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Monthly Magazine: Deneysville. Vaal Marina, Heilbron, Oranjeville & Villiers

Issue 8

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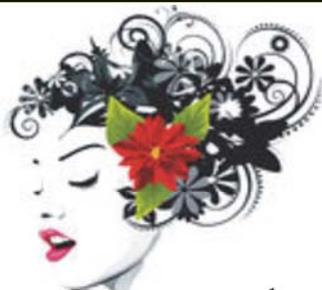
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Get the message..... Appropriate office communication goes a long way towards a thriving career. **Charms** looks at the right and wrong ways of getting your point across.

Whether you are a chatty, extrovert or prefer to keep to yourself, a demanding boss or a loyal employee, knowing what to say and when to say it at the office is crucial for success in business. But with modern technology such as SMSes and instant messaging now infiltrating the workplace, traditional boundaries have become blurred.

Whether your boss is down to earth and approachable or maintains a close-door policy that makes your hand sweat every time you need to knock, it helps to understand their communication style and follow suit, says life coach Shaney Merifield. “For example, some bosses want to know what your request is upfront and then hear the motivation for it. Generally speaking, most of us will come with the motivation first, as we think it will soften the impact of the request itself” says Shaney.

If your boss is personable, ask them directly how they prefer discussing various issues. If you think this is a too direct, spend some time observing them and pay attention to whether they call or email you when they use casual or more formal language to replay a message-then do the same.

BUNDLE OF NERVES:

Plan ahead if you're nervous about talking to your boss, “if you're worried that you may forget important points, write them down”, says Shaney. “This is perfectly acceptable and shows that you have put time and thought into preparing for your meeting.” Remember to listen too. Sometime when you are nervous you don't really hear what is being said or pick up on non-verbal clues.

Confirm meeting by email, but never use it to avoid communication in person.

DAIL IT UP:

Its equally as important to watch your etiquette on the phone as it is over email or in person. Always speak slowly, clearly and in a professional yet cheerful manner. Do not eat or drink while speaking –or while listening. If you're unfamiliar with a caller, address them by their title and not their first name. When you take a message, repeat the information back to the caller. This not only ensures you have the correct information, but puts the caller at ease that their message will be relayed efficiently.

Don't multitask. People can tell if you're not fully focused on a call.

OUTSIDE THE OFFICE:

When dealing with a client or supplier, remember that you are acting as a representative of your whole company., so always behave in a professional manner. When answering the phone or making a call, you don't know who's on the other end of the line. Always assume that the call is important and treat it as such: Introduce yourself, be welcoming and speak clearly and politely.



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Journey of the Soul

Spiritual issues are rooted in the soul, the very core of your life and your being. Spiritual health makes for happy, fulfilling life.

Your spiritual path and goals will be linked to, and reflect, your faith or spiritual philosophy. Each faith or philosophy has its own belief system and practices, which influence how you respond to people and life situations.

Spiritual Goals.

Spiritual goals should establish a divine connection for you and help you find your purpose in life.

Before setting spiritual goals, you need to contemplate the following

- What are my spiritual beliefs?
- What is the source of my faith?
- What are the things I should be doing, but am not?
- Are there any things I need to change, or stop doing?
- Am I prepared to be transformed by this journey?

Setting spiritual goals is not a casual dabble with some interesting ideals; it's decision with profound consequences. Your spiritual goals will impact all aspects of your life, so pursue goals that keep you connected to the source of your faith, so that your journey is real, meaningful and flows outward into all the critical areas of your life.

Be Realistic

Keep your goals realistic, specific and manageable. You might want to use a poster board, on which you can pin pictures, quotes, key words or scriptural passages anything that will keep you focused, motivated and moving forward. If you wish to keep a spiritual journal, do not treat it as a dairy for venting, but use it as a means to record and reflect on specific insight and important lessons you want to remember.

We hope that your spiritual pilgrimage and goal- setting will impact your life in a wonderful, positive and enriching way.

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BUSINESS MEETS PLEASURE.....

Whether or not to socialize with colleagues outside of the office is a question most of us face at some stage—usually on a Friday afternoon.

Charms weighs up the pros and cons.

Since most of us spend the largest chunk of our working hours at work, it's only natural that we would want to make those hours as pleasant as possible by getting on well with our colleagues. But is it wise to take those relationships outside of the office?

Lasting bonds—Perhaps the greatest benefit of socializing with colleagues is the potential to form enduring relationships—both personal and professional. Successful networking is greatly enhanced if you spend time getting to know your colleagues.

Joanne Wood, an employability specialist and career development coach, says networking can be a useful way to enhance knowledge sharing and develop mutually beneficial relationships, both now and later. According to Richard Bolles, says most jobs are found through networks and contacts. Showing that you're a team player who is interested in other people could go a long way towards clinching that future job or hooking a potential client.

“Socializing with your colleagues can assist in understanding what makes them tick”

It is all work and no play, rather no play because it is hard to keep it professional after socialized, especially if you are in a more senior position. It's best to keep your personal life personal, it's the only way that you can be 100% professional when you're at work.

Never mix business with pleasure, it is simply not a good idea.

Team motivation is a different thing, this is where colleagues get to work together in teams. Brainstorming is good in any company, as long as all maintain professionalism. It can be hard to separate the friendship you have outside of work with the business relationship you have at work.

But, if you get the balance right there is nothing wrong with socializing with colleagues at work. Keep your partner informed with things at work, always keep it professional and always set boundaries, make sure to communicate clearly because you don't want to lose your job over a sexual harassment case. Do not tell sexual jokes, or racial jokes. Keep every conversation professional and there is nothing to worry about.

Make sure you get it right, there is no turning back once you overstep the boundaries.

Decide for yourself whether or not to socialize with colleagues.

Het jy 'n testament?

Laat trek die dokument op om later “fights” in die familie te voorkom.

Testament, of in sommige gevalle die tekort aan een, het al tot baie stryery en “bad feelings” in families gelei.

Wanneer iemand sterf, vermag mense 'n stukkie van die boedel. Jou suster se man se niggie vermag ook 'n sitkamerbank of 'n kopstuk of 'n ding, en as jy sonder 'n testament, oftewel intestaat sterf, staan almal skielik bakhand om iets te aas.

Familiëtwiste:

Daar is die geval waar pa, nie 'n testament gehad het nie. Ma is al 'n paar jaar gelede oorlede en nou sit die kinder met hulle hande in hulle hare. Wie kry wat, pa het niks aan niemand benoem nie. Dit is waar die familiëtwis ontstaan. Jy het jou hele lewe gewei aan jou gesin, maak seker jou testament is in plek - want juis dit kan jou kinders na jou dood van mekaar vervreem.

Wat is kodsil?:

'n Kodsil is 'n bylae of aanhegsel tot 'n bestaande testament. Dit word opgestel om iets by 'n bestaande testament te voeg of te verander. Dit moet voldoen aan dieselfde vereistes “ 'n valid testament.” 'n Kodsil moet nie deur dieselfde getuie as die oorspronklike testament onderteken te word nie.

Moet ek my testament na my egskeiding verander?:

'n Nalatingskap aan jou eksman/vrou in jou testament wat voor jou egskeiding opgestel is, val nie na die egskeiding weg nie. Die wet op Testamente bepaal bepaal dat 'n nalatingskap aan die eggenoot van wie jy skei is gekanseleer sal word as jy binne drie maande na die egskeiding sterf. Dit gee jou drie maande na die egskeiding tyd om jou testament te verander. As jy nie jou testament binne drie maande na jou egskeiding verander nie, sal jou eksman/vrou by jou erf.

Hoe stel ek 'n Testament op?:

Gaan na jou persoonlike bank, hulle sal jou kan bystaan met raad en advies. Jou makeelaar wat jou lewens polis hanteer kan jou ook daarmee help. Jou prokureur is ook by magte om jou testament op te stel.

Dit sal wys wees om elke ses maande of een maal 'n jaar jou testament na te gaan, en indien daar aangepas moet word kan dit dan ook gedoen word.

Kry 'n Testament en hê gemoedsrus.....



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2014.....What will this year hand out to us? Nobody is sure. Lets pray that 2014 will be the best year ever for all of us.

Most people said that 2013 was a very bad year. Must be the number 13, not sure!!!!

The holiday is behind us, and now our focus is on 2014 and our goals.

Hope you have set some goals for the new year, would it be in your personal life or in business? I did and intend to keep it!!!!.

I would like you the reader to be part of the magazine, feel free to give us any ideas or what you as reader would like to read about.

I know that 2014 is going to be a great year... for the magazine.

The year has just started, now would be a good time to look over your "Motion and Vision statements" of your company. Just to refresh your memory for the new year .

I would like to wish you, your family and business the very best for 2014, may all your wishes come true, and may your business grow from strength to strength.

Have fun in reading your magazine, see you next month.

To book advertising space, call one of our representatives.

Mini—Top Vibe Magazine

Charmaine
xx

Comments:

Please write to us or contact us to share your opinion, ideas and comments.

Charmaine, P.O. Box 60130, Vaalpark 1948



- E-mail: charmaine@topvibe.co.za * facebook: Topvibe-magazine-Vaaltraingle
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Charmaine is the owner of Top Vibe Magazine and Mini-Top Vibe Magazine. I don't think she needs any introduction. She has an outgoing personality and just loves to be around people. She can sometimes be in her own little world. She also needs to have her private space sometimes.

Something's you might not know about her: She love a good movie, her favorite drink if she can choose would be sparkling wine. She loves ,Turkish delights and don't forget the pizza and red wine.

Call Charmaine on 072 7768 8582 to book your advertising space.



Tersia is from Vereeniging, she has a very bubbly personality and she is always friendly. Tersia is going to market the magazine the Vaal area. Something's you might not know about her is that she loves JC Le Roux le Domaine Champagne, and here favorite food is pizza-then I might add, she loves her coffee. Tersia became a grandmother in 2013. Do not delay call: Tersia for all your advertising needs on 084 050 4826.



Natasha is also from Vereeniging, she is a very outgoing person, and fun to be around. Something's you might not know about Natasha she is a Mother of two, a boy 11 years old and a little girl 1 year old. She loves to be in good company and enjoys good things in live. Her favorite food is pasta. Natasha is going to do the marketing of Mini Top Vibe part time.

Call Natasha to advertise your business on 084 248 3106



Hillary is the lady from Deneysville, she moved from Cape Town to the Vaal Triangle.

Hillary developed a real passion for the people of the Vaal Triangle and likes connecting people with one another. Hillary just loves to profile your or your company. Something you might not know about her, she loves animals. She cannot resist a piece of cake and coffee.

Call: Hillary for the Deneysville area on 082 347 9533