

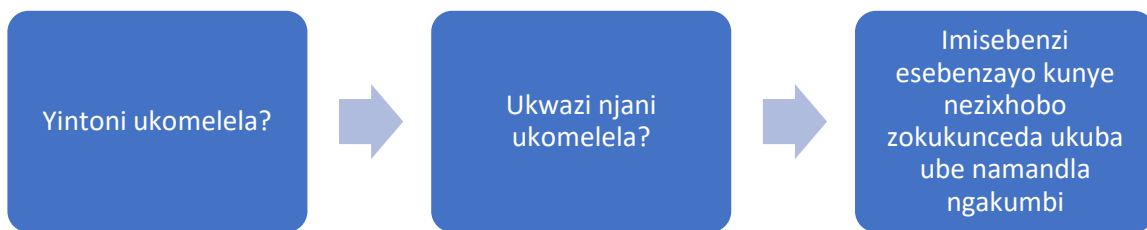


# **Ukomelela ngakumbi: Isikhokelo Sabantu Abadala 2023**

## Intshayelelo

Olu xwebhu luphuhliswe yi-NICRO ngokwesicelo sabaxhamli bethu. Yenziwa ukuba ifumaneke kuluntu ngokubanzi njengenxalenye yenkonzo yethu yokuthintela ulwaphulo-mthetho nobundlobongela. Abantu kunye nemibutho banokulusebenzisa olu xwebhu ngeenjongo ezingenzi nzuzo nezemfundo.

Esi sikhokelo silandela ulwakhiwo olungezantsi.



## Yintoni Ukuqina?

Ukomelela ngokwasemoyeni nangokwengqondo kuthetha ukuba nako ukuziqhelanisa nokubuyela umva kwiimeko ezinzima okanye ezinzima. Kubandakanya ukujamelana ngokufanelekileyo nobunzima, uxinezeleko, ukwenzakala, okanye okunye ukuphazamiseka ngokweemvakalelo, nokugcina usempilweni ngokwasengqondweni.

## Kutheni Kubalulekile Ukunyamezela?

Ukuba abantu abanako ukunyamezela, banokujamelana neengxaki ezininzi kwiinkalo ezahlukeneyo zobomi babo. Nantsi imiceli mngeni eqhelekileyo abanokuthi abantu abangenako ukuqina bajamelane nayo:

1. **Ubunzima bokumelana noxinzelelo:** Ngaphandle kokunyamezela, abantu ngabanye banokuzabalaza ukuhlangabezana ngokufanelekileyo noxinzelelo, njengoxinzelelo lomsebenzi, imiba yobudlelwane, okanye utshintsho olukhulu lobomi. Banokongamela, babe namava amanqanaba aphezulu okuxhalaba, kwaye bakufumanise kunzima ukubuyisela umva kwiingxaki.
2. **Ukungakwazi ukuziqhelanisa notshintsho:** Ukunqongophala kokuqina kwenza kube nzima kumntu ngamnye ukuziqhelanisa notshintsho kunye nokungaqiniseki.

Basenokuxhathisa okanye boyike utshintsho, babambebele kwiindlela zokucinga ezingqongqo kunye neendlela zesiqhelo. Oku kunokukhokelela kumathuba alahlekileyo okukhula komntu kunye nobungcali.

3. **Ukwanda komngcipheko kwimiba yempilo yengqondo:** Ngaphandle kokunyamezela, abantu ngabanye basengozini ngakumbi kwiingxaki zempilo yengqondo, ezifana nokudakumba kunye noxinzelelo. Basenokusokola ukulawula iimvakalelo zabo, babe namava eengcinga ezingakhiyo ezizingisileyo, kwaye bakufumanise kunzima ukuchacha kwiziganeko ezinzima zobomi.
4. **Ukuzithemba okuphantsi kunye nokuzithemba:** Ukungabikho kokuqina kunokujongela phantsi ukuzithemba kunye nokuzithemba. Abantu ngabanye banokuthandabuza izakhono zabo, bazibandakanye ekuthetheni kakubi, kwaye bazive boyiswe kukuphazamiseka. Oku kungazithembi kunokuthintela ukukhula komntu kunye nobungcali.
5. **Ukuphazamiseka kwezakhono zokusombulula iingxaki:** Xa bejamelene nemiceli mngeni, abantu abangenakuzeyisa banokuzabalaza ekusombululeni iingxaki ngokufanelekileyo kunye nokufumana izisombululo. Basenokukonganyelwa yimiqobo, bangabi nabuchule bokucinga baze bazive bengekuzinceda xa bejamelene nobunzima.
6. **Ubudlelwane obunzima:** Ukomelela kudlala indima ebalulekileyo ekugcineni ubudlelwane obunempilo. Abantu abangakwaziyo ukomelela banokuba nobunzima ekulawuleni iingxabano, ukuziqhelanisa nokutshintsha kobudlelwane, kunye nokubuyela umva kwiingxaki zobudlelwane. Oku kunokukhokelela kubudlelwane obunzima okanye obuqhekekileyo.
7. **Ukukwazi ukukhawulelana nokusilela:** Ngaphandle kokunyamezela, abantu ngabanye banokuzabalaza ukusingatha iintsilelo kunye nemiqobo. Basenokusoloko bezigxeka, boyike ukuzama kwakhona, baze babe nobunzima bokufunda kwiimpazamo zabo. Oku kunokuthintela ukukhula komntu kwaye kuthintele impumelelo yexesha elizayo.

8. **Ukuphila kakuhle okuncitshisiweyo:** Ukunqongophala kokuqina kunokuba negalelo ekunciphiseni intlalontle jikelele. Abantu ngabanye banokuba noxinzelelo olungapheliyo, ulwaneliseko oluphantsi lobomi, nokuncipha kwenjongo nolwaneliseko. Ngaphandle kokukwazi ukukhangela imiceli mngeni ngokufanelekileyo, umgangatho wobomi babo unokuchaphazeleka.

Kubalulekile ukuqaphela ukuba ukomelela sisakhono esinokuphuhliswa kwaye somelezwe ekuhambeni kwexesha. Ngokuhlakulela ukunyamezela, abantu ngabanye banokuloyisa olu celomngeni, babuye umva ebunzimeni, baze baphile ubomi obanelisayo.

## **I-CASE STUDY: UKUMELANA NOKULAHLEKA KWEMISEBENZI**

### **Umntu A (Eswele Ukuqina):**

Umntu uA kutsha nje uphulukene nomsebenzi ngenxa yokuthotywa kwenkampani. Bonganyelwa ziimvakalelo zokungaphumeleli, ukungabi nathemba noloyiko ngekamva labo. Bayarhoxa kwimicimbi yasekuhlaleni, bazenze ikheswa, yaye bayasokola ukufumana intshukumisa. Bakufumanisa kulucelomngeni ukubuyela umva, bechitha ixesha labo elininzi becinga ngezinto ezingakhiyo yaye bephelelwa ngumsebenzi ixesha elide.

### **Umntu B (Omelele):**

Umntu B ukwafumana ilahleko yomsebenzi ngenxa yokuthotywa kwenkampani. Ekuqaleni, baziva bedanile kodwa bakhawuleza batshintshe ingqwalasela yabo bajonge amathuba amatsha. Bahlaziya i-resume yabo, bafikelele kwinethiwekhi yabo yobuchwephesha, kwaye bakhangele ngokukhuthuleyo umsebenzi. Bafuna inkxaso yeemvakalelo kubahlobo nakwintsapho, bencokola ngokukhululekileyo ngeemvakalelo zabo. Bajonga ukubuyisela umva njengethuba lokukhula kwaye basebenzise ixesha labo lasimahla ukufumana izakhono ezitsha ngezifundo ze-Intanethi.

## I-CASE STUDY: UKWAHLUKANA KOBUDLELWANE

### Umntu A (Eswele Ukuqina):

Umntu A udlula kukwahlukana okunzima. Baziva bedakumbile, bazibek' ityala ngokuphela kolwalamano, baze bazijongele phantsi. Bazahlula kubahlobo, bayakuphepha ukunxulumana, kwaye bayasokola ukuqhubela phambili. Bahlala becinga ngezinto ezidluleyo, bebandezeleka ngokweemvakalelo ixesha elide nto leyo echaphazela impilo-ntle yabo iyonke.

### Umntu B (Omelele):

Umntu B uba nokwahlukana kwaye ekuqaleni uziva elusizi kwaye edanile. Nangona kunjalo, bayaqonda ukuba ubudlelwane bunokuphela kwaye bayamkele imeko. Bafikelela kwinethiwekhi yabo yenkxaso ukuze bafumane isikhokelo kunye nenkuthazo. Umntu B ugxile ekuzikhathaleleni, ekuzibandakanyeni kwimisebenzi ayithandayo, nasekufuneni amathuba okuzikhulisa. Ekugqibeleni baphuhlisa imvakalelo enamandla yesiqu kwaye basebenzise amava ukufumana ukucaca malunga neemfuno zabo kunye neminqweno kubudlelwane bexesha elizayo.

## I-CASE STUDY: UKUBUYELA UMVA KWIZIFUNDO

### Umntu A (Eswele Ukuqina):

Umntu A ufumana ibakala elingaphantsi kunelo belilindelwe kuviwo olubalulekileyo. Ngoko nangoko baziva boyisiwe kwaye bayathandabuza izakhono zabo zemfundo. Bahlala becinga ngeempazamo zabo, bayasokola ukunikel' ingqalelo ekufundeni, yaye boyika ukusilela kwikamva. Ukuzithemba kwabo kuyehla, kuchaphazela inkuthazo kunye nokusebenza kwabo kwezinye iinkalo zezifundo zabo.

### Umntu B (Omelele):

Umntu B ufumana ibakala elingaphantsi kunelo belilindelwe kuviwo olubalulekileyo. Bakuvuma ukuphoxeka kwabo kodwa bakugqala njengethuba lokufunda nokukhula. Umntu B uhlalutya iimpazamo zabo, afune ingcaciso kumqeqeshi, aze enze isicwangciso sokufunda ukuphucula ukuqonda kwabo isifundo. Bafuna inkxaso kwabafunda nabo

kwaye baseke iqela lokufunda ukukhuthaza intsebenziswano. Ukomelela kwabo nokunyamezela kwabo kuya kuba neziqhamo ezihle njengoko befumana iziphumo ezingcono kwiimviwo ezilandelayo.

## **I-CASE STUDY: UKUJONGANA NOTSHINTSHO OLUNGALINDELEKANGA**

### **Umntu A (Eswele Ukuziqhelanisa Nengqondo):**

Umntu A ujongene notshintsho olungalindelekanga kwindawo yakhe yokusebenza, njengohlengahlengiso. Baye bonganyelwe kukungaqiniseki, baxhathise utshintsho, kwaye bayasokola ukwamkela isakhiwo esitsha. Babambelela kwiindlela eziqhelekileyo kwaye bayala ukwamkela uxanduva olutsha, okukhokelela kuxinzelelo olwandisiweyo kunye nobudlelwane obunzima kunye nabalingane.

### **UMntu B (Omelele kwaye Uziquhelanisa neemeko ngokwasengqondweni):**

Umntu B ukwafumana utshintsho olufanayo lwendawo yokusebenza engalindelekanga. Nangona baqale bamangaliswa, bakhawuleza baziqhelanisa nale meko intsha. Bamkela ithuba lokufunda nokukhula, befuna isikhokelo kubaphathi kunye nabalingane. Umntu B uhlengahlengisa indlela abacinga ngayo, afune ngokukhawuleza iindlela zokufaka isandla kulwakhiwo olutsha, kwaye uthatha uxanduva olongezelelweyo. Ukuguquguquka kwabo kwengqondo kubenza baphumelele kwindawo entsha yokusebenza.

## **I-CASE STUDY: UKUJAMELANA NOTSHINTSHO OLUKHULU LOBOMI**

### **Umntu A (Eswele Ukuziqhelanisa Nengqondo):**

Umntu A ujongene nenguqu enkulu yobomi, njengokufudukela kwisixeko esitsha ukuze afumane umsebenzi. Bayaluxhathisa olo tshintsho, bethlekisa rhoqo indawo ehlala kuyo nekhaya labo langaphambili. Bazenza ikheswa, bazabalazela ukwenza unxulumano olutsha, yaye baziva bonganyelwe ziimvakalelo zokulangazelela nokukhumbula ikhaya. Ukungakwazi kwabo ukuguquguquka kwengqondo kuthintela ukukwazi kwabo ukwamkela amathuba amatsha kunye nokuntywila ngokupheleleyo kwindawo yabo entsha.

### **UMntu B (Omelele kwaye Uziqhelanisa neemeko ngokwasengqondweni):**

Umntu B ukwafudukela kwisixeko esitsha ukuze afumane umsebenzi. Basondela kutshintsho ngengqondo evulekileyo kwaye balujonge njengohambo. Bafuna ngenkuthalo amathuba okuhlola indawo yabo entsha, ukujoyina amaqela oluntu, kunye nokudibana nabantu abatsha. UMntu B ugxile ekwakheni uthungelwano lwenkxaso, ukuziqhelanisa nenkcubeko yendawo, kunye nokufumana uvuyo kumava amatsha. Ukuguquguquka kwabo kwengqondo kubavumela ukuba bahlale ngokukhawuleza kwaye benze ubomi obanelisayo kwisixeko sabo esitsha.

### **I-CASE STUDY: UKUJONGANA NEMIQOBO ENGALINDELEKANGA**

#### **Umntu A (Eswele Ukuziqhelanisa Nengqondo):**

Umntu A udibana nemiqobo engalindelekanga ngelixa elandela iinjongo zakhe zomsebenzi. Bayaphoxeka, bahlale becinga ngezinto ezibaphazamisayo, baze babone ucelomngeni njengento engenakoyiswa. Abanakho ukuguquguquka kwezicwangciso zabo kwaye bahlala belungisiwe kwizinto abazilindeleyo. Le nginga ingqongqo ibathintela ekuphononongeni ezinye iindlela zokuphumeza iinjongo zabo.

#### **UMntu B (Omelele kwaye Uziqhelanisa neemeko ngokwasengqondweni):**

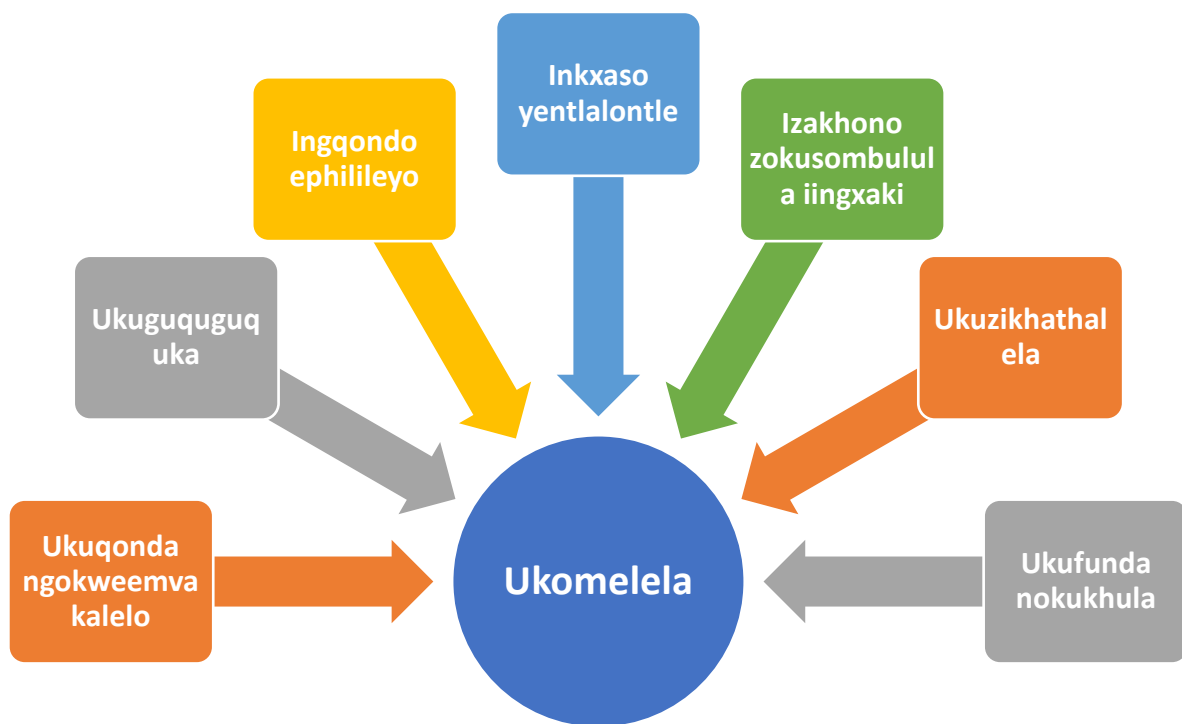
Umntu B ukwajongene nemiqobo engalindelekanga kwindlela yakhe yomsebenzi. Bayayivuma imingeni kodwa abavumi ukunqandwa. UMntu B wamkela indlela yokucinga yokusombulula iingxaki, ahlangahlengise izicwangciso zabo, kwaye afune iingcebiso kubacebisi nakoontanga. Bajonga imiqobo njengamathuba okukhula, ukufunda kumava baze bawasebenzise ekusulungekiseni usukelo lwabo. Ukuziqhelanisa neengqondo zabo kubenza bakwazi ukufumana izisombululo zobuchule kwaye ekugqibeleni baphumelele kwiinzame zabo.

Ezi zifundo zemizekelo zigxininisa ukubaluleka kokuguquguquka kwengqondo ekujongeni imingeni yobomi. Abantu ababonakalisa ukomelela kunye nokuguquguquka kwengqondo baxhotyiswe ngcono ukuba bamkele utshintsho, bahlangahlengise iimbono zabo, kwaye bafumane izisombululo ezintsha. Ukuphuhlisa esi khono kuvumela abantu

ukuba baphumelele kwiimeko eziguquguqayo, bathabathe amathuba, kwaye bahlale benesimo sengqondo esihle xa bejongene nobunzima.

Ezi meko zophononongo zibonisa impembelelo yokomelela kumandla omntu okumelana nemiceli mngeni kunye nokubuyela umva kwiintsilelo. Ukuphuhlisa ukomelela kuvumela abantu ukuba bagcine imbonakalo entle, bafune inkxaso, baziqhelanise notshintsho, kwaye bafunde kumava anzima. Ibenza baqhubele phambili, bomelele, kwaye baphumelele kwiinkalo ezahlukeneyo zobomi.

## Yintoni Ukuqina Kwenziwa Ngantoni?



Nantsi eminye imiba ephambili yokomelela ngokweemvakalelo nangokwengqondo:

1. **Ukwazisa ngeemvakalelo:** Abantu abanamandla banolwazi olunzulu ngeemvakalelo zabo. Bayakwazi ukuchonga baze bavume iimvakalelo zabo, ezintle nezimbi, ngaphandle kokungakhathali. Oku kuzazi kuvumela ukuba balawule ngokufanelekileyo iimvakalelo zabo kwiimeko ezahlukeneyo.





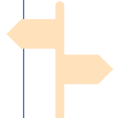




2. **Ukuziqhelanisa:** Abantu abaguququkayo babhetyebhetye kwaye bayakwazi ukulungelelanisa iingcinga zabo, indlela abaziphatha ngayo kunye neemvakalelo zabo ukuze batshintshe iimeko. Bavulelekile kwimibono emitsha, iimbono, kunye namava, okubanceda ukuba bahambe ngemingeni kwaye bafumane izisombululo zoyilo.
3. **Inggondo ephilileyo:** Ukomelela kudla ngokubandakanya ukuhlala unesimo sengqondo esihle kwanaxa ujamelene nobunzima. Abantu abomeleleyo badla ngokugxila kumandla abo, izinto ezinokwenzeka, kunye nezisombululo ezinokuthi zibekho endaweni yokuhlala kwimiba engalunganga yemeko. Bakholelwa kumandla abo okoyisa ubunzima baze bahlale benethemba ngekamva.
4. **Inkxaso yoluntu:** Ukwakha nokugcina ubudlelwane obuluqilima ngumba obalulekileyo wokomelela. Ukuba nenkxaso yentsapho, abahlobo, okanye abanye abantu abathenjwayo kunikela uncedo olungokweemvakalelo nolusebenzisekayo ngamaxesha obunzima. Ukufuna inkxaso kunye nokunxibelelana nabanye kunokunceda abantu baphinde bahlaziye imbono yabo kunye nembono.
5. **Izakhono zokusombulula iingxaki:** Ukomelela kubandakanya ukukwazi ukusombulula ingxaki ngempumelelo kunye nokwenza izigqibo kwiimeko ezinzima. Abantu abanyamezelayo bajongana neengxaki ngengqondo esebenzayo, bazihlukanise zibe ngamacandelo alawulekayo, kwaye bafune izisombululo ezisebenzayo. Bakulungele ukuthabatha inyathelo lokujongana nemingeni kunokuba bazive bengento yanto okanye boyikekile.
6. **Ukuzikhathalela:** Ukuzinyamekela ngokwasemzimbeni, ngokwengqondo nangokweemvakalelo kubalulekile ukuze womelele. Ukuzibandakanya kwimisebenzi ekhuthaza impilo-ntle, njengokuzilolonga, ukutya okunempilo, ukulala okusemgangathweni, kunye neendlela zokuphumla, kunokunceda ukwakha ukuqina ngokweemvakalelo nangokwengqondo.
7. **Ukufunda nokukhula:** Abantu abanyamezelayo bajonga imingeni kunye nezithintelo njengamathuba okufunda kunye nokuzikhulisa. Bavuleleke

ekuzicingeni, ukufumana ulwazi olutsha, kunye nokuphuhlisa izakhono ezitsha ngokusebenzisa ubunzima. Esi simo sengqondo siyabanceda baziqhelanise kwaye bomelele ekuhambeni kwexesha.

Kubalulekile ukuqaphela ukuba ukomelela akukho malunga nokungoyiswa okanye ukungachatshazelwa ziimeko ezinzima. Kumalunga nokuphuhlisa nokomeleza **amandla omntu okumelana nokuphumelela xa ejongene nobunzima** , ekugqibeleni okukhokelela ekuphuculeni impilo yengqondo neemvakalelo.

## Unokwenza Njani Ukomelela Ngakumbi?

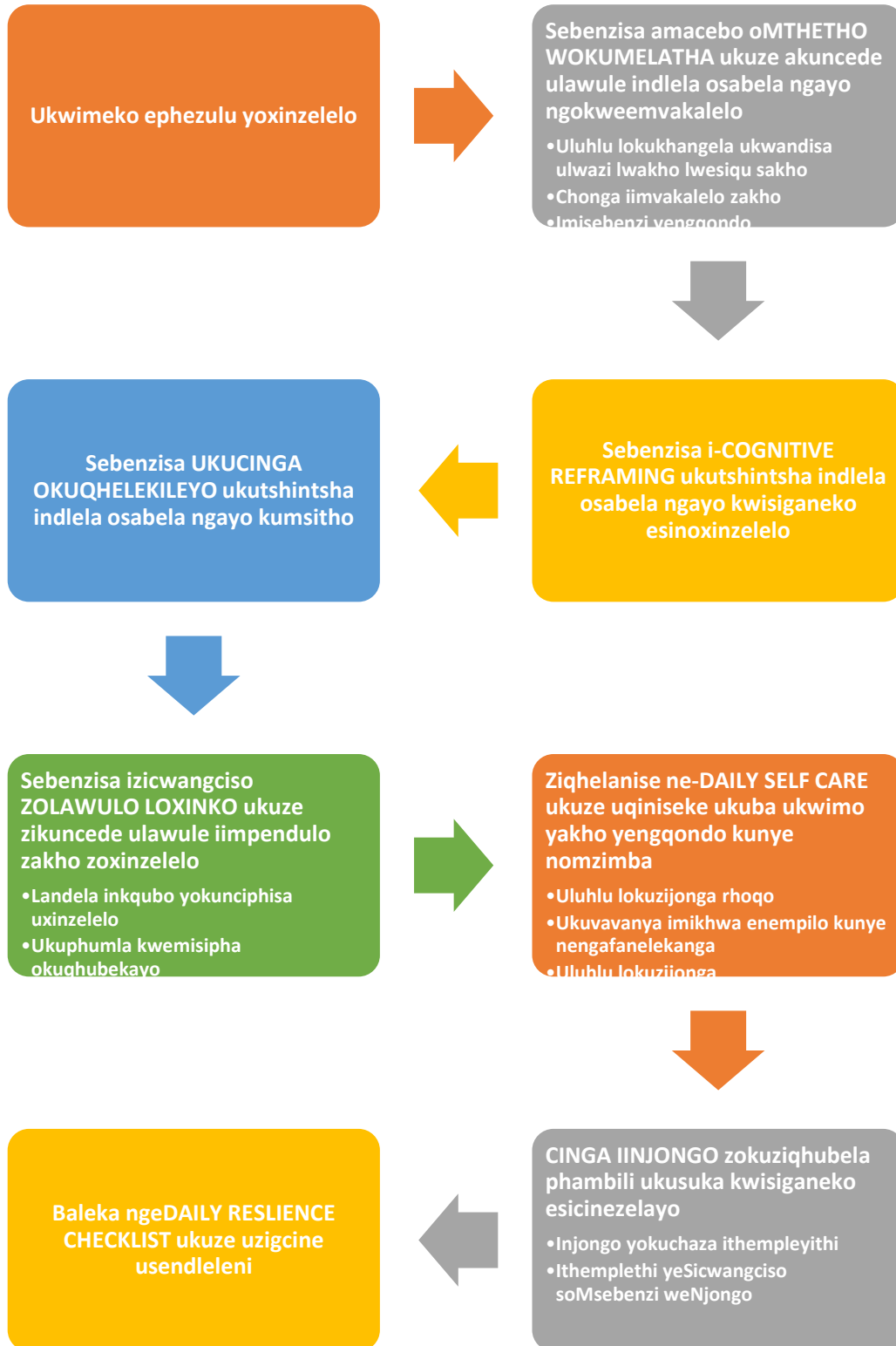
Ukuze ube namandla ngakumbi, kufuneka ukhule kwaye uphuhlise ezi zakhono zilandelayo:

 Ukumisela iinjongo	 Ukulawulwa ngokweemvakalelo
 Ukucinga okuguquguqukayo	 Ukuhlengahlengiswa kwengqondo
 Ukuzikhathalela	 Ulawulo loxinzelelo
 Ukubhetyebhetye kwengqondo	

Isikhokelo ngoku siya kujolisa kwindawo nganye kwezi ngokwahlukeneyo, ukunika isikhokelo kunye nemisebenzi onokuyisebenzisa. Ngokudibanisa ezi zicwangciso kwingqondo yakho kunye nezenzo zemihla ngemihla, unokuphuhlisa ukomelela

okongeziweyo, uphucule ukusebenza kwakho, kwaye ujonge ngempumelelo imiceli mngeni odibana nayo.

## Indlela yokuphendula ngokunyamezela kwiziganeko ezibuhlungu okanye ezixinzelelekileyo (isishwankathelo esinye se-pager)



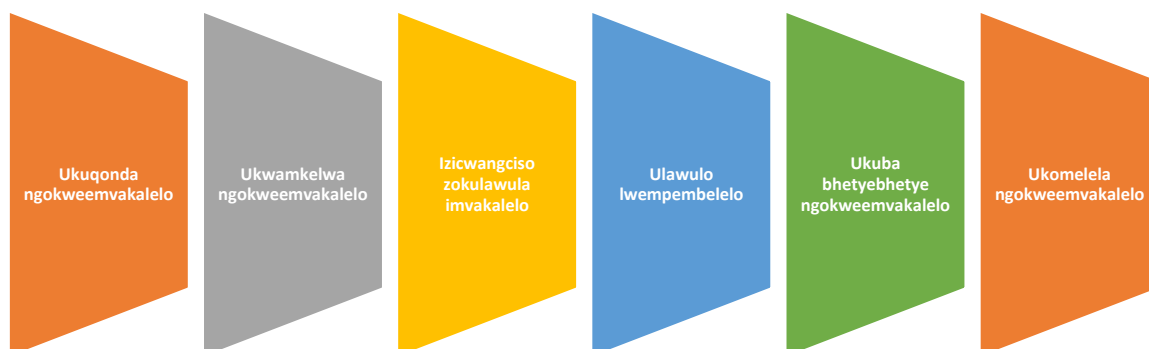
## Ukulawulwa ngokweemvakalelo

Abantu abanyamezelayo banamandla okulawula nokulawula iimvakalelo zabo ngokufanelekileyo. Unokufunda iindlela zokulawula iimvakalelo, ezinjengokuchonga kunye nokubhala iimvakalelo, ukuziqhelanisa nokuqonda ngokweemvakalelo, kunye nokusebenzisa iindlela ezinjengokuphefumla ngokunzulu, ukubhala, okanye ukufuna inkxaso yokulawula ukusabela okunzulu kweemvakalelo. Ngokuphuhlisa ubukrelekrele beemvakalelo kunye nezakhono zokulawula, unokwenza izigqibo ezingcono kwaye ugcine ukuzola kwakho ngexesha loxinzelelo oluphezulu.

Ulawulo lovakalelo lubhekiselele ekukwazini okulawula nokulawula iimvakalelo zomntu ngendlela ephilileyo neyiyo. Kubandakanya ukuqaphela, ukuqonda, kunye nokulungelelanisa indlela umntu asabela ngayo ngokweemvakalelo kwiimeko ezahlukeneyo kunye nezivuseleli. Ukulawulwa ngokweemvakalelo ngumba obalulekileyo wobukrelekrele beemvakalelo kwaye kudlala indima ebalulekileyo kwintlalontle ngokubanzi kunye nobudlelwane phakathi kwabantu.

Ulawulo lweemvakalelo luquka uluhlu lwezakhono kunye nezicwangciso ezisetyenziswa ngabantu ukuphemelela amava abo ngokweemvakalelo kunye nokubonakalisa. Ibandakanya zombini iinkqubo zokuqonda kunye nezingekho zingqondweni ezenza umntu ngamnye akwazi okulawula iimvakalelo zakhe, agcine ukuzinza ngokweemvakalelo, aze asabele kwizinto ezibangela iimvakalelo ngendlela elungeleleneyo.

Eminye imiba ephambili yolawulo lweemvakalelo ibandakanya:



1. **Ukwazisa ngeemvakalelo:** Ukukwazi ukuchonga kunye nokuqonda iimvakalelo zomntu njengoko zivela, ukuqonda oonobangela bazo, kunye nokubhala ngokuchanekileyo.
2. **Ukwamkelwa ngokweemvakalelo:** Ukwamkela nokuqinisekisa iimvakalelo zomntu, nokuba azikho mnandi okanye zingonwabanga, ngaphandle kwesigwebo okanye ukucinezelwa.
3. **Izicwangciso zolawulo lweemvakalelo:** Ukusebenzisa iindlela ezahlukeneyo zokulungelelanisa nokulawula iimvakalelo, ezifana nokuphefumla okunzulu, ukucinga, ukucinga ngokutsha, ukufuna inkxaso kwabanye, ukuzibandakanya kwimisebenzi yokuzinyamekela, kunye nokusombulula iingxaki.
4. **Ulawulo lwempembelelo:** Ukulawula ukusabela okungxamisekileyo kunye neempendulo kwizinto ezibangela iimvakalelo, ukuvumela ukuziphatha okucingayo kunye nokulinganisa endaweni yokwenza kuphela ngokusekelwe kwiimpembelelo zeemvakalelo ezikhawulezayo.
5. **Ukuba bhetyebhetye ngokweemvakalelo:** Ukukwazi ukulungelelanisa kunye nokulungelelanisa iimpendulo zeemvakalelo kwiimeko ezahlukeneyo ngokufanelekileyo. Oku kubandakanya ukuqaphela xa iimvakalelo ezithile zisenokungayincedi impilo-ntle yomntu kunye nokukhetha ngokusebenzayo iimpendulo eziguqukayo zeemvakalelo.
6. **Ukomelela ngokweemvakalelo:** Ukuphuhlisa amandla okubuyela umva kwimicelimngeni yeemvakalelo, ukusilela, kunye neemeko ezicinezelayo, kunye nokubuyisela imeko yokulingana ngokweemvakalelo.

Ukulawula uvakalelo sisakhono esinokufundwa kwaye siphuhliswe ngokuzazi, ukuziqhelanisa, kunye nokusetyenziswa kwezicwangciso ezahlukeneyo. Ngokuphucula ukulawulwa ngokweemvakalelo, abantu ngabanye banokuphucula impilo-ntle yabo

yeemvakalelo, baphucule ubudlelwane, kwaye bahambe ngokufanelekileyo kumahla ndinyuka obomi.

## **ULUHLU LOKUHLOLA LOKWANDISA UKUZIQONDA**

### **1. Umboniso:**

- a. Bekela bucala ixesha eliqhelekileyo lokuzihlaziya.
- b. Yenza indawo ezolileyo kunye nekhululekileyo ukuze uzihlole.
- c. Bhala iingcinga zakho, iimvakalelo kunye namava ukuze ufumane ulwazi.

### **2. Ukwazisa Ngeemvakalelo:**

- a. Nika ingqalelo kwiimvakalelo zakho imini yonke.
- b. Chonga kwaye ubhale iimvakalelo zakho ngokuchanekileyo.
- c. Qaphela indlela iimvakalelo zakho ezichaphazela ngayo iingcinga kunye nokuziphatha kwakho.

### **3. Izinto ezibangelayo kunye neepateni:**

- a. Chonga iimeko okanye abantu abavusa iimvakalelo ezinamandla.
- b. Qaphela iipateni eziphindaphindiweyo kwiingcamango zakho, iimvakalelo kunye nokuziphatha.
- c. Phonononga oonobangela abasemva kwezi ziphembeleli kunye neepateni.

### **4. Ukuqaphela:**

- a. Ziqhelise ubuchule bokucinga, njengokucamngca okanye ukuphefumla ngokunzulu.
- b. Jonga iingcamango zakho kunye neemvakalelo zakho ngaphandle kokugweba okanye ukudibanisa.
- c. Qaphela imizwa emzimbeni wakho ukuze ilungele imeko yakho yeemvakalelo.

### **5. Ipendulo:**

- a. Funa impendulo kubahlobo abathembekileyo, usapho, okanye osebenza nabo.
- b. Cela izimvo ezinyanisekileyo malunga namandla akho kunye neendawo zokuphucula.
- c. Mamela ngenyameko kwaye uqwalasele impendulo ngaphandle kokuzikhusela.

### **6. Iinqobo kunye neenkolelo:**

- a. Camngca kwiimfundiso zakho ezisisiseko kunye neenkolelo.
- b. Chonga eyona nto ibalulekileyo kuwe kwiinkalo ezahlukeneyo zobomi.

- c. Vavanya ukuba imilinganiselo yakho kunye neenkolelo zakho zibumba njani ukhetho kunye nezenzo zakho.

#### **7. Amandla kunye nobuthathaka:**

- a. Chonga amandla akho obuqu kwaye uwavume.
- b. Cinga ngeendawo apho unokuba nobuthathaka okanye iindawo zokukhula.
- c. Jonga iindlela zokusebenzisa amandla akho kwaye usebenze ekuphuculeni ubuthathaka.

#### **8. UkuZithetha:**

- a. Nika ingqalelo kwingxoxo yakho yangaphakathi kunye nokuzithetha.
- b. Phawula ukuba utyekele ekuzigxekeni okanye ngokugqithisileyo.
- c. Ziqhelanise nokuthatha indawo yokuthetha kakubi uze ube neengcinga ezakhayo nezixhasayo.

#### **9. Ukwazisa Ngomzimba:**

- a. Lawula imvakalelo emzimbeni wakho, njengokuxinezeleka, ukuphumla, okanye ukungonwabi.
- b. Qaphela indlela umzimba wakho osabela ngayo kwiimeko ezahlukeneyo kunye neemvakalelo.
- c. Qhagamshela iimvakalelo zakho zomzimba kunye namava akho eemvakalelo.

#### **10. Iinjongo zoBomi kunye noLungelelwaniso:**

- a. Cinga ngeenjongo zakho zexesha elide kunye neminqweno.
- b. Vavanya ukuba izenzo zakho zangoku kunye nokukhetha kwakho kuhambelana neenjongo zakho.
- c. Yenza uhlehlengiso kwaye usete injongo zokulungelelanisa ubomi bakho kunye neenqobo kunye neminqweno yakho.

#### **11. Funa Uncedo lobuNgcali:**

- a. Cinga ngokusebenza nomcebisi okanye umcebisi ngenkxaso eyongezelelweyo.
- b. Ingcali inokubonelela ngesikhokelo kunye nobuchule obulungiselelwe iimfuno zakho.
- c. Banokukunceda ukuba uhambe ngemingeni kwaye uququzelele ukuzazi kwakho.



## **CHONGA KWAYE ULEYIBHELISHE IIMVAKALELO ZAKHO**

Inxalenye yolawulo lweemvakalelo kunye nokwandisa ukuzazi kwakho kukukwazi ukuchonga kunye nokubiza iimvakalelo zakho. Ukukwazi ukuchaza kunye nokuvuma into oyivayo kubalulekile ekulawuleni oko uzivayo.

Ukuba nesigama esilungileyo ngokweemvakalelo luncedo ngenxa yezizathu ezininzi:

## UKUZAZISA :

- 1.Isigama esityebileyo seemvakalelo sivumela abantu ukuba bachonge ngokuchanekileyo kwaye babhale iimvakalelo zabo.
- 2.Oku kwandisa ukuzazi, kuvumela abantu ukuba baqonde iimvakalelo zabo kunye namava nzulu ngakumbi.

## NGOKWEMVA UMGAQO :

- 1.Xa abantu bekwazi ukuchonga kwaye bachaze iimvakalelo zabo, baxhotyiswe ngcono ukuzilawula nokuzilawula ngokufanelekileyo.
- 2.Banokuphuhlisa iindlela zokuhlangabezana neemvakalelo ezingakhiyo baze bahlakulele ezo zintle.

## UNXIBELELWANO :

- 1.Isigama esineemvakalelo esomeleleyo siququzelela unxibelelwano olusebenzayo nabanye.
- 2.Ivumela abantu ngabanye ukuba baveze iimvakalelo zabo ngokuchanekileyo ngakumbi, nto leyo enceda abanye baqonde kwaye babe novelwano ngamava abo.

## UBUDLELWANE UKWAKHA :

- 1.Ukuqonda kunye nokuvakalisa iimvakalelo kunceda ukwakha unxibelelwano olunamandla kunye novelwano nabanye.
- 2.Ivumela abantu ukuba baqinisekise kwaye baxhase iimvakalelo zabo babangqongileyo, bakhuthaze ubudlelwane obunempilo kunye nobunentsingiselo ngakumbi.

## UKULUNGISA INGXAKI:

- 1.Iimvakalelo zisinika inkcazelo ebalulekileyo ngeentswelo zethu, iminqweno nezinto ezisixhalabisayo.
- 2.Ngokuba nesigama seemvakalelo esahlukileyo, abantu banokuchaza iimvakalelo zabo xa kusonjululwa iingxaki, okukhokelela kwizisombululo ezisebenzayo ngakumbi kunye nokwenza izigqibo.

## NGOKWEMVA UBUCHULE :

- 1.Ukuphuhlisa isigama seemvakalelo yinxalenye ebalulekileyo yobukrelekrele beemvakalelo.
- 2.Ivumela abantu ukuba baqaphele, baqonde kwaye balawule iimvakalelo zabo kunye nokuqonda kunye novelwano kunye neemvakalelo zabanye.

Ngokubanzi, ukuba nesigama esilungileyo seemvakalelo sonyusa ubukrelekrele beemvakalelo, ukuzazi, unxibelelwano, kunye nezakhono zobudlelwane, okukhokelela

kwintlalontle enkulu yeemvakalelo kunye nonxibelelwano oluphuculweyo kunye nawe kunye nabanye.

### **UKUPHUCULA ISIGAMA SAKHO NGOKWEEMVAKALELO**

Phinda ujonge ivili leemvakalelo kwaye ujonge amagama ongawaqhelanga. Ziqhelise ukusebenzisa la magama kwintetho yakho yemihla ngemihla, naxa ucinga ngeziganeko kunye nendlela osabela ngayo kwezo ziganeko.

<b>Isiganeko</b>	<b>Kweneke ntoni</b>	<b>Ndizive Njani? (Sebenzisa ivili leemvakalelo)</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		



## **UKUPHUHLISA INGQONDO**

Ukuqiqa sisicwangciso esiluncedo sokulawula iimvakalelo. Ukuqiqa kukuziqhelanisa nokubakho ngokuzeleyo kwaye ube nolwazi ngalo mzuzu wangoku, ngaphandle kokugweba. Kubandakanya ukunikela ingqalelo kwiingcamango, iimvakalelo, iimvakalelo zomzimba, kunye nemeko-bume esingqongileyo.

Ukunyamekela kubalulekile kuba kusinceda ukuba siqonde ngakumbi iingcamango neemvakalelo zethu, kusivumela ukuba silawule kakuhle uxinzelelo kunye neemvakalelo ezimbi. Kusinceda ukuba sithobe isantya kwaye silixabise ixesha langoku, kunokuba sihlale sizixhalabele ngexesha elidlulileyo okanye elizayo. Ukuqonda kunokuphucula impilo yethu yengqondo ngokunciphisa ixhala kunye nokwandisa ukuzamkela.

Ukuziqhelanisa nengqiqo kunokuphucula ukugxila kwethu kunye nokugxila, kusenza sibe nemveliso ngakumbi kwimisebenzi yethu. Inokuphucula ubudlelwane bethu ngokukhuthaza ukumamela okusebenzayo kunye novelwano, kusivumela ukuba sinxibelelane ngcono kwaye sibaqonde abanye. Kwakhona ukuba nengqiqo kusenza sikwazi ukwenza izigqibo zobulumko size sisabele kwiimeko ngokucacileyo nangokuzola ngakumbi.

Ukuqonda kubalulekile kuba kusinceda ukuba siqaphele ngakumbi, sizolile, kwaye sibekho kubomi bethu bemihla ngemihla, okukhokelela kwintlalontle enkulu kunye noxabiso olunzulu lwehlabathi elisingqongileyo. Nantsi eminye imisebenzi yokukunceda uphuhlise izakhono zakho zokucinga.

## **UKUPHEFUMLA NGENGQONDO:**

1. Fumana indawo ezolileyo nekhululekileyo yokuhlala okanye yokungqengqa. Bekela bucala imizuzu embalwa yalo msebenzi.
2. Vala amehlo akho kwaye uphefumle kancinci ukuze uzibeke kwindawo kwaye uphumle.
3. Zisa ingqalelo yakho kumphefumlo wakho. Qaphela imvakalelo yokuphefumula njengoko ingena kwaye iphuma emzimbeni wakho.

4. Gxininisa ingqalelo yakho kwiimvakalelo zomzimba ezinxulumene nokuphefumla, njengokunyuka nokuwa kwesisu sakho okanye imvakalelo yomoya udlula ngeempumlo zakho.
5. Nanini na xa ingqondo yakho iqala ukubhadula okanye ukubanjiswa ezingcingeni, ngobunono buyisela ingqalelo yakho ekuphefumleni, ngaphandle kwesigwebo.
6. Qhubeka nokujonga umoya wakho imizuzu embalwa, ugcine isimo sengqondo esingenakugweba kunye nokwamkela kuzo naziphi na iingcamango okanye iziphazamiso ezivela.
7. Ngokuthe ngcembe buyisela ingqalelo yakho kumzuzu wangoku, kwaye xa ulungile, vula amehlo akho.

### **UKUHAMBA NGONONOPHELO:**

1. Fumana indawo ezolileyo nekhuselekileyo onokuthi uhambe kuyo ngokukhululekileyo, njengepaki okanye ingingqi enoxolo.
2. Qala ngokuma ngxi kwaye uphefumlele phezulu kancinci ubeke embindini wakho.
3. Njengoko uqala ukuhamba, zisa ingqalelo yakho kwiimvakalelo zomzimba zokuhamba-imvakalelo yeenyawo zakho zidibana nomhlaba, ukuhamba kwemilenze yakho kunye nokuhamba komzimba wakho.
4. Qaphela izinto ozibonayo kunye nezandi ezikungqongileyo—imibala, iimilo, kunye nobume bemeko-bume, izandi zendalo okanye abantu abadlulayo.
5. Hlala ukho ngesinyathelo ngasinye, uhlangabezana ngokupheleleyo nokunyakaza kunye neemvakalelo zokuhamba. Ukuba ingqondo yakho iqala ukuzulazula, ngobunono buyisela ingqalelo yakho kumava omzimba wokuhamba.
6. Zibandakanye ngokupheleleyo izivamvo zakho, unikel' ingqalelo kumavumba, izandi, kunye neemvakalelo zalo mzuzu wangoku.
7. Gcina olu lwazi kulo lonke uhambo lwakho, uzivumela ukuba ubekho ngokupheleleyo kwaye uvule amava.

### **UKUTYA NGONONOPHELO:**

1. Khetha isidlo okanye i-snack onokuyidla ngaphandle kokuphazamiseka. Fumana indawo ezolileyo nekhululekileyo yokuhlala.
2. Thatha umzuzwana ujonge ukutya kwakho ngaphambi kokuba ulume. Qaphela imibala, ukumila, kunye namavumba okutya okuphambi kwakho.
3. Thatha i-bite encinci kwaye uhlafune ngokukhawuleza nangengqondo. Nika ingqalelo kwiincasa kunye noburhabaxa njengoko uhlafuna.

4. Qaphela indlela oziva ngayo emlonyeni nasemqaleni xa uginya ukutya.
5. Beka izitya zakho phantsi phakathi kokulunywa kwaye ube namava ngokupheleleyo incasa kunye nokuthungwa kokulunywa ngakunye ngaphambi kokuba udlulele kokulandelayo.
6. Zilumkele iimpawu zomzimba wakho zokulamba nokuhlutha, uzivumele ukuba utye ngesantya esiziva sikhululekile kwaye sinomsoco.
7. Njengoko usitya, zisa ingqalelo yakho kumzuzu wangoku kunye namava okondla umzimba wakho ngokuluma ngakunye.

Ukuzibandakanya kule misebenzi rhoqo kunokukunceda uhlakulele ingqondo kunye nobukho kubomi bakho bemihla ngemihla. Khumbula ukujongana nomsebenzi ngamnye ngokufuna ukwazi, ukungagwebi, kunye nesimo sengqondo esithambileyo malunga neengcinga kunye namava akho.

## Yintoni i-Adaptive Thinking?

Ukucinga okuguquguqukayo kubandakanya ukukwazi ukulungelelanisa kunye nokuguqula iinkqubo zokucinga zomntu ukuphendula ngokufanelekileyo kwiimeko eziguqukayo kunye nokusombulula iingxaki. Iquka amacandelo amaninzi anegalelo ekucingeni okuguquguqukayo kunye nokukhawuleza. Ukucinga okuguquguqukayo kubandakanya ukuba nengqondo ephangaleleyo, ukuba bhetyebhetye, kwaye ukulungele ukuqwalasela iibono neendlela ezahlukeneyo zokujonga.

### AMACANDELO ANGUNDOQO WOKUCINGA OKULUNGELELAYO

Nanga amacandelo aphambili okucinga okuguquguqukayo:



1. **Ukuvuleleka kwengqondo:** Ingqondo ephangaleleyo ibandakanya ukwamkela iingcamango ezintsha, iibono kunye nolwazi. Kuthetha ukukulungela ukuqwalasela

ezinye iimbono nokucel' umngeni iinkolelo zikabani okanye izinto ozicingelayo. Abantu abanengqondo ephangaleleyo banomdla wokwazi, bayaguquguquka, kwaye bayakuxabisa ukwahluka kweengcinga. Bafuna iimbono ezahlukeneyo ngenkuthalo ukwandisa ukuqonda kwakho kunye nokwenza izigqibo ezinolwazi.

2. **Ukuba bhetyebhetye:** Ukuba bhetyebhetye kubhekisela ekukwazini ukuziqhelanisa nokulungisa indlela ubani acinga ngayo xa ejamelene neemeko ezingalindelekanga okanye eziguqukayo. Kubandakanya ukukhululeka kunye nokungaqiniseki kunye nokungaqondakali. Abacinga abaguquguqukayo banokutshintsha ngokukhawuleza izicwangciso zabo okanye iindlela njengoko kuvela ulwazi olutsha. Bavulelekile ekuvavanyeni izisombululo ezahlukeneyo kwaye abanamathele ngokungqongqo kwindlela enye yokucinga.
3. **Ukucinga ngokugxekayo:** Ukucinga ngokunzulu kuquka ukuhlalutya inkcazelo, ukuphonononga ukuthembeka nokufaneleka kwayo, nokwenza izigqibo ezisengqiqweni. Ibandakanya izakhono ezinje ngengqiqo, uvavanyo lobungqina, ukuchongwa kwengxaki, kunye nokwenziwa kwezigqibo. Iinkcuba-buchopho ziyakwazi ukuvavanya iimeko ngokuchanekileyo, zichonge iingcamango ezisisiseko, kwaye ziqwalasele izinto ezininzi ngaphambi kokufikelela kwizigqibo.
4. **Uyilo:** Ubuchule bokuyila bubandakanya ukuvelisa iingcamango ezintsha neziyintsusa, iindlela kunye nezisombululo. Kukukwazi ukucinga ngaphandle kwebhokisi kwaye wenze unxibelelwano phakathi kweengcamango ezibonakala zingahambelani. Iingcinga zokuyila zikhululekile ngokuphonononga izinto ezinokwenzeka ezingaqhelekanga kunye nokuthatha umngcipheko. Basebenzisa intelekelelo yabo kunye nezakhono zabo ezahlukeneyo zokucinga ukuza nezisombululo ezintsonkothileyo kwiingxaki.
5. **Ukulungisa ingxaki:** Ukusombulula ingxaki kukukwazi ukuchonga, ukuhlalutya, kunye nokufumana izisombululo ezisebenzayo kwimingeni okanye imiqobo. Abacinga abaguquguqukayo bajongana neengxaki ngokucwangcisiweyo, bezahlula zibe ngamacandelo amancinci kwaye bathathele ingqalelo izisombululo ezininzi ezinokubakho. Banobuchule kwaye bayazingisa, befuna ulwazi olufanelekileyo kunye



nokulusebenzisa ukuphuhlisa nokuphumeza izicwangciso eziyimpumelelo zokusombulula iingxaki.

- Ubukrelekrele beemvakalelo:** Ubukrelekrele beemvakalelo bubandakanya ukuqonda nokulawula iimvakalelo zikabani kunye nokuqaphela nokusabela kwiimvakalelo zabanye. Iingcamango eziguququkayo ziyazazi iimvakalelo zabo kwaye ziyakwazi ukuzilawula ngokufanelekileyo. Bakwabonisa uvelwano baze bacinge ngempembelelo yeemvakalelo yezigqibo nezenzo zabo kubo nakwabanye. Ubukrelekrele beemvakalelo buvumela abantu ukuba bajonge iimeko ezintsonkothileyo zentlalo, bakhe ubudlelwane obuluqilima, kwaye benze izigqibo eziqwalasela zombini iimeko ezinengqondo kunye neemvakalelo.
- Ubuchule bokufunda:** Ubuchule bokufunda kukukwazi ukufumana ngokukhawuleza nokusebenzisa ulwazi olutsha kunye nezakhono. Iingqondo eziziqhelanisayo nezimo ngabafundi abaqhubekayo, bamkela amathuba okukhula nophuhliso. Bafuna impendulo, bacamngce ngamava, kwaye baqhubele phambili ngokukhuthuleyo ukuziphucula. Ubuchule bokufunda buvumela abantu ukuba baziqhelanise neemeko ezintsha, bafumane ubuchule obutsha, kwaye baphendule ngokufanelekileyo kwiimfuno eziguqukayo.

Ngokudibanisa la macandelo kwiinkqubo zabo zokucinga, abantu ngabanye banokuguququka ngakumbi, bomelele, kunye nabasombululi beengxaki abasebenzayo kwiimeko ezahlukeneyo. Ukucinga okuguququkayo kunceda abantu ukuba bajonge ukungaqiniseki, bafumane izisombululo ezintsha, kwaye benze izigqibo ezinolwazi ezithathela ingqalelo iimbono ezahlukeneyo.

## IMIZEKELO YOKUCINGA OKUZIQHELANISAYO

### Ukuziqhelanisa notshintsho kwiimbopheleleko zomsebenzi

#### Ukucinga okuguququkayo

Kunokuba axhathise okanye oyiswe kukutshintsha ngesiquphe uxanduva lomsebenzi, umntu ocinga ngendlela elungeleleneyo unokuyijonga imeko ngendlela ebhetyebhetye nangengqondo ephangaleleyo. Baya kuvavanya imisebenzi emitsha, bachonge

amathuba anokubakho okukhula okanye okufunda, kwaye baphuhlise isicwangciso sokulawula ngokukuko utshintsho. Baza kwamkela umngeni, bafune inkxaso okanye isikhokelo ukuba kuyimfuneko, kwaye bagxininise ekufumaneni izisombululo zobuchule bokuphumelela kwindima entsha.

### **Umzekelo: Ukukhangela ingxaki enzima**

#### **Ukucinga okuguquguqakayo**

Xa ejongene nengxaki entsonkothileyo, umntu ocinga ngendlela eguquguqakayo angasondela kuyo ngokuyicalula ibe ngamacandelo amancinci, alawulekayo. Baza kuthathela ingqalelo iibono ezininzi, bafune imithombo eyahlukeneyo yolwazi, kwaye bacinge nzulu ukuvavanya izisombululo ezinokubakho. Baya kuhlala bevuleleke ekulungiseni indlela yabo ngokusekelwe kulwazi olutsha, impendulo, okanye imiqobo engalindelekanga. Bangabonisa ubuchule bokuyila ngokuphonononga ezinye izimvo kunye nokucinga ngaphandle kwebhokisi ukufumana izisombululo ezitsha.

### **Umzekelo: Ukusabela kwimeko yobunzima**

#### **Ukucinga okuguquguqakayo**

Kwimeko yonxunguphalo, umntu ocinga ngendlela eguquguqakayo uhlala ezolile kwaye ezinzile. Babeza kuqokelela ngokukhawuleza ulwazi, bahlole imeko ngokufanelekileyo, baze bacinge nzulu ukuze benze izigqibo ezizizo. Babeya kuziqhelanisa nezicwangciso zabo kunye nezicwangciso zabo ngokusekelwe kwiimeko eziguqakayo kunye nophuhliso olungalindelekanga. Baya kubonakalisa ukomelela ngokuhlala begxile kumsebenzi okhoyo, ngokubeka phambili ngokufanelekileyo izenzo, kunye nokuqwalasela iziphumo ezinokubakho zezigqibo zabo.

### **Umzekelo: Ukwamkela ingxelo kunye nokugxeka okwakhayo**

#### **Ukucinga okuguquguqakayo**

Xa efumana ingxelo okanye ukugxekwa okwakhayo, umntu ocinga ngendlela eguquguqakayo angayamkela njengethuba lokukhula nokuphucula. Babeza

kuphulaphula ngenyameko, babonise ukuvuleleka kwiimbono ezahlukeneyo, kwaye bakuphephe ukuzithethelela okanye ukugxeka. Baza kubonakalisa ingxelo, bavavanye ubunyani bayo, kwaye bachonge iindawo ezithile zophuhliso. Baya kusebenzisa ingxelo ukulungisa indlela yabo, bafune inkxaso eyongezelelweyo okanye izibonelelo ukuba kuyimfuneko, kwaye basebenze ngenkuthalo ekuphuculeni ukusebenza kwabo.

### Umzekelo: Ukulawula iingxabano phakathi kwabantu

#### Ukucinga okuguquguqakayo

Kungquzulwano phakathi kwabantu, umntu ocinga ngendlela eguquguqakayo unokujonga imeko ngovelwano nokuqonda. Baya kuzama ukuyibona le meko ngokwembono yomnye umntu, baziphulaphule izinto ezibaxhalabisayo, baze banxibelelane kakuhle ukuze bacombulule iiyantlukwano. Baya kukulungela ukulalanisa, bafune into abavumelana ngayo, baze bagxininise ekufumaneni izicombululo eziyingenelo ngokufanayo. Baza kuvulelwa impendulo, bavume indima yabo kungquzulwano, kwaye benze uhlehlengiso oluyimfuneko ukuze baphucule ubudlelwane.

**Le mizekelo ibonisa indlela ukucinga okuguquguqakayo okubandakanya ngayo ukuba bhetyebhetye, ingqondo ephangaleleyo, nokusabela kwiimeko eziguquqakayo. Iingcinga eziguquguqakayo zibonisa izakhono zokucinga ezibalulekileyo, ukuyila, ukomelela, kunye nokuzimisela ukufunda nokukhula kwiimeko ezahlukeneyo.**

#### UKUZIQHEDANISA OKUSEBENZAYO UKUKUNCEDA UPHULISE UKUCINGA OKUXOLELAYO

1. **Ukubhalwa kweendaba:** Bekela bucala ixesha eliqhelekileyo lokubonisa ijenali. Bhala ngeemeko ezinzima okanye iingxaki oye wadibana nazo kunye nendlela oye wahlangabezana ngayo nazo. Camngca ngeengcinga zakho zokuqala, iimvakalelo, kunye nezenzo, emva koko uphonononge ezinye iindlela zokujonga okanye uhlehlengise iingcinga ezinokuthi zikhokelele kwiimpindulo

eziqunguqukayo. Lo msebenzi unceda ekukhuliseni ukuzazi kwaye ukhuthaze umkhwa wokuhlaziya ingqondo.

2. **Uhlalutyo lwemeko:** Khetha imeko entsonkothileyo okanye engaqondakaliyo kwincwadi, imuvi, okanye imeko yokwenyani. Hlalutya imeko kwaye uchonge iimbono ezahlukeneyo kunye nezisombululo ezinokubakho. Cinga ngendlela onokuthi uyilungelelanise indlela yokucinga kunye nenkqubo yokwenza izigqibo ukuphendula kutshintsho lolwazi okanye imiqobo engalindelekanga. Lo msebenzi unceda ukuphuhlisa ukucinga okunzulu kunye nokuguququka ekusombululeni iingxaki.
3. **Ukuziqhelanisa nokuqaphela:** Zibandakanye kwimithambo yengqondo, njengokucamngca okanye ukuphefumla ngokunzulu. Lo msebenzi unceda ukukhulisa ulwazi lwangoku kwaye unciphise ukusabela okuzenzekelayo. Xa ujongene neemeko ezinzima, ziqhelanise nokuqaphela iingcamango zakho, iimvakalelo kunye neemvakalelo zomzimba ngaphandle kokugweba. Oku kukuvumela ukuba uphendule ngamabom ngakumbi kwaye ulungelelanise kunokusabela ngokungxama.
4. **Khangela iimbono ezahlukeneyo:** Zibonakalise ngokubonakalayo kwiimbono ezahlukeneyo kunye nezimvo ngeencwadi, amanqaku, iipodcasts, okanye amaxwebhu. Khetha izihloko ezicel' umngeni iinkolelo zakho esele zikho okanye wandise ukuqonda kwakho ngezifundo ongazaziyo. Zibandakanye ekucingeni okunzulu njengoko uvavanya kwaye uthlekisa iimbono ezahlukeneyo. Lo msebenzi ukhuthaza ukuba nengqondo evulekileyo kwaye wandise ukuguququka kwakho kwengqondo.
5. **Imidlalo yokusombulula iingxaki kunye neepuzzle:** Zibandakanye kwimidlalo yokusombulula iingxaki okanye iipuzzle ezifuna ukucinga okuguququkayo. Oku kunokubandakanya amagama anqamlezayo, iSudoku, imidlalo yevidiyo esekwe kwiqhinga, okanye iphazili yegumbi lokubaleka. Le misebenzi ikhuthaza ukuba ucinge ngokuyilayo, ucinge ngeendlela ezizezinye, kwaye uhlehlengise izicwangciso zakho ngokusekelwe kwingxelo kunye nolwazi olutsha.

6. **lingcebiso zokuzibonakalisa:** Yenza uludwe lwezikhokelo zokuzicingisisa ngokunxulumene nokucinga okuguquguqukayo. Imizekelo iquka "Chaza imeko yakutshanje apho kuye kwafuneka uhlehlengise indlela ocinga ngayo ukuze woyise ucelomngeni" okanye "Chonga ixesha oye waphinda wayilungisa ngempumelelo ingcinga engakhiyo ibe yeyakhayo okanye eyakhayo." Zibandakanye rhoqo nezi ngcebiso ukukhuthaza ukuzihlolisisa kunye nokukhuthaza uphuhliso lwezakhono zokucinga eziguqukayo.
7. **Yiba nombono weziphumo ezahlukeneyo:** Khetha imeko ethile okanye injongo osebenzela kuyo. Yiba nomfanekiso-ngqondweni weziphumo ezahlukeneyo ezinokubakho kwaye ucinge ngendlela onokuzilungelelanisa ngayo izicwangciso zakho kunye neempendulo kwimeko nganye. Lo msebenzi uncenda ukuba uqikelele imiceli mngeni, ucwangcisele iimeko ezinokwenzeka, kwaye uphuhlise ukuguquguquka kwindlela ocinga ngayo kunye nendlela yakho.

Khumbula, ukuziqhelanisa nokuziphatha ngundoqo ekuphuhliseni izakhono zokucinga eziguqukayo. Dibanisa le mithambo kwindlela yakho yesiqhelo kwaye ube nomonde kuwe njengoko uhlakulela obu buchule. Ngokuhamba kwexesha, uya kuba nobuchule ngakumbi bokulungelelanisa indlela ocinga ngayo, ukusombulula iingxaki, nokwenza izigqibo kwiinkalo ezahlukeneyo zobomi bakho. Ngokuqinisekileyo! Nantsi eminye imisetyenzana eyenziwayo abantu abanokuthi bayenze bebodwa ukuphuhlisa izakhono zokuhlaziya ingqondo:

### **INGCEBISO ZOKUZICINGISISA EZINXULUMENE NOKUCINGA OKUGUQUGUQUKAYO**

Unokusebenzisa ezi zikhokelo kwijenali okanye iiseshini zokuzihlaziya.

1. Ngaba ndivuleleke kangakanani kwizimvo kunye neembono ezintsha?
2. Ndiluphatha njani kakuhle utshintsho kunye nokungaqiniseki?
3. Ngaba ndizama ukufuna iimbono neembono ezahlukeneyo?
4. Ndisabela njani xa ndijamelene nocelomngeni olungalindelekanga?
5. Ngawaphi amacebo endiwasebenzisayo ukuqhelana neemeko ezintsha?
6. Ngaba ndiyayamkela okanye ndiyayichasa impendulo kunye nokugxekwa okwakhayo?
7. Ndikhululeke kangakanani ngokuthatha imingcipheko ebaliweyo?
8. Ndiyongana njani nokusombulula iingxaki xa ndiyongene neengxaki endingaziqhelanga?

9. Ngaba ndiwafuna ngenkuthalo amathuba okufunda nokukhula?
10. Ndihlengabezana njani nokusilela kunye nokusilela? Ngaba ndiyafunda kubo?
11. Ndihlengahlengisa njani ucwangciso nosukelo lwam xa iimeko zitshintsha?
12. Ngaba ndikulungele ukuyeka iinkolelo neengcinga eziphelelwe lixesha?
13. Ndizilawula njani iimvakalelo zam kwiimeko ezicinezelayo okanye eziguquka ngokukhawuleza?
14. Ngaba ndiyafuna impendulo evela kwabanye ukuze ndiphucule indlela endicinga ngayo kunye nokwenza izigqibo?
15. Ndiyilinganisa njani imfuno yozinzo kunye nemfuno yokuguquguquka?
16. Ngaba ndikulungele ukuzama iindlela ezintsha kunye nemibono?
17. Ndihlala njani ndinolwazi malunga notshintsho kunye nophuhliso kwindawo yam okanye kwishishini?
18. Ngaba ndijonge phambili ekufuneni amathuba amatsha kunye nemingeni?
19. Ndizibandakanya njani iimbono ezahlukeneyo kwinkqubo yam yokwenza izigqibo?
20. Ngaba ndibonakalisa ngokukhuthelayo ukucinga kwam kunye neenkqubo zokwenza izigqibo ukuchonga iinkalo zokuphucula?

Ezi zikhokelo zinokukunceda uphonononge kwaye uvavanye izakhono zakho zokucinga eziguqukayo, zikuvumela ukuba uphuhlise ulwazi olukhulu lwamandla akho kunye nemimandla yokukhula.

## Ukuhlengahlengiswa kwengqondo

I-cognitive reframe, ekwaziwa njengohlengahlengiso lwengqondo, bubuchule obusetyenziswa ukunceda abantu ukuba batshintshe iipatheni zabo zokucinga kwaye baphinde batolike iimeko ngokukhanya okuhle okanye okubonakalayo. Ukuhlengahlengiswa kwengqondo kubandakanya ukutshintsha indlela umntu ayibona ngayo kwaye ayitolike imeko. Amalungu enkonzo afunda ukucela umngeni kwiipateni zokucinga ezingalunganga okanye ezigqwethekileyo kwaye azilungise ngokutsha ngendlela eyakhayo okanye eyinyani. Ngokuhlengahlengisa iingcinga zabo, unokuhlakulela isimo sengqondo esilungeleleneyo, ugcine imbono ebanzi, kwaye ufumane izisombululo ezakhayo kwiingxaki.

Ngokuziqhelanisa rhoqo kunye nokomelezwa, unokuphuhlisa isakhono sokuhlengahlengisa kwengqondo. Obu buchule bubenza bakwazi ukujongana nemingeni ngengqondo eyakhayo neyomelela ngakumbi, ukukhuthaza impilo-ntle yeemvakalelo kunye nobuchule bokusombulula iingxaki.

## IMIZEKELO YOKUHLANGANISA NGOKUTSHA ICOGNITIVE

Imeko	Ingamango yoqobo	Ingamango Ehlaziyiweyo	Ukuqwalaselwa
<b>Ucelomngeni loqeqesho lomzimba</b>	"Andikwazi ukuyenza le nto. Inzima kakhulu."	"Lo msebenzi unzima, kodwa lithuba lokuba ndiqhube imida yam kwaye ndiphucule impilo yam yomzimba."	Kulo mzekelo, umntu uphinda ahlehlahlengise ingcinga yakhe yokuqala engeyiyo yokoyiswa ibe yimbono eyakhayo nekhuthazayo egxile ekukhuleni nasekuphuculeni umntu.
<b>Ukufumana ingxelo ebalulekileyo kwiprojekthi</b>	"Ndiyoyisakele. Andinakuze ndifumane nto ilungileyo."	"Le ngxelo igxininisa iinkalo apho ndinokuphucula khona. Lithuba lokuba ndifunde kwaye ndikhule. Ndiya kusebenzisa le ngxelo ukwenza uhlehlahlengiso oluyimfuneko kwaye ndivelise iziphumo ezingcono kwixesha elizayo."	Kule meko, umntu uhlaziya ingxelo njengethuba lokukhula kwaye ugxininisa amandla okuphucula kunokuba ahlale kwiimvakalelo zokungaphumeleli.
<b>Ukujongana nokuthunyelwa okunzima okanye isabelo</b>	"Oku kuthunyelwa akuyi kunyamezeleka. Ndiza kuba lusizi ngalo lonke ixesha."	"Oku kuthunyelwa kuya kuba ngumngeni, kodwa yithuba lokuba ndiphuhlise ukuzinza, ndiqinise amabhondi kunye neqela lam, kwaye ndifumane amava abalulekileyo. Ndiyakwazi ukugxila kwiinkalo ezintle kwaye ndisebenzise kakhulu kwesi sabelo."	Apha, umntu uhlaziya ukusasazwa njengethuba lokukhula kwakhe, eqaqambisa imiba eyakhayo kwaye egxininise ekwenzeni amava abe nentsingiselo kunokuhlala kubunzima obulindelweyo.
<b>Ukujongana nokusilela</b>	"Ndingaphumeleli ngokupheleleyo."	"Oku kubuyela umva ngumqobo"	Kulo mzekelo, umntu ubeka ngokutsha

Imeko	Ingcamango yoqobo	Ingcamango Ehlaziyiweyo	Ukuqwalaselwa
<b>okanye ukusilela</b>	Andisoze ndiphumelele."	wexeshana. Lithuba lokuba ndifunde kwiimpazamo zam, ndiphinde ndihlolisise indlela yam, kwaye ndiphuhlise isicwangciso esinamandla sokuphumelela. Ukungaphumeleli yinxalenye yenkqubo yokufunda."	umva njengethuba lokufunda, egxininisa amandla okukhula kwaye egxininisa ukubaluleka kokunyamezela nokunyamezela.

Le mizekelo ibonisa indlela uhlehlengiso lwengqondo olubandakanya ngayo ukutshintshwa kweengcinga ezingakhiyo nezingeloncedo ukuya kwiimbono ezakhayo, eziyinyaniso, nezakhayo. Ngokuhlehlengisa iingcamango, abantu ngabanye banokutshintsha iimpendulo zabo zeemvakalelo, iindlela zokusombulula iingxaki, kunye nokomelela ngokubanzi kwiimeko ezahlukeneyo ezinzima.

## UKUSEBENZISA I-COGNITIVE REFRAMING

1. **Chonga kwaye uhlehlengise iingcinga ezizenzekelayo:** Nika ingqalelo kwiingcinga zakho imini yonke, ngakumbi xa udibana neemeko ezinzima okanye iimvakalelo ezingalunganga. Chonga naziphi na iingcinga ezimbi ezizenzekelayo ezivelayo, ezinjengokuzigxeka okanye ukwenza intlekele. Bhala phantsi ezo nginga uze uzicwangcise ngokutsha zibe ziindlela ezilungelelanisiweyo okanye ezakhayo. Ziqhelanise nalo msebenzi rhoqo ukuze uphuhlise umkhwa we-cognitive reframing.
2. **Ukuqokelelwa kobungqina:** Xa uzibona unengcinga engalunganga okanye engeloncedo, yicel' umngeni ngokuqokelela ubungqina obuxhasa okanye obuphikisa ingcinga leyo. Bhala phantsi ubungqina obuchasene nengcamango yakho yokuqala. Lo msebenzi unceda ukuba uvavanye ngokunyanisekileyo



ukunyaniseka kweengcinga zakho kwaye ikuvumela ukuba uphuhlise iimbono ezinokwenyani nezilungelelanisiweyo.

3. **Ubuchule be-ABC:** Sebenzisa ubuchule be-ABC, obumele iSiganeko sokuVuselela, iiNkolo, kunye neZiphumo. Chonga isiganeko esidala ingcinga engalunganga okanye imvakalelo. Bhala phantsi iinkolelo okanye utoliko olunxulumene neso siganeko, uze udwelise iziphumo zeemvakalelo nezokuziphatha zezo nkolelo. Okokugqibela, hlaziya iinkolelo ngokuvelisa enye indlela, utoliko olunengqiqo ngakumbi lomsitho. Lo msebenzi unceda ukuba uphule kwaye ucele umngeni kwikhonkco lokuqonda elikhokelela kwiziphumo ezibi.
4. **Eyona mbono yomhlobo:** Khawube nomfanekiso-ngqondweni wemeko apho umhlobo osenyongweni ejamelene noce lomngeni olufanayo okanye neengcamango ezingakhiyo. Cinga ngendlela obuya kuphendula ngayo kumhlobo wakho ngendlela exhasayo nenemfesane. Emva koko, sebenzisa imbono efanayo kunye necebiso kuwe. Lo msebenzi unceda ukuba uphuhlise imfesane kwaye ukhuthaze ukukwazi ukuphinda uhlaziye iingcinga ezingalunganga ngobubele kunye nokuqonda.
5. **Iingcaciso ezizezinye:** Ziqhelanise nokuvelisa ezinye iingcaciso zeziganeko okanye iindlela zokuziphatha ozitolika kakubi ekuqaleni. Bhala ubuncinane iingcaciso ezintathu ezizezinye ezinengqiqo okanye ezingazigxekayo. Lo msebenzi uyakukhuthaza ukuba ucinge ngeembono ezahlukeneyo kwaye uyakunceda ukuba ucele umngeni kwaye uphinde ujonge iingcinga ezingalunganga.
6. **Yiba nombono wempumelelo:** Xa ujamelene nemeko okanye usukelo olulucelomngeni, zibone uphumelela yaye usoyisa imiqobo. Khawucinge ngeengcinga ezintle kunye neemvakalelo eziya kukhapha loo mpumelelo. Lo msebenzi unceda ukuba uhlengahlengise indlela ocinga ngayo usuke kwindawo yokuthandabuza okanye yokungakhathali uye kweyokuzithemba nokuba nethemba.

Khumbula, ukuhlengahlengiswa kwengqondo sisakhono esiphuhlayo ngokuziqhelanisa. Yiba nomonde kwaye uzingise ekusebenziseni le mithambo kubomi bakho bemihla ngemihla. Ngokuhamba kwexesha, uya kuba nobuchule ngakumbi ekuboneni nasekulungiseni kwakhona iingcinga ezingalunganga, ezikhokelela ekubeni ube nengqondo ezinzileyo nelungileyo.

## IMIZEKELO YOKUHLANGANISA NGOKUTSHA ICOGNITIVE

Ingcamango Engalunganga	Ukuhlengahlengiswa kwengqondo
<b>"Ndiyoyisakele."</b>	"Ndisenokuba ndifumene ukusilela, kodwa ukungaphumeleli akubonakalisi ukubaluleka kwam. Iimpazamo kunye nemiceli mngeni ngamathuba okukhula, kwaye ndinokufunda kubo ukuphucula nokuphumelela."
<b>"Andisokuze ndilunge ngokwaneleyo."</b>	"Ndihlala ndikhula kwaye ndiphuhlisa. Ndinamandla akhethekileyo kunye nobuchule obundenza ndixabiseke. Ndiya kuqhubeka ndifunda, ndiphucula, kwaye ndizabalazela inkqubela kunokugqibelela."
<b>"Ndihlala ndimoshazi izinto."</b>	"Ukwenza iimpazamo kuyingxenywe eqhelekileyo yobomi, kwaye ayichazi izakhono zam okanye ukufaneleka kwam. Ndiyakwazi ukufunda kwiimpazamo zam zangaphambili kwaye ndisebenzise njengamatye okunyathela kwiziphumo ezingcono kwixesha elizayo."
<b>"Akukho mntu uyandithanda."</b>	"Ndinabantu ebomini bam abandikhathalelayo kwaye bayayixabisa inkampani yam. Kuyinto eqhelekileyo ukuhlangabezana nemibono eyahlukeneyo, kodwa ndigxininisa ekwakheni uxhulumaniso olunentsingiselo kunye nokukhulisa ubudlelwane obuhle."
<b>"Andisoze ndiyiyeke le nto."</b>	"Nangona kunokuziva kunzima ngoku, ndinqobe imingeni kwixesha elidlulileyo, kwaye ndinamandla okuphumelela oku. Ndiyakwazi ukuthatha inyathelo elinye ngexesha, ndifune inkxaso xa kuyimfuneko, kwaye ndisebenzele ukuphilisa nokukhula. "
<b>Ndisoloko ndinetyala.</b>	"Kubalulekile ukuthatha uxanduva lwezenzo zam, kodwa ndiyaqonda ukuba iimpazamo kunye neengxabano zibandakanya izinto ezininzi kunye nabantu ngabanye. Ndiya kugxininisa ekufundeni kwimeko, ukulungisa ukuba kuyimfuneko, kwaye ndizama ukutshintsha okulungileyo."

Ingamango Engalunganga	Ukuhlengahlengiswa kwengqondo
<b>"Andikwazi ukuyenza."</b>	"Nangona kunokuba lucelomngeni, ndiyakwazi ukuphula umsebenzi ube ngamanyathelo amancinci, alawulekayo. Ndiyinqobile ubunzima kwixesha elidlulileyo, kwaye ngomgudu, ukunyamezela, kunye nokufuna isikhokelo ukuba kuyimfuneko, ndinokufikelela kwiinjongo zam. "
<b>"Andisokuze ndonwabe."</b>	"Ulonwabo luhambo, kwaye luvela ngaphakathi. Ndiyakwazi ukugxila ekuhlakuleleni umbulelo, ukufumana uvuyo kwimizuzu emincinci, kunye nokuphuhlisa ingqondo ephilileyo. Ngokufuna kunye nokukhulisa ulonwabo kwiinkalo ezahlukeneyo zobomi bam, ndinokufumana inhlalakahle enkulu. ."
<b>"Andisokuze ndiphumelele."</b>	"Impumelelo i-subjective kwaye ingathatha iifom ezahlukeneyo. Ndiya kuchaza impumelelo ngokusekelwe kwimilinganiselo yam kunye neminqweno yam. Ndiya kubeka iinjongo ezifikelekayo, ndisebenze ngenkuthalo, kwaye ndibhiyozele izinto endizifezileyo, ndiqonda ukuba impumelelo luhambo, kungekhona indawo yokuphela. "
<b>"Ndihlala ndisenza izigqibo ezimbi."</b>	"Ndenze ukhetho olungazange lube njengoko bekulindelekile, kodwa oko akuthethi ukuba ndihlala ndenza izigqibo ezimbi. Ndiyakwazi ukufunda kumava am adlulileyo, ndiqokelele ulwazi, ndilinganise iinketho, kwaye ndenze ukhetho olunolwazi ngakumbi kwixesha elizayo. "

Khumbula, ukulungiswa kwakhona kwengqondo kumalunga nomngeni weengcinga ezingalunganga kunye nokufumana iibono ezinokwenyani kunye nezakhayo. Le mizekelo ihlengahlengisayo ibonisa indlela yokusuka ekuzigxekeni nasekuphelelweni lithemba uye ekuzicingeleni kunye nengqondo yokukhula.

## Ukuguquguquka kwengqondo

Ukuba bhetyebhetye ngokwasengqondweni kubandakanya ukuphuhlisa isakhono sokulungelelanisa iingcamango zakho, iinkolelo kunye nokuziphatha ngokuphendula kwiimeko eziguqukayo.

Nazi ezinye izicwangciso zokukunceda ube bhetyebhetye ngokwasengqondweni:



1. **Ziqhelise ukuzazi:** Hlakulela ukuzazi ngokunikela ingqalelo kwiingcamango zakho, iimvakalelo, kunye neempendulo kwiimeko ezahlukeneyo. Qaphela naziphi na iipateni zokucinga eziqinileyo okanye ezingaguqukiyo kwaye uchonge iindawo osokola ukuziqhelanisa nazo. Olu lwazi linyathelo lokuqala lokwenza utshintsho olulungileyo.
2. **Cela umngeni kwiintelekelelo zakho:** Chonga iinkolelo zakho ezinzulu kunye neengcinga malunga nehlabathi kunye nawe. Thatha ixesha lokuphonononga ngokunzulu ezi nkolelo kwaye uqwalasele ezinye iibono. Cela umngeni ubungqongqo bokucinga kwakho kwaye uvulele ukuba iinkolelo zakho zinokufuna uhlehlengiso olusekwe kulwazi olutsha okanye amava.
3. **Yamkela ukungaqiniseki:** Qonda ukuba ukungaqiniseki yinxalenye yendalo yobomi. Ziqhelanise nokunyamezela ukungacaci kwaye ukulungele ukuphuma ngaphandle kwendawo yakho yokuthuthuzela. Ukwamkela ukungaqiniseki kukuvumela ukuba usondele kwiimeko ezintsha ngokufuna ukwazi kunoloyiko, ukhuthaze ukuguquguquka kwengqondo.
4. **Khangela amava amatsha:** Ziveze ngokukhuthelayo kumava amatsha, iibono, kunye neningeni. Zibandakanye kwimisebenzi engaphandle kwesiqhelo okanye

indawo yokuthuthuzela. Oku kubonakaliswa kunceda ukwandisa ingqondo yakho, ukwandisa ukucinga kwakho, kunye nokwandisa ukuguquguquka kwakho.

5. **Ziqhelanise nohlengahlengiso lwengqondo:** Hlaziya iingcinga ezingakhiyo okanye ezisikelwe umda zibe zezakhayo nezibhetyebhetye. Cela umngeni kwiindlela ezizinzileyo zokucinga kwaye uqwalasele ezinye iingcaciso okanye okunokwenzeka. Le nkqubo yokuhlaziya ingqondo ikuvumela ukuba utshintshe indlela ocinga ngayo kwaye uphuhlise ukuguquguquka okukhulu kwengqondo.
6. **Zibandakanye kwimisebenzi yoyilo:** Ukuzibandakanya kwimisebenzi yokuyila, enjengobugcisa, ukubhala, okanye ukungqubanisa ingqondo, kukhuthaza ukucinga okubhetyebhetye. Le misebenzi ivuselela intelekelelo yakho, ikhuthaze ukucinga okwahlukileyo, kwaye ikhuthaze amandla okuvelisa izimvo ezininzi okanye izisombululo.
7. **Funda kwiintsilelo:** Yamkela iintsilelo kunye nezithintelo njengamathuba okufunda. Xa ujongene nobunzima, cinga ngamava kwaye ukhuphe izifundo ezinokukunceda ulungelelanise kwaye ukhule. Gxininisa inkqubo yokufunda nokuphucula endaweni yokugxila kwisiphumo.
8. **Ziqhelise ukuba nengqiqo:** Ukuzibandakanya kwimithambo yengqondo, njengokucamngca okanye ukuphefumla ngokunzulu, kunceda ukukhulisa ulwazi lwangoku kunye nokwamkelwa okungekho sigwebo. Ukuqonda kukuvumela ukuba ujonge iingcinga zakho ngaphandle kokuncamathela, kukunceda uyeke iipateni zokucinga eziqinileyo.
9. **Yakha izakhono zokusombulula iingxaki:** Phuhlisa izakhono zakho zokusombulula iingxaki ngokufuna izisombululo kwimingeni. Yahlula-hlula iingxaki zibe ngamanyathelo amancinci, qwalasela iindlela ezahlukeneyo ezizezinye, kwaye ulinge ngeendlela ezahlukeneyo. Ukuba bhetyebhetye ekusombululeni iingxaki kuguqulela ekubeni ube bhetyebhetye ngokwengqondo ngokubanzi.

10. **Funa iimbono ezahlukeneyo:** Khangela kwaye uzibandakanye nabantu abaneembono neemvelaphi ezahlukeneyo. Zibandakanye kwingxoxo enentlonipho, mamela ngenkuthalo, kwaye uqwalasele ezinye iimbono. Ukubonakaliswa kweembono ezahlukeneyo kunceda ukwandisa ukucinga kwakho kwaye kukhuthaze ukuba bhetyebhetye kwengqondo.

Khumbula ukuba ukuphuhlisa ukuguquguquka kwengqondo yinkqubo ehamba kancinci. Yiba nomonde kuwe kwaye uziqhelanise nezi zicwangciso ngokuqhubekayo ekuhambeni kwexesha. Njengoko usiba bhetyebhetye ngokwasengqondweni, uya kukufumanisa kulula ukuziqhelanisa notshintsho, ukukhangela imiceli mngeni, kwaye ujonge ubomi ngengqondo evulelekileyo neyomelela ngakumbi.

## Iindlela zoLawulo loxinzelelo

Iindlela ezisebenzayo zokulawula uxinzelelo zibalulekile ekwakheni ukomelela. Uya kufundiswa iindlela ezahlukeneyo zokulawula uxinzelelo, njengokuzilolonga ngokuphefumla nzulu, ukuphumla kwezihlunu okuqhubekayo, ukucamngca ngengqondo, kunye nokunciphisa uxinzelelo lwemisebenzi yomzimba efana nomthambo. Ezi zixhobo zanceda ukulawula iimvakalelo, ukunciphisa ukuxhalaba, kunye nokuphucula impilo yonke.

## UKUQULUNQA INKQUBO YOKUNCIPHISA UXINZELELO

Ukudala inkqubo yokunciphisa uxinzelelo kubandakanya ukubandakanya imisebenzi kunye nezenzo ezikhuthaza ukuphumla kunye nokuphila kakuhle kubomi bakho bemihla ngemihla. Camngca ngale mibuzo ilandelayo uze usebenzise isithuba esinikiweyo ukuchaza indlela yokunciphisa uxinezeleko olusebenzayo kuwe.

1. Zeziphi ezinye izinto okanye izenzo ezinokukunceda uphumle kwaye unciphise uxinzelelo?
2. Lingakanani ixesha onokulibekela usuku ngalunye kwimisebenzi yokunciphisa uxinzelelo?
3. Zeziphi izenzo ezithile okanye iindlela zokuziphatha oya kuzibandakanya kwindlela yakho yesiqhelo? (umz., ukuzilolonga, ukucamngca, izinto ozithandayo)
4. Uza kubeka phambili njani kwaye uzibophelele ekuphumezeni inkqubo yakho yokunciphisa uxinzelelo?
5. Yiyiphi imiqobo okanye iingxaki onokujamelana nazo, yaye unokuzoyisa njani?

6. Uza kulandelela kwaye uvavanye njani ukusebenza kwesiqhelo sakho?

### **Bhala iNdlela yokuNciphisa Uxinzelelo Apha**

#### **UKUCAMNGCA NGESEKENA SOMZIMBA**

Ukucamngca ngeskena somzimba luqheliselo olubandakanya ukuzisa ngokucwangcisiweyo ingqalelo yakho kumalungu ahlukeneyo omzimba wakho, ukuqaphela iimvakalelo, kunye nokukhulisa ukuqonda komzimba. Fumana indawo ezolileyo nekhululekileyo ukuze uziqhelanise nokucamngca ngokuskena umzimba usebenzisa le miyalelo ingezantsi. Sebenzisa isithuba esinikiweyo ukuqaphela naziphi na iimvakalelo zomzimba, iimvakalelo, okanye ukuqonda okuvela ngexesha lokuziqhelanisa.

1. Lala ngomqolo okanye uhlale kwindawo ekhululekileyo uvale amehlo akho.
2. Qala ngokuzisa ingqwalasela yakho kumphefumlo wakho kwaye uthathe imiphefumlo embalwa enzulu, epholileyo.
3. Skena umzimba wakho kancinane ukusuka entloko ukuya ezinzwaneni, ubone naziphi na iindawo zoxinzelelo, ukungakhululeki, okanye ukuphumla.
4. Njengoko ugxininisa kwilungu ngalinye lomzimba, jonga naziphi na iimvakalelo zomzimba ngaphandle kwesigwebo okanye isidingo sokuzitshintsha.
5. Ukuba ubona uxinezeleko okanye ukungakhululeki, phumla ngononophelo ezo zihlunu kwaye ukhulule nakuphi na ukuxinezeleka.
6. Chitha imizuzwana embalwa kwilungu ngalinye lomzimba, uzivumele ukuba ube namava apheleleyo eemvakalelo ezikhoyo.
7. Nje ukuba ugqibile iskena, thatha imizuzwana embalwa ukujonga umzimba wakho uphela kwaye uqaphele naluphi na utshintsho okanye utshintsho.

### **Uqwalaselo lwakho kunye nokuqonda Apha**

## UKUPHEFUMLA NGENGGONDO

Ukuphefumla ngengqondo yindlela enamandla yokunciphisa uxinzelelo kunye nokuhlakulela ukuzola. Kubandakanya ukuzisa ingqalelo yakho kulo mzuzu wangoku ngokujolisa kumphefumlo wakho. Thatha imizuzu embalwa ngosuku ngalunye ukuziqhelanisa nokuphefumla ngengqondo usebenzisa le miyalelo ingezantsi. Sebenzisa isithuba esinikiweyo ukubhala phantsi naziphi na izinto eziqatshelweyo okanye iingqiqo ezithe zavela ngexesha lokuziqhelanisa.

1. Fumana indawo ezolileyo nekhululekileyo yokuhlala okanye yokungqengqa.
2. Vala amehlo akho kwaye uphefumle kancinci ukuze uphumle.
3. Qala ukunikela ingqalelo kumphefumlo wakho ngaphandle kokuzama ukuwulawula.
4. Beka isandla esinye esifubeni sakho kunye nesinye isandla phezulu kwesisu sakho (apho i-diaphragm yakho ikhona) Gxininisa ekuzameni ukususa kuphela isandla sakho esikwi-diaphragm xa uphefumla- njengaxa uziqhelanisa nokuphefumla kwe-diaphragmatic, kuvumela umoya omninzi. ukungena emiphungeni yakho.
5. Qaphela imvakalelo yokuphefumula kwakho ingena kwaye iphuma emzimbeni wakho.
6. Gxininisa ingqalelo yakho ekunyukeni nasekuweni kwesisu sakho okanye imvakalelo yomoya odlula ngeempumlo zakho.
7. Ukuba ingqondo yakho iyabhadula, yibuyisele ngobunono ekuphefumleni ngaphandle komgwebo.
8. Qhubeka nolu qheliselo kangangemizuzu emi-5 ukuya kweli-10, ngokuthe ngcembe ukwandisa ixesha njengoko usiya ukhululeka.

**Bhala uQwalaselo lwakho kunye nokuqonda Apha**

## UKUPHUMLA KWEZIHLUNU EZIQHUBEKAYO

Ukuphumla kwezihlunu okuqhubekayo bubuchule obubandakanya ukuqina kwaye emva koko kukhululwe amaqela ahlukeneyo ezihlunu ukuze athomalalise. Sebenzisa isithuba esinikiweyo ukuze uziqhelanise nokuphumla kwezihlunu ngokuqhubekayo ngokulandela la manyathelo angezantsi.



1. Fumana indawo ezolileyo nekhululekileyo yokuhlala okanye yokungqengqa.
2. Vala amehlo akho kwaye uphefumle kancinci ukuze uphumle.
3. Qala ngeenzwane zakho. Zicudise ngokuqinileyo imizuzwana embalwa, emva koko uyeke.
4. Hambani niye ematholeni enu. Qhuba imisipha, ubambe imizuzwana embalwa, kwaye ukhulule.
5. Qhubeka ushukuma kwiqela ngalinye lezihlunu, ngokuthe ngcembe uqinisa kwaye uphumle. (umz. amathanga, iimpundu, isisu, amagxa, iingalo, izandla, njl.njl.)
6. Nika ingqalelo kwiimvakalelo zoxinzelelo kunye nokuphumla kwiqela ngalinye lemisipha.
7. Nje ukuba ugqibe ulandelelwano lonke, thatha imizuzwana embalwa ukuze uqaphele imvakalelo yokuphumla emzimbeni wakho.

### **Imigqaliselo kunye nokuqonda**

## INETHIWEKHI YE~~N~~KXASO YE~~N~~TLALO

Ukwakha kunye nokukhulisa uthungelwano lwenkxaso yoluntu kubalulekile ekulawuleni uxinzelelo. Camngca ngale mibuzo ilandelayo kwaye usebenzise isithuba esinikiweyo ukuvavanya umgangatho wonxibelelwano lwakho lwentlalo kwaye ucwangcise izicwangciso zokuqinisa inethiwekhi yakho yenkxaso.

1. Ngoobani abantu ebomini bakho ababonelela ngenkxaso kunye nokuqonda ngexesha loxinzelelo?
2. Udibana kangaphi naba bantu?
3. Ngaba kukho nabuphi na ubudlelwane obufuna ukomelezwa okanye ukukhuliswa?
4. Ngawaphi amanyathelo athile onokuwathatha ukuphucula inethiwekhi yakho yenkxaso yoluntu? (umzekelo, ukucwangcisa ukubanjwa rhoqo, ukufuna inkxaso yobungcali)
5. Ungabuyisela njani kwaye uxhase abanye kwinethiwekhi yakho?
6. Ziziphi iingxaki okanye imiqobo onokujamelana nayo, yaye unokuyoyisa njani?

**Uvavanyo lweNethiwekhi yeNkxaso yeNtlalo**

## Isakhelo se-Daily Stress

Log:

Umhla: \_\_\_\_\_

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.

	I-STRESSOR			IQHINGA LOKUMELANA	
	Inkcazo	Ubunzulu (1-10)	Iqhutywa ngu....	Iqhinga lokuhlangabezana nemeko	Ukusebenza kakuhle (1-10)
Uxinzelelo 1					
Uxinzelelo 2					
Uxinzelelo 3					
Uxinzelelo 4					

### Ukuzibonakalisa:

1. Uxinezeleko lwanamhlanje luyichaphazele njani impilo-ntle yakho emzimbeni, engqondweni nangokweemvakalelo?
2. Ngaba kukho iipateni okanye imixholo ephindaphindiweyo kwiingcinezelo zakho?
3. Zeziphi iibono okanye izifundo ozifumeneyo kumava anamhlanje.

## Ukuzinyamekela

### ULUHLU LOKUHLOLA LWE NKQUBO YOKUZIKHATHALELA

Sebenzisa olu luhlu lokuhlola ukwenza inkqubo yokuzinyamekela ekhuthaza impilo-ntle yakho kwaye ikuvumela ukuba ubeke phambili ukuzinyamekela kubomi bakho bemihla ngemihla. Yenze ngokwezifiso ukuze ihambelane nezinto ozikhethayo kunye neemfuno.

<b>Ukuzinyamekela ngokwaseMzimbeni</b>	
Lala ngokwaneleyo (iiyure ezingama-79) busuku ngabunye	
Yenza umthambo rhoqo okanye wenze umthambo	
Yitya ukutya okunesondlo nokunesondlo	
Hlala umanzi ngokusela amanzi aneleyo imini yonke	
Ziqhelise ukucoceka	
Thatha ikhefu kwaye uzolule rhoqo, ngakumbi ukuba uphila ubomi obungahlali phantsi	
Cwangcisa uhlolo lwempilo rhoqo kunye nokuqeshwa	
<b>UkuZikhathalela ngokweemvakalelo nangengqondo</b>	
Zibandakanye kwizinto ezikuzisela ulonwabo kunye nokuphumla (umzekelo, izinto ozithandayo, ukufunda, ukumamela umculo)	
Ziqhelise ukucinga okanye ukucamngca ukuzola ingqondo yakho kunye nokunciphisa uxinzelelo	
Veza iimvakalelo zakho ngokubhala okanye ukuthetha nomhlobo omthembileyo okanye umnyangi	
Misela imida enemipilo kubudlelwane bakho kwaye ubeke phambili impilo-ntle yakho yeemvakalelo	
Zibandakanye ekuthetheni kakuhle kwaye uziqhelanise novelwano	
Nciphisa ukuba sesichengeni kwiindaba ezimbi okanye izinto ezichaphazela impilo yakho yengqondo	
Zibandakanye kwimisebenzi evuselela ubuchule bakho kunye nokucinga	
<b>Social Self Care</b>	
Khulisa ubudlelwane nabahlobo, usapho kunye nabantu obathandayo	
Cwangcisa kwaye ubandakanyeke kwizinto zentlalo ezizisa uvuyo kunye noqhagamshelwano	
Funa inkxaso kwaye ufikelele kwabanye xa uyidinga	
Ziqhelise ukumamela ngenkuthalo kunye nonxibelelwano olunentsingiselo nabanye	
Zingqonge ngabantu abakhuthazayo nabakunika ithemba	
Zibandakanye kwizenzo zobubele kwaye ube negalelo kuluntu lwakho	
<b>Ukuzinyamekela Kokomoya</b>	
Zibandakanye kwimisebenzi ehambelana neenqobo kunye neenkolelo zakho	
Chitha ixesha kwindalo kwaye uxabise ubuhle bayo	
Ziqhelise ukucamngca, umthandazo, okanye ukucamngca ukuze uqhagamshelane nomntu wakho wangaphakathi	
Funa impembelelo kwiincwadi, iipodcasts, okanye iimfundiso zomoya	
Zibandakanye kwimisebenzi ekhuthaza umbulelo kunye nenjongo	
Jonga ubumoya bakho kwaye uzibandakanye kwizithethe okanye izenzo ezizisa uxolo	
<b>Ukutolika kunye nokuPhumla</b>	
Thatha iibhafu ezifudumeleyo okanye iishawa ngeemveliso ezipholileyo	

Zifake kusuku lwe-spa okanye uzithobe ngonyango lokuzikhathalela	
Bekela bucala ixesha lezinto zokuphumla ezinjengokufunda, ukuhambahamba, okanye ukumamela umculo ozolileyo	
Ziphathe nge-massage okanye omnye umsebenzi womzimba wonyango	
Zibandakanye kwizinto ozithandayo okanye kwimisebenzi ekunedayo ukuba uphumle kwaye uhlaziye kwakhona	
Yenza indawo epholileyo kwaye imema ekhaya apho unokuphumla khona	

## ULUHLU LOKUTSHEKISHA: UKUVAVANYA IMIKHWA EMPILO KUNYE NEYEMPILLO

Kumkhwa ngamnye odweliswe ngezantsi, phawula ukuba awukho mpilweni okanye awukho mpilweni kuwe. Nyaniseka kuwe kwaye ucinge ngempembelelo yomkhwa ngamnye kwimpilo yakho yonke.

<b>Impilo yoMzimba:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
- Ukuzilolonga rhoqo		
-Ulala ngokwaneleyo (iiyure ezingama-7-9 ngobusuku)		
- Ukutya okunesondlo kunye okunesondlo		
- Ukusela amanzi aneleyo		
- Ukuphepha ukusela utywala ngokugqithisileyo		
- Ukuphepha ukutshaya okanye ukusebenzisa icuba		
- Ukuhlolwa rhoqo ngugqirha		
<b>Impilo yengqondo nengokweemvakalelo:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
-Ukuthatha inxaxheba kwimisebenzi yokunciphisa uxinzelelo (umzekelo, ukuba nengqiqo, ukucamngca, izinto ozithandayo)		
- Ukufuna inkxaso kubahlobo, usapho, okanye iingcali xa kufuneka		
- Ukumisela kunye nokubeka phambili iinjongo ezibambekayo		
- Ukugcina isimo sengqondo esihle		
- Ukuziqhelanisa nokuzikhathalela kunye novelwano		
- Ukulawula ixesha ngokufanelekileyo		
- Ukuziqhelanisa neendlela zokuphumla		
<b>Impilo yeNtlalo:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
- Ukugcina inkxaso kunye nobudlelwane obuhle		
- Ukubandakanyeka kwimisebenzi yentlalo kunye nokunxibelelana nabanye		
- Ukunxibelelana ngokufanelekileyo nangokuzithemba		
- Ukuhlonipha imida yobuqu kunye nemida yabanye		
- Ukulinganisa ixesha elichithwe wedwa kunye nexesha elichithwe nabanye		
- Ukuthatha inxaxheba kwimisebenzi yoluntu okanye yamavolontiya		
<b>Imveliso kunye noLawulo lweXesha:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
- Ukubeka phambili imisebenzi kunye nokubeka iinjongo ezicacileyo		

- Ukuphepha ukuzibekela amangomso izinto		
- Ukulawula kunye nokunciphisa iziphazamiso		
- Ukumisela imida yobomi bomsebenzi obunempilo		
- Thatha ikhefu kwaye uziqhelanise nokuzinyamekela ngexesha lomsebenzi / leeseshoni zokufunda		
- Ukufuna uncedo okanye ukwaba imisebenzi xa kuyimfuneko		
<b>Ixesha lesikrini kunye neMikhwa yeDijithali:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
-Ukunciphisa ixesha elininzi lesikrini		
-Ukuziqhelanisa nemida esempilweni ye-intanethi		
-Ukunqanda ukusebenzisa kakhulu imidiya yoluntu okanye ukuzithelekisa nabanye		
-Ukulinganisa ixesha lesikrini kunye nemisebenzi engaxhunyiwe kwi-intanethi kunye nokunxibelelana ubuso ngobuso		
- Ukusebenzisa itekhnoloji ngeenjongo zokuvelisa kunye nokukhula komntu		
<b>Ucoceko lobuqu:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
- Ukugcina ucoceko lomntu rhoqo (umzekelo, ukuhlamba, ukuxukuxa amazinyo)		
- Ukuhlamba izandla rhoqo		
- Ukunyamekela iinwele, iinzipho kunye nolusu		
- Ukunxiba iimpahla ezicocekileyo nezifanelekileyo		
<b>Imikhwa yemali:</b>	<b>Ndenza Oku</b>	<b>Andiyenzi Le nto</b>
- Uhlahlo lwabiwo-mali kunye nokulawula imali ngokufanelekileyo		
- Ukugcina imali rhoqo		
- Ukunqanda inkcitho egqithileyo nengxamisekileyo		
- Ukuhlawula amatyala ngexesha		
- Ukucwangcisa nokumisela iinjongo zemali		

Emva kokuvavanya umkhwa ngamnye, cinga ngoluhlu lwakho lokukhangela kwaye uchonge iindawo apho unokuphucula khona imikhwa yakho yempilo engcono kunye nokuphila kakuhle. Sebenzisa olu vavanyo lokuzihlola njengesiqalo sokwenza utshintsho oluhle kwindlela ophila ngayo kwaye wenze imikhwa enempilo exhasa impilo-ntle yakho.

## ISIFANEKISO SOLUHLU LOKUZI KHATHALELA

EMZIMBENI		M	T	W	T	F	S	S
1								
2								
3								
4								
NGENGQONDO		M	T	W	T	F	S	S
1								
2								
3								
4								
NGOKWEMVA		M	T	W	T	F	S	S
1								
2								
3								
4								
NGOKOMOYA		M	T	W	T	F	S	S
1								
2								
3								
4								

## Ukumisela iinjongo

Ukumisela iinjongo ezicacileyo nezifikelekayo yinkalo ebalulekileyo yokuqina. Inceda abantu ukuba bagcine ingqwalasela, inkuthazo, kunye novakalelo lwenjongo. Misela iinjongo zexesha elifutshane kunye nexesha elide ezichanekileyo, ezinokulinganiswa, ezifikelekayo, ezifanelekileyo, kunye nexesha elide (iinjongo ze-SMART). Ngokwahlulahlula iinjongo ezinkulu zibe yimisebenzi emincinci, elawulekayo, unokulandelela inkqubela yakho kwaye ugcine imvakalelo yokufezekiswa.

### ISAKHELO SOKUCHONGWA KWENJONGO

Yintoni endifuna ukuyizuza?	Ndiza kuyenza njani le nto?	Kufuneka kwenziwe nini oku?	Buya kuba yintoni ubungqina bokuba ndilufikelele olu sukelo?

### ISAKHELO SE SICWANGCISO SOMSEBENZI WENJONGO

Indawo	Ezilandelayo 30 iintsuku	Iintsuku ezingama-60 ezizayo	Iintsuku ezingama-90 ezizayo
<b>Impilo</b>			
<b>Ukufunda &amp; nokuKhula</b>			
<b>Ubungcali</b>			
<b>Ubudlelwane</b>			
<b>Ulawulo loxinzelelo</b>			



## ULuhlu lokuJonga uLwahlulo lokuZimela

Nalu uluhlu lokutshekisha lwemisebenzi yemihla ngemihla enokunceda umntu asebenzele ukomelela ngakumbi:

1. **Ziqhelanise nombulelo:** Qala okanye ugqibezele usuku lwakho ngokudwelisa izinto ezintathu onombulelo ngazo. Oku kunceda ukutshintsha ugxininiso lwakho kwiinkalo ezilungileyo zobomi bakho, ukukhuthaza ukomelela.
2. **Zibandakanye ekuzihlaziyani:** Thatha ithuba lokucinga ngeengcinga zakho, iimvakalelo kunye namava akho. Qwalasela oko kuhambe kakuhle noko unokukufunda kwiingxaki okanye kwiingxaki.
3. **Zibekele usukelo olusengqiqweni:** Misela iinjongo ezifikelelwayo zosuku ezihambelana nemiqweni yakho yexesha elide. Zahlule zibe yimisebenzi emincinci, elawulekayo ukwakha amandla kunye nokuzithemba.
4. **Hlakulela imfesane:** Ziphathe ngobubele nokuqonda, ngakumbi ngamaxesha anzima. Ziqhelise ukuba novelwano ngokuthetha nawe njengoko ubuya kwenza kumhlobo okuxhasayo.
5. **Ziqhelise ukuba nengqiqo:** Zibandakanye kwimithambo yengqondo, njengokuphefumla nzulu okanye ukucamngca, ukuze uhlale ukho kwaye uzinze. Oku kunceda ukunciphisa uxinzelelo kunye nokwandisa ukukwazi kwakho ukuziqhelanisa nokutshintsha kweemeko.
6. **Cela umngeni kwiingcinga ezimbi:** Ziqaphele iingcinga ezingalunganga kwaye uzicelele umngeni ngokusebenzayo ngeendlela ezinokwenyani nezilungileyo. Hlaziya ukuthetha kakubi ngawe ngokwakho ube neembono ezixhobisayo nezokwakhayo.
7. **Funa inkxaso yoluntu:** Qhagamshelana nabantu abaxhasayo abanokukunika ukhuthazo, iingcebiso, okanye banike nje indlebe enovelwano. Ukuzibandakanya kubudlelwane obunentsingiselo kunceda ukwakha ukomelela.
8. **Zibandakanye nomsebenzi womzimba:** Faka umthambo rhoqo kwindlela yakho yesiqhelo. Umsebenzi womzimba ukhupha i-endorphins, unciphisa uxinzelelo, kwaye wongeza impilo-ntle ngokubanzi, wongeza ukomelela kwakho.
9. **Funda into entsha:** Zibandakanye ekufundeni okuqhubekayo nasekukhuleni kwakho. Thatha ixesha lokufunda incwadi, ukumamela ipodcast, okanye ujonge umxholo onomdla. Ukwamkela ulwazi olutsha kukhuthaza ukuguquguquka kunye nokomelela.
10. **Bhiyozela uloyiso oluncinci:** Yazisa kwaye ubhiyozele nezona mpumelelo zincinci imini yonke. Oku kukhulisa isimo sengqondo esifanelekileyo kwaye komeleza amandla akho okoyisa imiceli mngeni.

11. **Gcina uphila ubomi obusempilweni:** Yibeke phambili imikhwa esempilweni enjengokutya okunesondlo, ukulala ngokwaneleyo, nokulawula uxinzelelo. Ukunyamekela impilo yakho yomzimba kunye nengqondo kuphucula ukomelela kwakho.
12. **Ziqhelanise nokusombulula iingxaki:** Jongana nemingeni njengamathuba okukhula. Yahlula-hlula iingxaki zibe ngamanyathelo alawulekayo, bonisana ngezisombululo ezinokubakho, kwaye uthathe inyathelo lokuzisombulula ngempumelelo.
13. **Yamkela ukuba bhetyebhetye:** Yamkela utshintsho kunye nokungaqiniseki njengenxalenye yendalo yobomi. Vula ukulungelelanisa izicwangciso zakho kunye neendlela xa kuyimfuneko, ukhuthaze ukomelela xa ujongene neemeko ezingalindelekanga.
14. **Bonisa umbulelo:** Ziphe ixesha lokuvakalisa uxabiso nombulelo kwabanye. Yomeleza ubudlelwane, yakha inkxaso yentlalontle, kwaye iphucula impilo-ntle jikelele.
15. **Zibandakanye kwizinto ozithandayo kunye nokuphumla:** Ziphe ixesha lezinto ezikuzisela uvuyo nokuphumla. Ukuzibandakanya kwizinto zokuzonwabisa kunceda ukunciphisa uxinzelelo kwaye kunika indawo yokuzibonakalisa kunye nokuvuselela.

Khumbula, ukwakha ukomelela yinqubo eqhubekayo. Sebenzisa olu luhlu lokutshekisha njengesikhokelo sokubandakanya le misebenzi kwindlela yakho yemihla ngemihla kwaye uyilungelelanise ukuze ilungele iimeko zakho ezizodwa. Ngokuhamba kwexesha, uya kuphuhlisa ukomelela okukhulu kunye nokukwazi ukuhamba nemiceli mngeni ngamandla kunye nokuziqhelanisa.

## Uluhlu lweeNombolo zoQhagamshelwano loMzantsi Afrika zoNcedo ngoStress kunye noXolo

Adcock Ingram Depression & Anxiety Helpline	0800 70 80 90
Iyunithi yokuPhendula yeNgqondo ye-Akeso ye-24 yeyure	0861 435 787
Umbutho wezeMpilo yeNgqondo eKapa	(021) 447 9040
I-Cipla Mental Health Helpline	0800 456 789
Umnxeba woNcedo lweMpilo yeNgqondo kaGqr Reddy	0800 21 22 23
Umnxeba woNcedo womnatha woNonekelelo lwabaSebenzi bezempilo	0800 21 21 21
LifeLine	0861 322 322
Umnxeba woNcedo lweNgxaki yokuZibulala eMzantsi Afrika	0800 12 13 14
Iqela laseMzantsi Afrika lokudakumba kunye nexhala	011 234 4837
Umnxeba woNcedo lweNgxaki yokuZibulala	0800 567 567



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IKapa, eMzantsi Afrika  
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