

# PQWA CARE PACK

A RESOURCE GUIDE

WITH LEGAL&TAX YOU'RE NOT ALONE



**POWA PROVIDES COUNSELLING SERVICES TO WOMEN WHO HAVE EXPERIENCED VIOLENCE.  
CONTACT +27 (11) 642 4345/6**

# WELCOME

We want you to know that you are safe. Let's work together to break the cycle of abuse in your life. But first, embrace these positive affirmations. Read them over and over and believe them. They are true.

*I made the right decision*

*I am a whole person*

*I have a right to be free from abuse*

*I am worthy, I am beautiful, I am brave*

*I am strong, I am fearless*

*I can survive anything. And I will thrive*

*Write down your own affirmations*

## A RESOURCE GUIDE USEFUL EMERGENCY NUMBERS

South African Police Service (SAPS) ..... **10111**

People Opposing Women Abuse (POWA) ..... **+27 (11) 642 4345**

South African Human Rights Commission ..... **+27 (11) 484 8300**

LIFELINE ..... **+27 (11) 728 1347 / 0861 322 322**

Commission for Gender Equality (CGE) ..... **+27 (11) 403 7182**

Independent Complaints Directorate (ICD) ..... **+27 (12) 320 0431**

Stop Women Abuse ..... **0800 150 150**

Childline ..... **+27 (11) 938 8745**

FAMSA National ..... **+27 (11) 833 2057**



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# A RESOURCE GUIDE

## UNDERSTAND YOUR RIGHTS

Our Mission at POWA is to help you understand your rights. The Bill of Rights, outlined in our Constitution, ensures that all the people of this country receive formal recognition as equal citizens. South Africa has made a great deal of progress towards achieving gender equality. Women are protected as citizens by the full weight of the law, through the constitutional rights to life, respect and privacy.



### Gendered crime

A gendered crime is a hate crime committed against a specific gender or sexual orientation. Gendered crimes can include assault, rape, genital mutilation, forced prostitution and forced pregnancy.

## THE LAW IS ON YOUR SIDE

Protection is available through reporting the crime and obtaining a protection order. This information is on page five. Finding help in dealing with the emotional trauma may be easier with the tips on page three. You are not alone.

South Africa has come a long way from the stereotypical idea that a woman's place is in the home. Barefoot in the kitchen, the homemaker. Women now "take up space" in boardrooms and places of power in all fields, including predominately male-dominated areas of work such as mining, construction and farming.



## WOMEN HAVE EQUAL RIGHTS UNDER SOUTH AFRICAN LAW

These rights protect women from discrimination on the grounds of gender, sex, pregnancy and marital status. The law and Constitution are designed to prevent gender-based discrimination and protect the dignity, freedom and security.

**AS A WOMAN, YOU HAVE THE RIGHT TO THRIVE ON THE HOME AND WORK FRONTS. YOU HAVE A VOICE TO SPEAK UP, FIGHT FOR YOUR RIGHTS AND PROTECT YOUR INTEGRITY.**

### Managing misperception

Some people think:

- It is a man's right to beat, rape and abuse his wife or partner.
- If a woman has been beaten, then she must have done something to deserve it.

**These views are wrong. No one can beat, assault, or control another person, even if they are married or in a relationship.**

*What legal advice would you like to get surrounding your basic human rights?*

# A RESOURCE GUIDE

## DEALING WITH TRAUMA

While trauma is a terrible thing for someone to go through, that doesn't mean that you have to live with it for the rest of your life. Recovering from abuse-related trauma can be incredibly challenging, but it is possible. **Here are five tips you can do to help you in the healing process.**



### 1. Recognize the effects of trauma

- Trouble sleeping
- Panic attacks and anxiety
- Substance abuse
- Eating disorders
- Flashbacks of sexual/physical violence
- Feelings of self-hate and low self-esteem
- Fearing people and relationships
- Suicidal thoughts



### 2. The importance of healing, your way

Healing is different for everyone. Emotional healing can teach us life lessons on coping and adjustment, but it is a process and takes time. It creates awareness of emotional reactions and helps express feelings in a healthy way. Our bodies can become lighter, our minds sharper, and our spirits lifted. When we heal, we can eventually help others heal as well. We can choose to speak from places of love and light, instead of the places of trauma and despair.



### 3. Being active

It is possible to heal the mind through your body. Exercise can help you to manage your trauma and release the grief, rage and hurt that can stem from the aftermath of abuse. The best part is that while you're exercising, you can listen to empowering music or positive affirmations. Just remember: Exercise is supposed to be beneficial, not self-destructive, so it can be as simple as walking.



### 4. Embrace creativity

Being creative is an opportunity to express yourself in a different, transformative way. This can help to release some of the trauma and the negative effects it has on you. By creating something of your own, you have the option of sharing it with the world or saving it as a reminder of what you have achieved. If this sounds like it could be helpful, you can try some of these examples: writing, drawing, painting, playing an instrument, writing music or arts and crafts.



### 5. Finally don't be afraid to seek help

Ask for help. It doesn't make you helpless or powerless. It shows how brave you are to seek help and be open to receiving it. You can also find a support group of fellow survivors who understand what you have been through. Although the road to recovery is rarely short or easy, it's always worth the effort. Plus, there's no time limit to learn and heal; just take one small step at a time.

Info gathered from: [www.nami.org](http://www.nami.org)



# A RESOURCE GUIDE

## HOW TO GET A PROTECTION ORDER

A Protection Order is a document that forbids the alleged abuser to act in certain ways that could harm you. An order can rule that:

- **the person is not allowed to physically or verbally abuse you or your children**
- **the abuser may not get anyone else to harm you on his/her behalf**
- **the person is not allowed near your home or workplace**
- **any guns or weapons that the person owns are taken away**

The first order you would be given is called an interim order. This means that the order is temporary. A date will be set for you and the accused person to appear in court. At this time, the Magistrate will decide whether to grant a final order.

## HERE ARE EIGHT STEPS TO GETTING HELP:

Remember that a Legal&Tax lawyer can provide advice at any stage of this process.

- 1** **Locate the Magistrate's Court** that is nearest to where you live or work.
- 2** Approach the court and ask to speak to a **Clerk of the Court**.
- 3** The Clerk of the Court will assist you to **complete the necessary forms** to apply for a Protection Order.
- 4** **You will also be asked to fill out an affidavit.** This is a document wherein you state the nature of the abuse, and you make a promise that what you have written is the truth.
- 5** The Clerk of the Court will then take you to a Magistrate. Based on the information you have provided the **Magistrate will decide whether to grant the order or not.**
- 6** Once you have been granted the **interim Protection Order**, you need to take it to the Office of the Sheriff or to the police station **closest to the abuser's home or work address.**
- 7** At the police station, **make a note of the full name and/or badge number** of the police officer to whom you hand the order.
- 8** The police department will have to hand in a 'return of service' to the Clerk of the Court. **This is proof that the alleged abuser was given the order.**



### TIP

You can apply for an interim Protection Order at any time of day.



## WHO CAN APPLY FOR A PROTECTION ORDER?

- Anyone who believes they are a victim of criminal, abusive behavior.
- A child under 18 can apply for the order, even without the consent of his/her parents.
- Another person can also apply on a child's behalf.
- If a person cannot apply for herself – another person can apply on their behalf.

## WHAT HAPPENS IF THE ABUSER DISOBEYS THE ORDER?

- If the abuser ignores the order, you may file a complaint at the police station.
- The court will have previously issued a Warrant of Arrest. This is done in case your abuser disobeys the law. This will allow them to arrest the abuser.
- Once arrested, the abuser can face criminal charges and be tried in a Criminal Court for breaching the Protection Order.

### WITHDRAWALS

You may, at any time, make an application to have the order set aside (removed). However, it is at the discretion (the choice) of the Magistrate as to whether to set aside the order. If they set it aside, this will mean that the Protection Order will be declared null and void – there will be no legal ruling against this person.

### HOW TO REPORT RAPE OR SEXUAL ASSAULT AT A POLICE STATION:

- Go to the police station nearest to where the rape took place. No survivor may be turned away simply because the rape took place a long time ago or was committed in the station area of another police station. It is advisable to report as soon as possible to give the police the best chance of gathering evidence.
- You can ask to be seen in a private room and to give your statement to a female police officer.
- A brief statement should be taken first and translated into your own language. If you are not in a state to have a full statement taken, the investigating officer will make an appointment with you for the following day or within 36 hours.
- You have a right to be treated with respect and to complain if this does not happen
- The police will take you to a medical facility for medical or forensic treatment. These medical units are called Thuthuzela Care Centres.

## WAYS FORWARD

### DEALING WITH DIVORCE:

#### HOW TO PART WAYS ACCORDING TO THE LAW

Divorce is a difficult reality. While the emotional pain is hard to bear, the below offers some expert legal advice on this process. The Divorce Act is the law that states what legal reasons a court will accept to grant a divorce. The law also explains what evidence a court will accept to prove that a marriage has broken down with no chance of repair.

## THE ACT STATES THAT THERE ARE TWO TYPES OF DIVORCES



#### Contested/Opposed Divorce

This is when one of the partners to the marriage does not agree to get divorced.



#### Unopposed Divorce

This is when both the partners have agreed to get divorced. Financially and emotionally this is a good thing.

## HOW WILL YOU SPLIT YOUR ASSETS & DEBTS?

Under which marital regime are you married? This is the legal choice you and your partner made at the time you got married about how you wanted to share or divide any valuable possessions, property or businesses, as well as debts. When you get divorced, your type of marital regime will determine how your assets and debts will then be divided.

### MARRIED IN COMMUNITY OF PROPERTY

This means that both parties will share all assets and debts, except for when one of you receives an inheritance. According to the law, you and your partner are considered as one joint unit called an estate. When it comes to divorce, this will mean that you will have to divide all your assets and debts exactly in half.

### MARRIED OUT OF COMMUNITY OF PROPERTY WITH ACCRUAL

This means that although you and your partner have not shared the assets or debts with which you came into the marriage – if you get divorced you will have to share any assets or debts that you accumulated (built up) during the marriage.

### MARRIED OUT OF COMMUNITY OF PROPERTY

This means that both partners signed a contract called an ante-nuptial contract, which is a written agreement that explains how you and your partner have decided you will divide any assets and debts. When it comes to divorce, this will mean that you don't have to share your assets and debts equally. Instead, you can simply leave the marriage with what you originally agreed you each separately own.

## WHAT IS THE LEGAL PROCESS OF GETTING DIVORCED?



#### Documents needed

##### Summons

You get this at the civil court

##### Plaintiff's particulars of claims

This is a document in which you explain what movable goods or money you want, if you are to divorce

##### Arrangements regarding dependent and minor children

This only applies when the children are under 18. This document must be signed by both parents in front of a Commissioner of Oaths

- Attach copies of children's recent school reports
- Deed of settlement signed by both parties and two witnesses
- Divorce statistics form. This is a form for court records

Where there are minor children involved, a set of three copies of all these documents (excluding statistics form) must be submitted to a family advocate. A family advocate is free of charge to the public as it is a service run by the government's justice department. The family advocate will stamp two copies and give you one copy to keep. After the divorce is finalised, a family advocate will provide you with an endorsed (official) copy of the documents.

### TIP

If you need assistance with your divorce, maintenance or any other family law related matters phone 0860 587 587 and say you're from POWA to get unlimited legal advice.



# WAYS FORWARD

## DEALING WITH ADDICTION OR SUBSTANCE ABUSE

The consumption of alcohol carries a risk of adverse health and social consequences related to its intoxicating, toxic and dependency-inducing properties. Dependency on alcohol and chemical substances has long-term side effects and often coincides with abusive situations.



### Physical changes

Appearance, weight fluctuation, health problems related to substance abuse, HIV/Aids risk etc.



### Behavioural changes

Secretive behaviour, aggression, borrowing money from colleagues, friends and family etc.



### Family problems

Domestic violence, conflict, divorce, affairs, financial difficulty etc.



### Personality changes

Inconsistency, mood swings, unreliability, untrustworthiness etc.



### Work/school performance

Inability to keep to deadlines, tardiness or absenteeism, excuses, disciplinary actions, conflict, fraud and theft.



### Social problems

Increase in crime, family violence, child neglect and abuse, unemployment, HIV/Aids and other diseases, etc.

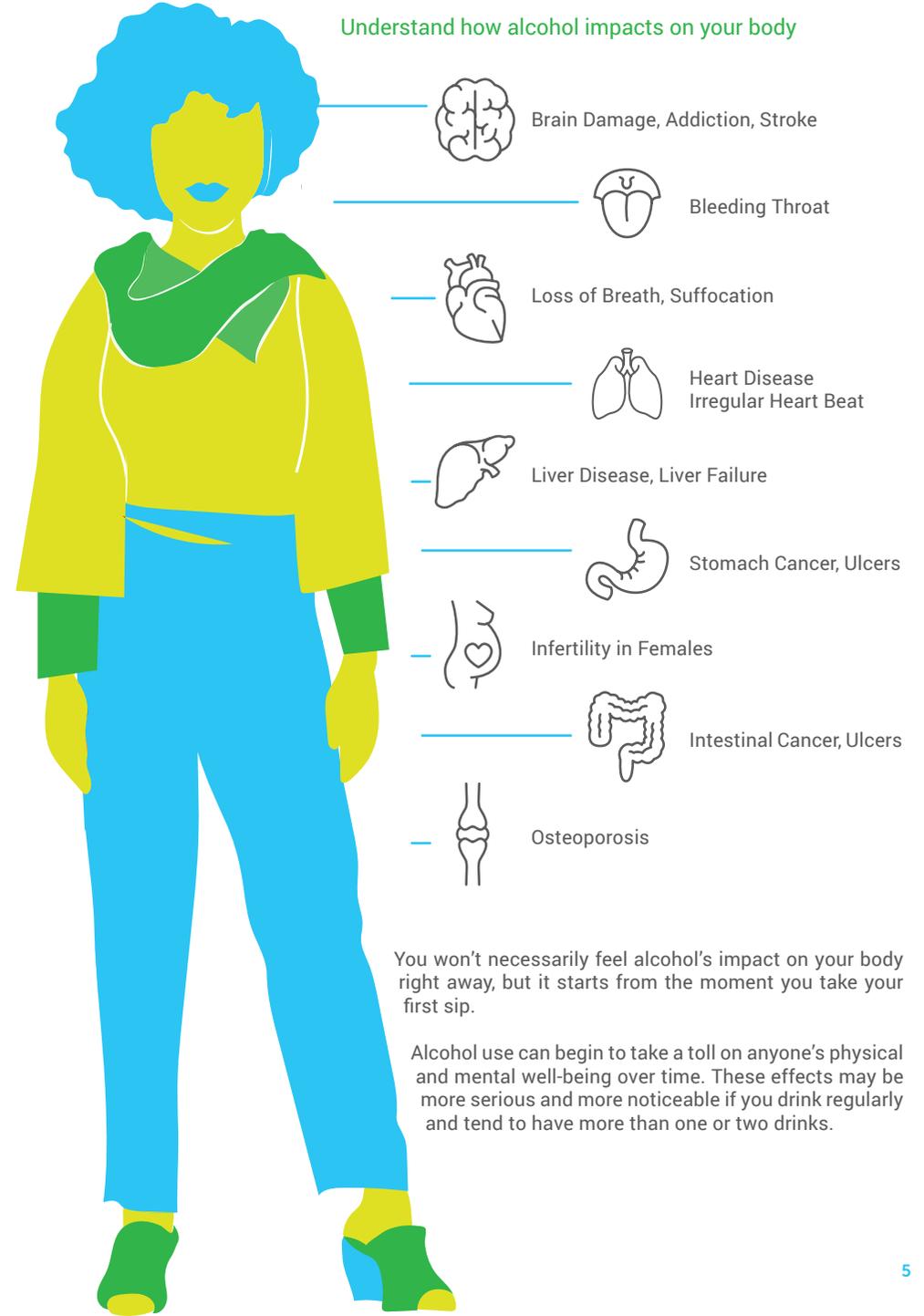


Each substance has its own chemical components that affect the central nervous system and have different effects on the body. Some substances stimulate the body and increase heart rate, blood pressure and energy. Such as tik and cat.

Others have a "downer" or sedative effect and slow all processes down in the body, for example alcohol, heroin, sleeping tablets and anti-anxiety medications.

# THE HARMFUL EFFECTS OF ALCOHOL ABUSE

Understand how alcohol impacts on your body



You won't necessarily feel alcohol's impact on your body right away, but it starts from the moment you take your first sip.

Alcohol use can begin to take a toll on anyone's physical and mental well-being over time. These effects may be more serious and more noticeable if you drink regularly and tend to have more than one or two drinks.

# WAYS FORWARD

## FOUR STAGES OF ALCOHOLISM

The signs and symptoms

### 1 DRINKING TO ESCAPE BINGE DRINKING

- Seizures
- Low body temperature
- Vomiting
- Suffocation
- Paleness
- Alcohol poisoning

### 2 DRINKING TO COPE PROBLEM DRINKING

- Drinking out of boredom
- Drinking when stressed
- Drinking alone
- Socializing in order to drink
- Engaging in risky behaviour when drunk
- Driving under the influence

### 3 DRINKING TO FEEL NORMAL DEPENDENCE

- Uncontrolled tremors
- Clammy skin
- Elevated heartbeat
- Loss of appetite
- Excessive headaches
- Dilated pupils

### 4 DRINKING TO SURVIVE ALCOHOLISM

- Depression & suicidal thoughts
- Loss of control
- Breakdown of relationships
- Respiratory infections
- Heart failure
- Pancreatitis

## 10 WARNING SIGNS OF ALCOHOLISM

1. Drinking alone and in secret
2. Loss of interest in other activities
3. Alcohol cravings
4. Making drinking a priority over responsibilities
5. Alcohol withdrawal symptoms
6. Extreme mood swings & irritability
7. Feelings of guilt associated with drinking
8. Having a drink first thing in the morning
9. Continuing to drink despite health, financial & family problems
10. Inability to stop/control the amount of alcohol consumed



## DO I HAVE A PROBLEM WITH DRINKING OR DRUGS?

Think about your answer to the following questions and tick where applicable.

*Do you choose to drink or take another substance because you are*

*Trying to escape?*  *Trying to feel normal?*

*Trying to cope?*  *Trying to survive?*

1. Have you ever drunk or become high to the point of passing out, or having tremors or seizures?
2. Do you find you are needing to have more and more of a substance to get the same effect as before?
3. Do you drink or take drugs when you are feeling stressed or alone, depressed or even suicidal?
4. Has your behaviour around alcohol or drugs affected your relationships with others like family or friends?
5. Have you ever done something risky and dangerous while drinking or taking drugs – such as driving under the influence?

If one of these is the reason that you drink or take another substance, like drugs – you need professional help. It is likely that you have become addicted to these substances. Addiction is when you have become dependent and believe you need the alcohol or drug to survive. You cannot stop, no matter how much harm it is causing you.

# GETTING YOUR LIFE BACK ON TRACK

## NOW LET'S DEAL WITH THAT DEBT

### LET'S TALK ABOUT BUDGETS

#### What is a budget?

A budget is a plan of how to spend your money. A budget is a plan that helps you understand three important money matters:



#### SPENDING

What are your essential living expenses?



#### DEBT

How can you best and most reliably pay off any debt you have?



#### SAVINGS

How can you start saving for financial goals both in the near and longer-term future?

## SIX KEY STEPS TO FOLLOW IN ORDER TO PUT TOGETHER YOUR BUDGET



#### Income

Identify the amount of money that is coming into your household. These include, income from work, grants or any other sources.



#### Fixed living expenses

Now make a list of essential living expenses that are a set amount and paid once a month. These are costs that are completely necessary in your life. This might include costs like rent, payments on cars or other goods, telephone bills, loan repayments and, of course, insurance!



#### General living expenses

In addition, you need to list all other necessary expenses that you have during the month, but the amounts of which might change at times. These include costs like food, toiletries, clothing, petrol or transport fares, household repairs and possible medical costs. It is very important for budgeting that you keep track of every time you spend your money. Either by writing it down or keeping all your till slips and then adding them up weekly.



#### Doing the maths

Add up all your various costs and subtract them from your income.



#### Doing the maths

- Do you have enough money left over to start saving?
- Are you overspending and putting yourself in debt?
- Are there parts of your expenses where you could cut down?

Particularly look if you can cut down on any expensive things, that you don't need. Unnecessary clothing and accessories can add up. It's not forever, it's while you're managing your debt.



#### Financial goals

Now, also begin to think about and list what financial goals you want to accomplish – both in the short term as well as further into the future.



#### Savings

Your overall money goal should always be to have enough money, not only to pay any expenses or money owed – but also to put towards savings. Ideally you should be saving between 10 to 15 percent of your income. However, if this is not yet a possibility, whatever you are able to begin to put away is a good start! A good rule is to pay yourself first by contributing towards savings.

## WORKING TOWARDS YOUR BUDGET GOALS

A goal budget is a great way to begin saving towards necessities such as retirement, university funds and your own home, as well as luxuries such as Christmas presents and even those shoes you've had your eye on. First, write down your goal and how much it costs.

*Write down some aspirations for yourself. What do you want to achieve with your budget?*

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# GETTING YOUR LIFE BACK ON TRACK TAKE THE QUICK BUDGETING QUIZ

## 1 WHY DO PEOPLE NEED A BUDGET?

- A. Because they don't earn enough money
- B. So they can keep track of how much they spend
- C. So they can shop more

## 2 WHAT IS NET INCOME?

- A. The same thing as gross income
- B. Money SARS takes
- C. Money earned after tax has been deducted

## 3 WHAT'S THE BEST WAY TO BEGIN A BUDGET?

- A. By guessing how much you spend monthly
- B. By gathering salary slips, bills, as well as food, petrol and other kinds of receipts
- C. By thinking about what you plan to spend on in the future

## 4 HOW CAN YOU START TO SAVE MORE MONEY?

- A. By taking a loan from the bank
- B. By cutting down on expensive things, like takeaways
- C. By borrowing money from a friend

## 5 AFTER MAKING A BUDGET, WHAT SHOULD YOUR NEXT STEP BE?

- A. There's nothing more you can do
- B. Carry on spending the same amount
- C. Make a goal budget

See back of booklet for answers

# USE THIS BUDGET TEMPLATE TO GET STARTED

## MONTHLY BUDGET

INCOME (+)		EXPENSE (-)	
Monthly Salary	R: _____	Rent/Bond Repayments	R: _____
Additional Income 1	R: _____	Loan/Accounts Repayments	R: _____
Additional Income 2	R: _____	Policy Payments	R: _____
Additional Income 3	R: _____	Cellphone/Data	R: _____
		Domestic Worker	R: _____
		Bank Charges	R: _____
		Credit Card Repayments	R: _____
		Transport/Petrol	R: _____
		School Fees	R: _____
		Water & Electricity	R: _____
		Medical Aid	R: _____
		Shopping/Groceries	R: _____
		Recreation/Entertainment	R: _____
		Charity	R: _____
		Sundry Expense 1:	R: _____
		Sundry Expense 2:	R: _____
		Sundry Expense 3:	R: _____
		Sundry Expense 4:	R: _____
<b>TOTAL</b>	R: <input type="text"/>	<b>TOTAL</b>	R: <input type="text"/>

SUMMARY	
TOTAL INCOME	R: <input type="text"/>
TOTAL EXPENSES	R: <input type="text"/>
DIFFERENCE	R: <input type="text"/>



### TIP

Scan the QR code to access our library of helpful templates including a full budgeting template.

# A USEFUL TIPS GUIDE

## SOCIAL MEDIA - DO'S & DONT'S

Violence and abuse are widespread online, particularly against women. Here are some tips on what you can do if you experience abuse or see someone else experiencing it.



### Identify abuse & report the abuser to the platform

Online violence and abuse have become far too common and women suffer most.

Online abuse takes many forms, including threats of violence, discrimination, harassment, doxing (revealing personal or identifying documents) and sharing sexual and private images without consent. It can also include content that is sexist, racist, homophobic or targets someone's identity.

But whether the abuse is directed at you or someone else, the first step you can take is to report abuse to the platform. Reporting abuse can also be helpful when an official police complaint is made.



### Disable your location

Disabling your location may be useful. It means that people will be less able to monitor or track your whereabouts and activities.



### Change and set strong passwords

This is online protection 101. Use a new, different, password for each social media site you use. Reusing the same password across lots of sites means that only one of those sites must get hacked to put your digital identity at risk.



### Make your accounts private

You have control over who sees your content. This is by far the biggest benefit to setting your account to private. Everything you post will be hidden from everyone who doesn't follow you. If someone wants to follow you, but they will not see anything until you approve them.



### Block them

Most social platforms will allow you to block offending accounts so that they can no longer interact with you or view your content when they are logged on.



### Be cautious of sharing too much

When utilising a social networking website, people have the option of sharing personal details with friends and followers. While sharing some information is okay, other facts can reveal too much about who a person is. Be careful what you post on social media, what goes online stays online.



### Don't share information about your abuser

Women often barely escape their abusers, but it is still possible for abusers to reach their victims through social media. Steps should be taken to prevent this from happening. From another perspective, it is important to remember that a victim should be cautious when posting any information about their abuser online, as this can lead to legal consequences, and action being taken by the abuser against his victim. We encourage you to keep your story to yourself until such time that you are able to protect yourself from a physical, emotional and legal perspective.



## UNDERSTAND SOCIAL MEDIA

Make sure you understand everything there is to know about social media. Do not be negligent when using social media platforms. Understand the consequences of every post or statement online.

More importantly understand that anyone can reach you through social media if you are not careful, not only abusers but potential employers as well. As you start entering back into your normal life routine, part of that routine might be to rejoin the work force. Potential employers might look you up online, so think carefully about what you post.



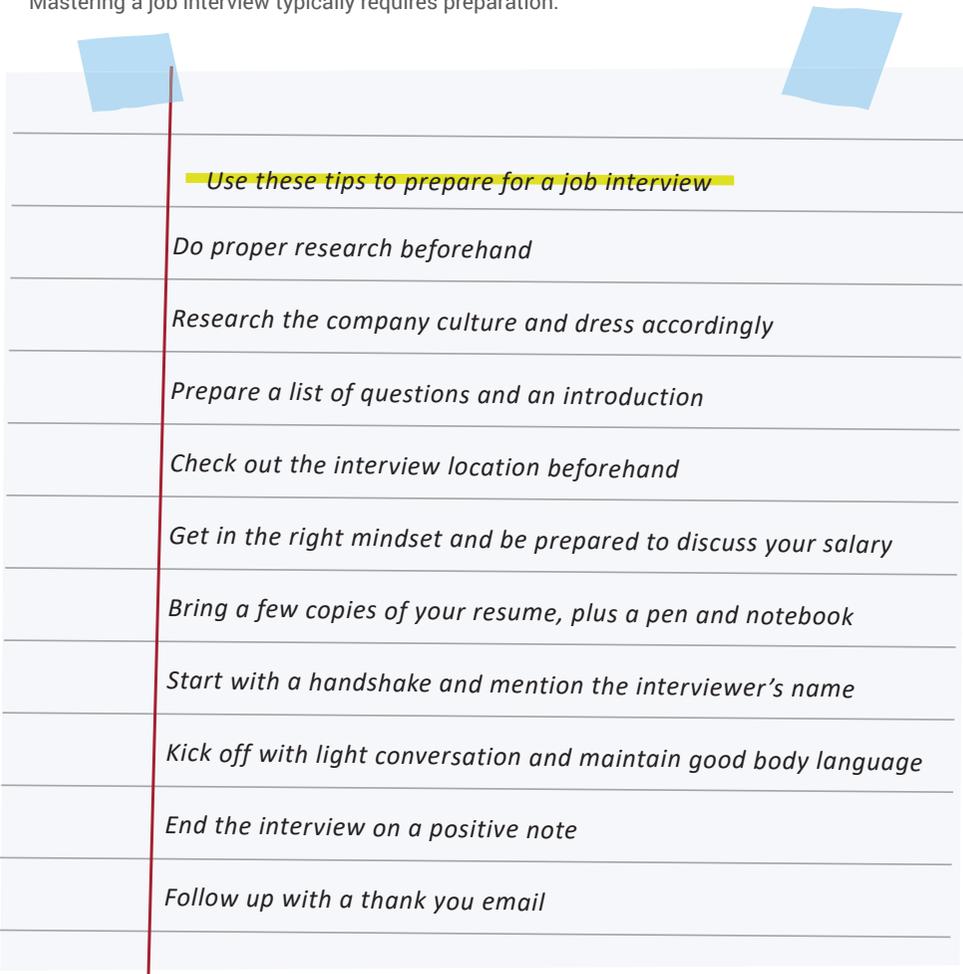
## A USEFUL TIPS GUIDE

# HOW TO MASTER AN INTERVIEW

As part of your healing process, you might want to re-enter the world of employment to regain your financial and emotional independence. Job interviews are the most important part of any job recruitment process, and we want you to be fully equipped and prepared. Regardless of your experience and qualifications, doing well in a job interview will significantly increase the odds of you being selected for the position. Knowing how to master an interview is a valuable skill, but it requires some preparation.

## HOW TO SUCCEED AT A JOB INTERVIEW

The structure of an interview varies from fixed to flexible, meaning that some interviews are conducted with a predetermined list of questions, while others consist of open conversations. Mastering a job interview typically requires preparation.



*Use these tips to prepare for a job interview*

*Do proper research beforehand*

*Research the company culture and dress accordingly*

*Prepare a list of questions and an introduction*

*Check out the interview location beforehand*

*Get in the right mindset and be prepared to discuss your salary*

*Bring a few copies of your resume, plus a pen and notebook*

*Start with a handshake and mention the interviewer's name*

*Kick off with light conversation and maintain good body language*

*End the interview on a positive note*

*Follow up with a thank you email*

## HOW TO MASTER THESE 6 COMMON INTERVIEW QUESTIONS

While no two job interviews are exactly the same, there are some questions that are very popular among employers when screening potential candidates. Be prepared.

### 1 WHERE DO YOU SEE YOURSELF IN FIVE YEARS TIME?

An interviewer will be impressed if you have considered your short-term and long-term goals. Talk about the kind of job you'd eventually like to do and the various steps you will take to get there. Show that you have the ambition and determination to make the most of every job you have held to get where you want to be and always relate this back to the position you're interviewing for. Avoid telling the interviewer that you want their job.

### 2 WHAT ARE YOUR STRENGTHS/WEAKNESSES?

Avoid 'bragging' when discussing your strengths or seeming excessively negative when talking about your perceived weaknesses. Be honest and always mention that you constantly work to improve your skills.

### 3 WHY SHOULD I HIRE YOU?

Focus on your assets - what makes you different and where do your major strengths lie. Outline what you can offer in terms of skills, experience, personality and enthusiasm.

### 4 TELL ME ABOUT YOURSELF/YOUR WORK EXPERIENCE

First impressions are key, so keep it brief – know your CV inside out and focus on delivering a one to two minute advertisement for yourself, highlighting the key achievements in your employment history. Begin your answer with an overview of your highest qualification then run through the jobs you've held so far in your career.

### 5 WHY DO YOU WANT THIS JOB?

The interviewer is listening for an answer that indicates you've given this some thought so do your homework properly on the job opportunity.

### 6 WHAT ARE YOUR SALARY EXPECTATIONS?

You shouldn't be afraid to talk about your salary options. However treat this with sensitivity and try to wait for your interviewer to prompt the conversation. It's important to understand the value of someone with your skills. Be flexible - indicate that you are willing to negotiate for the right opportunity and confirm that you value the position strongly.

# A USEFUL TIPS GUIDE

## ARE YOU SUFFERING FROM DEPRESSION, PANIC OR ANXIETY

Answer these questions to assess whether your stress or anxiety may require some professional help.

### Depression Questions

	Yes	No
1. Do you feel sad or empty most of the time?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you experiencing a loss of interest or pleasure in hobbies and/or activities that you used to take pleasure in?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you feel hopeless about life?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you often have feelings of guilt or helplessness?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have your sleep patterns changed?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have your eating patterns changed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you feel tired all the time and have significantly less energy than usual?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have thoughts of death or suicide and/or attempted suicide?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you feel more restless, irritable and/or angry than usual?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you find that you are having difficulty concentrating, remembering things or making decisions?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have physical symptoms that do not seem to be responding to treatment? E.g. headaches, stomach pain, back pain, chest pain even if you have had it checked by a Doctor	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to question 1 and/or 2 and then you also answered yes to at least a further three or four of the above questions AND the symptoms have persisted for two weeks or longer please consider contacting a doctor/psychologist/counsellor.

### Panic Questions

	Yes	No
1. Do you ever get repeated, unexpected "attacks" during which you suddenly are overcome with intense fear or discomfort and often for no apparent reason?	<input type="checkbox"/>	<input type="checkbox"/>

### 2. During the aforementioned "attack", did any of the following occur?

	Yes	No	Yes	No	
Pounding heart	<input type="checkbox"/>	<input type="checkbox"/>	Shaking or trembling	<input type="checkbox"/>	<input type="checkbox"/>
Chest pain	<input type="checkbox"/>	<input type="checkbox"/>	Light-headedness	<input type="checkbox"/>	<input type="checkbox"/>
Choking sensation	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Feelings of being detached from reality	<input type="checkbox"/>	<input type="checkbox"/>
Nausea	<input type="checkbox"/>	<input type="checkbox"/>	Feelings of being detached from yourself	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	Tingling sensations or numbness	<input type="checkbox"/>	<input type="checkbox"/>
Stomach cramps	<input type="checkbox"/>	<input type="checkbox"/>	Hot flashes or chills or both	<input type="checkbox"/>	<input type="checkbox"/>
Sweating	<input type="checkbox"/>	<input type="checkbox"/>			

### 3. Since the above attack have you had?

	Yes	No
1. Consistent worry about having another attack	<input type="checkbox"/>	<input type="checkbox"/>
2. Worry about having a heart attack or going "crazy"	<input type="checkbox"/>	<input type="checkbox"/>
3. Change your behavior to accommodate the attacks in any way	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to question 1 and then yes to eight or more in questions 2 and 3 combined, then you should speak to your doctor/psychologist/counsellor.

### Anxiety Questions

	Yes	No
1. Do you experience		
1. Excessive worry occurring more days than not	<input type="checkbox"/>	<input type="checkbox"/>
2. Unreasonable worry about a number of events or activities, such as school, work or health	<input type="checkbox"/>	<input type="checkbox"/>
3. The inability to control the worry	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Are you bothered by at least three of the following?

	Yes	No
1. Being restless or on edge	<input type="checkbox"/>	<input type="checkbox"/>
2. Being easily tired	<input type="checkbox"/>	<input type="checkbox"/>
3. Difficulty concentrating	<input type="checkbox"/>	<input type="checkbox"/>
4. Being irritable	<input type="checkbox"/>	<input type="checkbox"/>
5. Constant muscle tension	<input type="checkbox"/>	<input type="checkbox"/>
6. Difficulty with sleep in any way	<input type="checkbox"/>	<input type="checkbox"/>
7. Your anxiety is interfering with your daily life	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to five or more of the questions above please speak to your doctor/psychologist/counsellor. Please be advised that with anxiety you may also experience multiple physical symptoms as laid out in question 2 of the panic questions.

# A USEFUL TIPS GUIDE

## DEPRESSION AND ANXIETY: MINDFUL EXERCISE EASES SYMPTOMS

When you have depression or anxiety, exercise often seems like the last thing you want to do. But once you choose to get motivated, mindful exercise can make a big difference.

Exercise helps prevent and improve several health problems, including high blood pressure, diabetes and arthritis. Research on depression, anxiety and exercise shows that there are psychological and physical benefits of conscious exercise. Concentrating on what you're doing and taking time with it can also help improve mood and reduce anxiety. Many forms of physical activity can ease symptoms of depression or anxiety and make you feel better. Developing active routines can also help keep depression and anxiety from coming back once you're feeling better.

## HOW DOES EXERCISE HELP DEPRESSION AND ANXIETY?



**Regular exercise may help ease depression and anxiety by:**

- **Releasing feel-good endorphins**, natural cannabis-like brain chemicals (endogenous cannabinoids) and other natural brain chemicals that can enhance your sense of well-being.
- **Taking your mind off worries** and focusing on the task at hand so you can get away from the cycle of negative thoughts that feed depression and anxiety.



**Exercise has many psychological and emotional benefits too. It can help you:**

- **Gain confidence.** Meeting exercise goals or challenges, even small ones, can boost your self-confidence. Getting in shape can also make you feel better about your appearance.
- **Get more social interaction.** Exercise and physical activity may give you the chance to meet or socialise with others. Just exchanging a friendly smile or greeting as you walk around your neighborhood can help your mood.
- **Cope in a healthy way.** Doing whatever you can to manage depression or anxiety is a healthy coping strategy. Trying to ignore by drinking alcohol, dwelling on how you feel, or hoping depression or anxiety will go away on its own can lead to worsening symptoms.

## HOW MUCH IS ENOUGH?

Doing 30 minutes or more of exercise a day for three to five days a week may significantly improve depression or anxiety symptoms. But smaller amounts of physical activity — as little as 10 to 15 minutes at a time — may make a difference. It may take less time exercising to improve your mood when you do more-vigorous activities, such as running or bicycling.

The mental health benefits of exercise and physical activity may last only if you stick with it over the long term — another good reason to focus on finding activities that you enjoy.



**Running**

Running is a great way to clear your mind while reducing stress. These two attributes can help you reduce anxiety and depression. And it's a wonderful form of exercise.



**Meditation**

Meditation and reflection can help you to improve your mental and physical health. Meditation can be performed alone or in a group setting.



**Hiking**

The peace and quiet of the woods can create the perfect setting for you to unwind and enjoy nature while you exercise. Like other forms of exercise, hiking increases blood flow to your brain and muscles which can emit endorphins to help you feel good!



**Weightlifting**

Sometimes depression can be caused by unwanted weight gain through the natural aging process or by a traumatic event in your life. Lifting weights will give you a physical challenge while also helping you release anger or other aggression below the surface.



**Brisk walking**

Perhaps the simplest way to get some stress-busting exercise is to go for a brisk walk. A 10-minute walk can be enough to restore calm and may be just as helpful as a 45-minute or longer walk.



**Boxing**

If you have a boxing bag or a sparring partner, boxing can be a wonderful way to burn off stress, anger and other intense emotions while providing a fabulous heart-pumping workout.





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