi akuchazi amakhono ami noma ukubaluleka kwami. Ngingafunda emaphutheni ami esikhathi esidlule futhi ngiwasebenzise njengezinyathelo eziya emiphumeleni engcono esikhathini esizayo."
" Akekho ongithandayo. "	"Nginabantu empilweni yami abangikhathalelayo futhi bayakwazisa inkampani yami. Kuyinto evamile ukuhlangana nemibono ehlukeneyo, kodwa ngigxila ekwakheni ukuxhumana okunenjongo nasekuthuthukiseni ubudlelwano obuhle."
" Angisoze ngadlulakulokhu. "	"Nakuba kungase kuzwakale kunzima njengamanje, ngiyenqoba izinselele esikhathini esidlule, futhi ngingamandla okubhekana nalokhu. Ngingakwazi ukukuthatha isinyathelo esisodwa ngesikhathi, ngifune ukusekelwa uma kudingeka, futhi ngisebenzelele ukuphulukiswa nokukhula."
" Yimi njalo okumele ngisole. "	"Kubalulekile ukuthatha umthwalo wemfanelo ngezenzo zami, kodwa futhi ngiyaqaphela ukuthi amaphutha nezingxabano kuhlela izici eziningi kanye nabantu ngabanye. Ngizogxila ekufundeni esimweni, ukulungisa uma kunesidingo, nokulwela ushintsho oluhle."
" Ngeke ngikwazi. "	"Nakuba kungase kube inselele, ngingakwazi ukuhlukanisa umsebenzi ngezinyathelo ezincane,

Umcabango Ongemuhle	I-Cognitive Reframing
	ezilawulekayo. Ngingqobe ubunzima esikhathini esidlule, futhi ngomzamo, ukuphikelela, nokufuna isiqondiso uma kudingeka, ngingakwazi ukufeza imigomo yami."
"Angisoze ngajabula."	"Injabulo iwuhambo, futhi iphuma ngaphakathi. Ngingagxila ekuhlakuleleni ukubonga, ekutholeni injabulo ngezikhathi ezincane, nasekuthuthukiseni umqondo omuhle. Ngokufuna nokukhulisa injabulo ezicini ezihlukahlukene zokuphila kwami, ngingathola inhlalakahle eyengeziwe. ."
"Angisoze ngaphumelela."	"Impumelelo izimele futhi ingathatha izinhlobo ezahlukene. Ngizochaza impumelelo ngokusekelwe ezimisweni zami nasezifisweni zami. Ngizozibekela imigomo engafinyeleleka, ngisebenze ngokuzikhandla, futhi ngigubhe lokho engikufezile, ngiqaphela ukuthi impumelelo iwuhambo, hhayi iphuzu lokugcina."
"Ngihlala ngithatha izinqumo ezimbi."	"Ngenze izinqumo ezingazange zibe njengoba bekulindelekile, kodwa lokho akusho ukuthi ngihlala ngenza izinqumo ezimbi. Ngingafunda kokuhlangenwe nakho kwami kwesikhathi esidlule, ngiqoqe ulwazi, ngilinganise izinketho, futhi ngenze izinqumo ezinolwazi kakhulu esikhathini esizayo. "

Khumbula, ukuhlela kabusha ingqondo kumayelana nokubekela inselele imicabango engemihle kanye nokuthola imibono engokoqobo neyakhayo. Lezi zibonelo zokuhlela kabusha zibonisa ukuthi ungasuka kanjani ekuzigxekeni nasekuphelelweni ithemba uye ekuzihawukeleni nasekukhuleni kwengqondo.

Ukuguquguquka kwengqondo

Ukuvumelana nezimo ngokwengqondo kuhlela ukuthuthukisa ikhono lokuvumelanisa imicabango yakho, izinkolelo, nokuziphatha kwakho ngokuphendula izimo ezishintshayo.

Nawa amasu angakusiza ukuthi ube ovumelana nezimo ngokwengqondo:



1. **Zijwayeze ukuzazi:** Hlakulela ukuzazi ngokunaka imicabango yakho, imizwa yakho, kanye nokusabela kwakho ezimeni ezahlukene. Qaphela noma yimaphi amaphethini okucabanga aqinile noma angaguquki futhi ukhombe izindawo okuthola kunzima ukuzivumelanisa nazo. Lokhu kuqwashisa kuyisinyathelo sokuqala sokwenza izinguquko ezinhle.
2. **Phonsela inselelo imibono yakho:** Khomba izinkolelo zakho ezijulile kanye nokucabangayo mayelana nomhlaba kanye nawe. Zinike isikhathi sokuhlolisisa lezi zinkolelo futhi ucabangele eminye imibono. Inselele ukuqina kokucabanga kwakho futhi uvulele ukuthi izinkolelo zakho zingase zidinge ukulungiswa ngokusekelwe olwazini olusha noma okuhlangenwe nakho.
3. **Yamukela ukungaqiniseki:** Qaphela ukuthi ukungaqiniseki kuyingxenyengokwemvelo yokuphila. Zijwayeze ukubekezelela ukungaqondakali futhi uzimisele ukuphuma ngaphandle kwendawo yakho yokunethezeka. Ukwamukela ukungaqiniseki kukuvumela ukuthi ubhekane nezimo ezintsha ngelukuluku kunokwesaba, ukhuthaze ukuguquguquka kwengqondo.
4. **Funa ukuzizwisa okusha:** Ziveze ngentshiseko kokuhlangenwe nakho okusha, imibono, nezinselele. Zibandakanye emisebenzini engaphandle kwesimiso sakho esivamile noma indawo yokunethezeka. Lokhu kuvezwa kusiza ukunweba

ukucabanga kwakho, kwandise ukucabanga kwakho, futhi kwandise ukuzivumelanisa nezimo.

5. **Zijwayeze ukuhlela kabusha ingqondo:** Hlela kabusha imicabango engemihle noma enomkhawulo ube eyakhayo futhi evumelana nezimo. Cela inselele izindlela ezimisiwe zokucabanga futhi ucabangele ezinye izincazelo noma okungenzeka. Le nqubo yokuklama kabusha kwengqondo ikuvumela ukuthi uguqule indlela ocabanga ngayo futhi uthuthukise ukuguquguquka okukhulu kwengqondo.
6. **Zibandakanye emisebenzini yokudala:** Ukuzibandakanya emisebenzini yokudala, njengobuciko, ukubhala, noma ukuxoxisana, kukhuthaza ukucabanga okuguquguqukayo. Le misebenzi ivuselela umcabango wakho, ikhuthaze ukucabanga okuhlukene, futhi ikhuthaze ikhono lokukhiqiza imibono noma izixazululo eziningi.
7. **Funda ekuhlulekeni:** Yamukela ukwehluleka kanye nezithiyo njengamathuba okufunda. Lapho ubhekene nobunzima, zindla ngokuhlangenwe nakho futhi ukhiphe izifundo ezingakusiza ukuzivumelanisa nezimo futhi ukhule. Gcizelela inqubo yokufunda nokwenza ngcono kunokugxila emphumeleni.
8. **Prakthiza ukuqaphela:** Ukuzibandakanya ekuzilolongeni okucabangayo, njengokuzindla noma ukuphefumula okujulile, kusiza ukuhlakulela ukuqwashisa okwamanje kanye nokwamukela okungahluleli. Ukucabangela kukuvumela ukuba ubheke imicabango yakho ngaphandle kokunamathiselwe, kukusize udedele amaphethini okucabanga aqinile.
9. **Yakha amakhono okuxazulula izinkinga:** Thuthukisa amakhono akho okuxazulula izinkinga ngokufuna ngenkuthalo izixazululo ezinseleleni. Hlukanisa izinkinga zibe izinyathelo ezincane, cabangela ezinye izindlela ezihlukahlukene, futhi uzame ngezindlela ezahlukene. Ukuvumelana nezimo ekuxazululeni izinkinga kuhumusha ekuguquguqukeni okukhulu kwengqondo kukonke.
10. **Funa imibono eyahlukene:** Funa ngenkuthalo futhi uhlanganyele nabantu abanemibono nezizinda ezihlukene. Zibandakanye engxoxweni enenhlonipho,

lalela ngenkuthalo, futhi ucabangele eminye imibono. Ukuchayeka emibonweni eyahlukene kusiza ukunweba ukucabanga kwakho futhi kukhuthaze ukuguquguquka kwengqondo.

Khumbula ukuthi ukuthuthukisa ukuguquguquka kwengqondo kuyinqubo ehamba kancane. Yiba nesineke kuwe futhi usebenzise lawa masu ngokungaguquki ngokuhamba kwesikhathi. Njengoba uvumelana nezimo ngokwengqondo, uzokuthola kulula ukuzivumelanisa noshintsho, uzulazule ngezinsesele, futhi ubhekane nempilo ngomqondo ovuleke kakhulu futhi okhuthazela.

Amasu Okulawula Ukucindezeleka

Izindlela eziphumelelayo zokulawula ingcindezi zibalulekile ekwakheni ukuqina. Uzofundiswa amasu ahlukahlukene okulawula ingcindezi, njengokuzivocavoca ukuphefumula okujulile, ukuphumula kwemisipha okuqhubekayo, ukuzindla okunengqondo, kanye nemisebenzi yomzimba enciphisa ukucindezeleka njengokuzivocavoca. Lezi zindlela zisiza ukulawula imizwa, ukunciphisa ukukhathazeka, nokuthuthukisa inhlalakahle jikelele.

UKWAKHA UMJIKELEZO WOKUNCIPHISA INGCINDEZI

Ukudala isimiso sokunciphisa ukucindezeleka kuhilela ukuhlanganisa imisebenzi nemikhuba ekhuthaza ukuphumula nokuphila kahle ekuphileni kwakho kwansuku zonke. Zindla ngale mibuzo elandelayo futhi usebenzise isikhala esinikeziwe ukuze uchaze isimiso sokunciphisa ukucindezeleka esikusebenzelayo.

1. Yimiphi eminye imisebenzi noma imikhuba ekusiza uphumule futhi unciphise ukucindezeleka?
2. Singakanani isikhathi ongasabela usuku ngalunye semisebenzi yokunciphisa ukucindezeleka?
3. Yiziphi izenzo ezithile noma ukuziphatha ozokufaka esimisweni sakho? (isb, ukuzivocavoca, ukuzindla, izinto azithandayo)
4. Uzobeka kanjani phambili futhi uzibophezele ekusebenziseni isimiso sakho sokunciphisa ukucindezeleka?
5. Yiziphi izithiyo noma izinselele okungenzeka ubhekane nazo, futhi ungazinqoba kanjani?
6. Uzolandelela futhi uhlole kanjani ukusebenza kahle kwesimiso sakho?

UKUZINDLA KOKUSKENA KOMZIMBA

Ukuzindla kokuskena komzimba kuwumkhuba ohilela ukuletha ukunaka kwakho ezingxenyeni ezihlukene zomzimba wakho, ukuqaphela imizwa, nokuhlakulela ukuqaphela umzimba. Thola indawo ethule nenethezekile ukuze uzijwayeze ukuzindla kokuskena umzimba usebenzisa imiyalo engezansi. Sebenzisa isikhala esinikeziwe ukuze uqaphele noma yimiphi imizwelo engokomzimba, imizwa, noma imininingwane ephakamayo phakathi nokuzilolonga.

1. Lala ngomhlane noma uhlale endaweni enethezekile uvale amehlo.
2. Qala ngokuletha ukunaka kwakho emphefumulweni wakho futhi uthathe umoya omncane ojulile, ophumuzayo.
3. Skena umzimba wakho kancane kancane kusukela ekhanda kuye ozwaneni, ubone noma yiziphi izindawo zokushuba, ukungaphatheki kahle, noma ukuphumula.
4. Njengoba ugxile esithweni ngasinye somzimba, bheka noma yikuphi ukuzwela komzimba ngaphandle kokwahlulela noma isidingo sokukushintsha.
5. Uma ubona ukungezwani noma ukungakhululeki, phumuza leyo misipha futhi ukhulule noma yikuphi ukungezwani.
6. Chitha isikhashana esithweni ngasinye somzimba, uzivumele ukuthi uyizwe ngokugcwele imizwa ekhona.
7. Uma usuqedile ukuskena, thatha isikhashana ukubuka umzimba wakho uwonke futhi uqaphele noma yikuphi ukushintsha noma izinguquko.

UKUPHEFUMULA NGENGQONDO

Ukuphefumula kwengqondo kuyindlela enamandla yokunciphisa ukucindezeleka nokuhlakulela umuzwa wokuzola. Kuhilela ukuletha ukunaka kwakho esikhathini samanje ngokugxila emoyeni wakho. Thatha imizuzu embalwa usuku ngalunye ukuzijwayeza ukuphefumula ngokucabangela usebenzisa imiyalelo engezansi. Sebenzisa isikhala esinikeziwe ukuze ubhale phansi noma yikuphi okuphawuliwe noma imininingwane evela ngesikhathi sokuprakthiza.

1. Thola indawo ethule futhi enethezekile ukuze uhlale noma ulale.
2. Vala amehlo akho bese uphefumula kancane ukuze uphumule.
3. Qala ukunaka umoya wakho ngaphandle kokuzama ukuwulawula.
4. Beka isandla esisodwa esifubeni sakho nesinye isandla phezulu kwesisu sakho (lapho i-diaphragm yakho ikhona) Gxila ekuzameni ukuhambisa kuphela isandla sakho esiku-diaphragm yakho lapho uphefumula- njengalapho uzijwayeza ukuphefumula kwe-diaphragmatic, kuvumela umoya owengeziwe. ukungena emaphashini akho.
5. Qaphela umuzwa wokuphefumula kwakho ungena futhi uphuma emzimbeni wakho.
6. Gxilisa ukunaka kwakho ekukhuphukeni nasekuweni kwesisu sakho noma ukuzwa komoya odlula emakhaleni akho.
7. Uma ingqondo yakho izulazula, yibuyisele ngobumnene emoyeni ngaphandle kokwahlulela.
8. Qhubeka nalo mkhuba imizuzu engu-5-10, kancane kancane ukwandisa ubude besikhathi njengoba ukhululeka.

Bhala Okuqaphele kanye Nemininingwane Lapha

UKUPHUMULA KWEMISIPHA OKUQHUBEKAYO

Ukuphumula kwemisipha okuqhubekayo kuyindlela ehlanganisa ukuqina bese idedela amaqembu emisipha ahlukeni ukuze ulethe ukuphumula. Sebenzisa isikhala esinikeziwe ukuze uzijwayeze ukuphumula kwemisipha okuqhubekayo ngokulandela izinyathelo ezingezansi.

1. Thola indawo ethule futhi enethezekile ukuze uhlale noma ulale.
2. Vala amehlo akho bese uphefumula kancane ukuze uphumule.
3. Qala ngezinzwane zakho. Zicindezele ngokuqinile imizuzwana embalwa, bese uyadedela.
4. Hambisa ematholeni akho. Hlanganisa imisipha, ubambe imizuzwana embalwa, bese uyakhulula.
5. Qhubeka uhamba eqenjini ngalinye lemisipha, uqinise kancane kancane futhi uphumule. (isib. amathanga, izinqe, isisu, amahlombe, izingalo, izandla, njll.)
6. Naka imizwa yokungezwani nokuphumula eqenjini ngalinye lemisipha.
7. Uma usugede konke ukulandelana, thatha isikhashana ukubona umuzwa wonke wokuphumula emzimbeni wakho.

Ukubuka kanye Nemininingwane

INETHIWEKHI YOKUSEKELA KOMPHAKATHI

Ukwakha nokukhulisa inethiwekhi yokuxhumana nabantu kubalulekile ekulawuleni ingcindezi. Zindla ngale mibuzo elandelayo futhi usebenzise isikhala esinikeziwe ukuze uhlole ikhwalithi yokuxhumana kwakho nomphakathi futhi uhlele amasu okuqinisa inethiwekhi yakho yosekelo.

1. Obani abantu empilweni yakho abakunikeza ukwesekwa nokuqonda ngezikhathi zokucindezeleka?
2. Kukangaki uxhumana nalaba bantu?
3. Ingabe bukhona ubudlelwano obudinga ukuqiniswa noma ukukhuliswa?
4. Yiziphi izinyathelo ezithile ongazithatha ukuze uthuthukise inethiwekhi yakho yosekelo lokuxhumana nabantu? (isb, ukuhlela ukubanjwa okujwayelekile, ukufuna ukwesekwa kochwepheshe)
5. Ungabuyisela kanjani futhi usekele abanye ngaphakathi kwenethiwekhi yakho?
6. Yiziphi izinselele noma imigoqo ongase ubhekane nayo, futhi ungazinqoba kanjani?

Ukuhlolwa Kwenethiwekhi Yokusekela Komphakathi

Isifanekiso selogi ye-Daily Stress:

Remember to fill out this daily stress log at the end of each day, taking a few moments to reflect on your stressors, coping strategies, and overall well-being. Use this log as a tool to track your stress levels, identify triggers, and assess the effectiveness of your coping mechanisms. Over time, this log will provide valuable insights into your stress patterns and help guide your stress management efforts.

Usuku: _____

	I-STRESSOR			ISU LOKUPHILA	
	Incazelo	Amandla (1-10)	Icushwe ngu....	Isu Lokubhekana Nesimo	Ukusebenza kahle (1-10)
I-Stressor 1					
I-Stressor 2					
I-Stressor 3					
I-Stressor 4					

Ukuzicabangela:

1. Izingcindezi zanamuhla zikuthinte kanjani ukuphila kwakho okuhle ngokomzimba, ngokwengqondo, nangokomzwelo?
2. Ingabe akhona amaphethini noma izingqikithi eziphindaphindayo kuma-stressors akho?
3. Yimiphi imibono noma izifundo ozitholile kulokho okwenzeka namuhla.

Ukuzinakekela

UHLU LOKUHLOLA LWENDLELA YOKUZINAKEKELA

Sebenzisa lolu hlu lokuhlola ukuze udale isimiso sokuzinakekela esikhuthaza inhlalakahle yakho futhi ikuvumela ukuba ubeke phambili ukuzinakekela ekuphileni kwakho kwansuku zonke. Yenze ngendlela oyifisayo ukuze ivumelane nezintandokazi zakho nezidingo zakho.

Ukuzinakekela ngokomzimba	
Thola ukulala okwanele (amahora angu-79) njalo ebusuku	
Zivocavoce njalo noma uzivocavoce	
Yidla ukudla okulinganiselayo nokunomsoco	
Hlala uhlanzekile ngokuphuza amanzi anele usuku lonke	
Zijwayeze imikhuba emihle yenhlanzeko yomuntu siqu	
Thatha ikhefu futhi welule njalo, ikakhulukazi uma uphila ngendlela yokuphila	
Hlela ukuhlolwa kwezempilo okujwayelekile kanye nama-aphoyintimenti	
Ukuzinakekela Kwemizwa Nengqondo	
Zibandakanye emisebenzini ekulethela injabulo nokuphumula (isb, ukuzilibazisa, ukufunda, ukulalela umculo)	
Zijwayeze ukuqaphela noma ukuzindla ukuze unciphise ingqondo yakho futhi unciphise ingcindezi	
Veza imizwa yakho ngokubhala iphephabhuku noma ukhulume nomngane omethembayo noma umelaphi	
Beka imingcele enemphilo ebudlelwani bakho futhi ubeke phambili ukuphila kwakho ngokomzwelo	
Zibandakanye ekukhulumeni okuhle futhi uzijwayeze ukuzizwela	
Khawulela ukuchayeka ezindabeni ezingezinhle noma izingqalabutho ezithinta inhlalakahle yakho yengqondo	
Zibandakanye emisebenzini evuselela ubuhlakani bakho nomcabango wakho	
Ukuzinakekela Komphakathi	
Thuthukisa ubudlelwano nabangane, umndeni kanye nabathandekayo	
Hlela futhi uhlanganyele emisebenzini yomphakathi ekulethela injabulo nokuxhumana	
Funa ukusekelwa futhi ufinyelele kwabanye lapho ukudinga	
Zijwayeze ukulalela okumatasa kanye nokuxhumana okunenjongo nabanye	
Zizungeze nabantu abaqondile nabakusekelayo	
Zibandakanye ezenzweni zomusa futhi ufake isandla emphakathini wakho	
Ukuzinakekela Okungokomoya	
Zibandakanye emisebenzini ehambisana nezimiso nezinkolelo zakho	
Chitha isikhathi emvelweni futhi ujabulele ubuhle bayo	
Zijwayeze ukuzindla, umthandazo, noma ukuzindla ukuze uxhumane nomuntu wakho wangaphakathi	
Funa ugqozi ezincwadini, amaphodikasti, noma izimfundiso zomoya	
Zibandakanye emisebenzini ekhuthaza ukubonga kanye nomuzwa wenjongo	
Hlola ingokomoya lakho futhi wenze amasiko noma imikhuba ekulethela ukuthula	
Ukutotoswa nokuphumula	

Geza okugeza okufudumele noma ishawa ngemikhiqizo epholile	
Zitike osukwini lwe-spa noma uzitotose ngokwelashwa kokuzinakekela	
Beka eceleni isikhathi semisebenzi yokuphumula njengokufunda, ukuthatha uhambo, noma ukulalela umculo opholile	
Ziphathe ngokubhucunga umzimba noma omunye umsebenzi womzimba wokwelapha	
Zibandakanye ezintweni zokuzilibazisa noma imisebenzi ekusiza ukuthi uphumule futhi ushaje kabusha	
Dala indawo ethokomele nekhangayo ekhaya lapho ungakhululeka khona	

UHLU LOKUHLOLA: UKUHLOLA IMIKHUBA ENEMPILO NENGENAMPILO

Ngomkhuba ngamunye obhalwe ngezansi, maka ukuthi umkhuba onempilo noma ongenampilo yini kuwe. Thembeka kuwe ngokwakho futhi ucabange umthelela womkhuba ngamunye enhlalakahleni yakho iyonke.

Impilo Yomzimba:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukuzivocavoca njalo		
- Ukulala ngokwanele (amahora angama-7-9 ubusuku ngabunye)		
- Ukudla okulinganiselayo nokunomsoco		
- Ukuphuza amanzi anele		
- Ukugwema ukuphuza ngokweqile		
- Ukugwema ukubhema noma ukusebenzisa ugwayi		
- Ukuhlolwa njalo kwezokwelapha		
Impilo Yengqondo Nemizwa:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukuzibandakanya emisebenzini yokunciphisa ukucindezeleka (isb., ukucabangela, ukuzindla, ukuzilibazisa)		
- Ukufuna ukwesekwa kubangani, umndeni, noma ochwepheshe lapho kudingeka		
- Ukubeka kanye nokubeka phambili imigomo engokoqobo		
- Ukugcina isimo sengqondo esihle		
- Ukuzijwayeza ukuzinakekela nokuzihawukela		
- Ukuphatha isikhathi ngempumelelo		
- Ukuzijwayeza izindlela zokuphumula		
Impilo Yomphakathi:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukugcina ubudlelwano obusekelayo nobuhle		
- Ukuzibandakanya emisebenzini yezenhlalo nokuxhumana nabanye		
- Ukuxhumana ngempumelelo nangokugomela		
- Ukuhlonipha imingcele yomuntu siqu kanye nemingcele yabanye		
- Ukulinganisa isikhathi esichithwa uwedwa kanye nesikhathi esichithwe nabanye		
- Ukubamba iqhaza emisebenzini yomphakathi noma yamavolontiya		

Ukukhiqiza Nokuphatha Isikhathi:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukubeka phambili imisebenzi nokubeka imigomo ecacile		
- Ukugwema ukuhlehlisa		
- Ukuphatha nokunciphisa iziphazamiso		
- Ukubeka imingcele enempilo yokuphila komsebenzi		
- Thatha ikhefu futhi uzijwayeze ukuzinakekela ngesikhathi somsebenzi/ukufunda		
- Ukufuna usizo noma ukwaba imisebenzi lapho kudingeka		
Isikhathi Sesikrini Nemikhuba Yedijithali:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukunciphisa isikhathi sesikrini esiningi ngokweqile		
- Ukuzijwayeza imingcele ye-inthanethi enempilo		
- Ukugwema ukusetshenziswa ngokweqile kwezokuxhumana noma ukuziqhathanisa nabanye		
- Ukulinganisa isikhathi sesikrini nemisebenzi engaxhunyiwe ku-inthanethi nokusebenzisana ubuso nobuso		
- Ukusebenzisa ubuchwepheshe ngezinjongo ezikhiqizayo kanye nokukhula komuntu siqu		
Ukuhlanzeka komuntu siqu:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukugcina imikhuba yenhlanzeko ejwayelekile (isb, ukuzeza, ukuxubha amazinyo)		
- Ukuzeza izandla njalo		
- Ukunakekela izinwele, izinzipho, nesikhumba		
- Ukugqoka izingubo ezihlanzekile nezifanele		
Imikhuba Yezezimali:	Ngenza Lokhu	Angikwenzi Lokhu
- Ukwenza ibhajethi nokuphatha izimali ngempumelelo		
- Ukonga imali njalo		
- Ukugwema ukusebenzisa imali ngokweqile nangokuxhamazela		
- Ukukhokha izikweletu ngesikhathi		
- Ukuhlela nokubeka imigomo yezezimali		

Ngemva kokuhlola umkhuba ngamunye, zindla ngohlu lwakho lokuhlola futhi ukhombela izindawo lapho ungathuthukisa khona imikhuba yakho ukuze ube nempilo engcono kanye nokuphila kahle. Sebenzisa lokhu kuzihlola njengesiqalo sokwenza izinguquko ezinhle endleleni yakho yokuphila futhi udale imikhuba enempilo esekela inhlalakahle yakho.

ISIFANEKISO SOHLU LOKUHLOLA UKUZINAKEKELA

EMZIMBENI		M	T	W	T	F	S	S
1								
2								
3								
4								
ENGQONDO		M	T	W	T	F	S	S
1								
2								
3								
4								
NGOMZWELO		M	T	W	T	F	S	S
1								
2								
3								
4								
NGOKOMOYA		M	T	W	T	F	S	S
1								
2								
3								
4								

Ukulungiselelwa umgomo

Ukubeka imigomo ecacile nefinyelelekayo kuyisici esibalulekile sokuqina. Isiza abantu ukuthi balondoloze ukugxila, ugqozi, nomuzwa wenhloso. Zibekele kokubili imigomo yesikhathi esifushane neyesikhathi eside eqondile, elinganisekayo, efinyelelekayo, efanelekile, nenesikhathi (imigomo ye-SMART). Ngokuhlukanisa izinhloso ezinkulu zibe imisebenzi emincane, elawulekayo, ungakwazi ukulandelela ukuqhubeka kwakho futhi ugcine umuzwa wokufeza okuthile.

ISIFANEKISO SOKUHLONZA UMGOMO

Yini engifuna ukuyizuza?	Ngizokwenza kanjani lokhu?	Kufanele kwenziwe nini lokhu?	Kuyoba yini ubufakazi bokuthi ngiwufezile lo mgomo?

ISIFANEKISO SOHLELO LWESENZO SOMGOMO

Indawo	Izinsuku ezingu-30 ezilandelayo	Izinsuku ezingu-60 ezilandelayo	Izinsuku ezingu-90 ezilandelayo
Impilo			
Ukufunda Nokukhula			
Uchwepheshe			
Ubudlelwano			
Ukulawula ingcindezi			

Uhlu Lokuhlola Ukuqina Kwansuku zonke

Nalu uhlu lokuhlola imisebenzi yansuku zonke engasiza othile ukuthi asebenzele ekubeni oqinile:

1. **Prakthiza ukubonga:** Qala noma uphethe usuku lwakho ngokubhala izinto ezintathu obonga ngazo. Lokhu kusiza ukuguqula ukugxila kwakho kube yizici ezinhle zempilo yakho, kukhuthaze ukuqina.
2. **Zibandakanye ekuzihlaziyeni:** Thatha isikhashana ucabange ngemicabango yakho, imizwa, kanye nokuhlangenwe nakho kwakho. Cabanga ngalokho okuhambe kahle nokuthi yini ongayifunda ezinseleleni noma ezinkingeni.
3. **Zibekele imigomo engokoqobo:** Zibekele imigomo efinyelelekayo yosuku ehambisana nezifiso zakho zesikhathi eside. Zihlukanise zibe imisebenzi emincane, elawulekayo ukuze wakhe umfutho nokuqiniseka.
4. **Hlakulela ukuzizwela:** Ziphathe ngomusa nangokuqonda, ikakhulukazi ngezikhathi ezinzima. Zijwayeze ukuzizwela ngokukhuluma wedwa njengoba ubungenza kumngane osekelayo.
5. **Prakthiza ukuqaphela:** Zibandakanye ekuzilolongeni kwengqondo, njengokuphefumula okujulile noma ukuzindla, ukuze uhlale ukhona futhi ugxile. Lokhu kusiza ukunciphisa ukucindezeleka futhi kuthuthukisa ikhono lakho lokuzivumelanisa nezimo ezishintshayo.
6. **Cela inselele imicabango engemihle:** Bona imicabango engemihle futhi uyiphonsele inselelo ngenkuthalo ngezinye izindlela ezingokoqobo nezihle. Hlela kabusha ukukhuluma okungekuhle ube yimibono enikeza amandla nesakhayo.
7. **Funa ukwesekwa komphakathi:** Xhumana nabantu abasekelayo abanganikeza isikhuthazo, iseluleko, noma bamane babeke indlebe ezwelayo. Ukuzibandakanya ebudlelaneni obunenjongo kusiza ukwakha ukuqina.
8. **Zibandakanye nomsebenzi womzimba:** Faka ukuvivinya umzimba okuvamile esimisweni sakho. Ukuzivivinya umzimba kukhipha ama-endorphin, kunciphisa ingcindezi, futhi kukhuphule inhlalakahle jikelele, kukhuphule ukuqina kwakho.
9. **Funda okuthile okusha:** Zibandakanye ekufundeni okuqhubekayo nasekukhuleni komuntu siqu. Zinike isikhathi sokufunda incwadi, ulalele iphodikasti, noma uhlale isihloko osithandayo. Ukwamukela ulwazi olusha kukhuthaza ukuzivumelanisa nezimo nokuqina.
10. **Bungaza ukunqoba okuncane:** Vuma futhi ugubhe ngisho nokufeziwe okuncane kakhulu usuku lonke. Lokhu kuhlakulela isimo sengqondo esihle futhi kuqinisa amandla akho okunqoba izinselele.

11. **Gcina indlela yokuphila enempilo:** Beka kuqala imikhuba enempilo njengokudla okunomsoco, ukulala ngokwanele, nokulawula ingcindezi. Ukunakekela impilo yakho engokomzimba nengokwengqondo kuthuthukisa ukuqina kwakho.
12. **Prakthiza ukuxazulula izinkinga:** Bhekana nezinsalele njengamathuba okukhula. Hlukanisa izinkinga zibe yizinyathelo ezilawulekayo, xoxani ngezixazululo ezingaba khona, futhi nithathe isinyathelo sokubhekana nazo ngempumelelo.
13. **Yamukela ukuguquguquka:** Yamukela ushintsho nokungaqiniseki njengezingxenywe zemvelo zempilo. Vuka ukuguqula izinhlelo zakho nezindlela zakho uma kunesidingo, ukhuthaze ukuqina lapho ubhekene nezimo ezingalindelekile.
14. **Bonisa ukubonga:** Zinike isikhathi sokubonisa ukwazisa nokubonga kwabanye. Kuqinisa ubudlelwano, kwakha ukwesekwa komphakathi, futhi kuthuthukise inhlalakahle jikelele.
15. **Zibandakanye ekuzilibaziseni nasekuphumuleni:** Zinike isikhathi sezinto ezikulethela injabulo nokuphumula. Ukuzibandakanya ezintweni zokuzilibazisa kusiza ukunciphisa ukucindezeleka futhi kunikeza indawo yokuziveza nokuzivuselela.

Khumbula, ukwakha ukuqina kuyinqubo eqhubekayo. Sebenzisa lolu hlu lokuhlola njengomhlahlandlela wokufaka le misebenzi ohlelweni lwakho lwansuku zonke futhi uyilungise ukuze ivumelane nezimo zakho ezihlukile. Ngokuhamba kwesikhathi, uzothuthukisa ukukhuthazela okukhulu kanye nekhono lokuzulazula izinsalele ngamandla nokuvumelana nezimo.

Uhlu Lwezinombolo Zokuthintana ZaseNingizimu Afrika Zosizo Ngengcindezi Nokukhathazeka

I-Adcock Ingram Helpline & Anxiety Helpline	0800 70 80 90
I-Akeso Psychiatric Response Unit Amahora angama-24	0861 435 787
Cape Mental Health Society	(021) 447 9040
I-Cipla Mental Health Helpline	0800 456 789
Inombolo Yosizo Yezempilo Yengqondo kaDkt Reddy	0800 21 22 23
Inombolo Yosizo Yenethiwekhi Yokunakekelwa Kwabasebenzi Bezempilo	0800 21 21 21
I-LifeLine	0861 322 322
I-South Africa Suicide Crisis Helpline	0800 12 13 14
Iqembu laseNingizimu Afrika Lokudangala Nokukhathazeka	011 234 4837
Inombolo Yosizo Yezinhlekelele Zokuzibulala	0800 567 567



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