



DEPARTMENT OF
**STUDENT
COUNSELLING &
HEALTH**

Student Counselling and Health

Proudly presents

'THE HOW TO...' SERIES

The essential guide for High School students



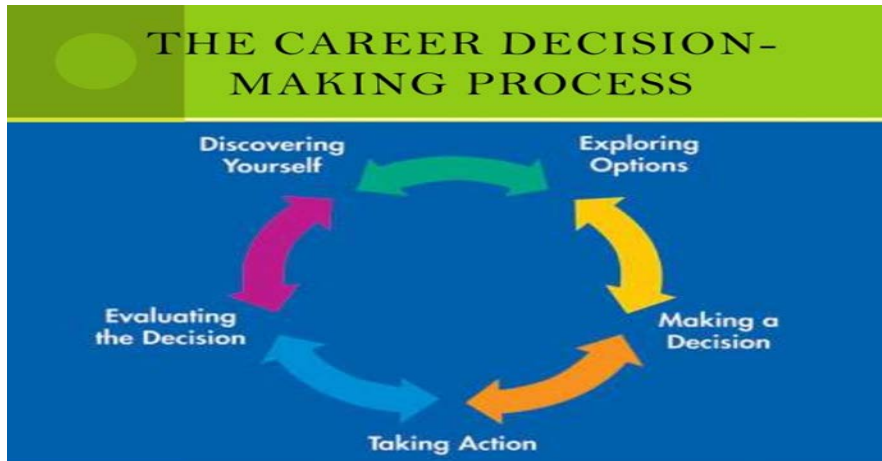
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1. Wondering how to choose a career?

Making a career decision, or any decision for that matter, can be very easy or very difficult depending on the amount of information you have about your choices. In choosing your career path it is important to think about many factors.

Use the steps below to guide you through your **Career Decision Making process**:



1. Discover/Know yourself



You want to choose an occupation that fits your unique qualities -- your strengths, abilities, personality, talents, needs, values, and interests -- and the life-style you want to live. This can be a difficult process.

Here are some strategies that you can use to explore yourself more:

- Explore your interests: what you enjoy doing? What kinds of people would I like to work with? What kind of job setting would I most enjoy?

- Explore your skills: What can I do best? What are my strengths and weaknesses? What are my strongest skills and abilities? What skills do I want to use in my job? What skills would I like to acquire?
- Explore your values: What kinds of things are important to me in a career? In what ways must I be challenged and rewarded on the job? What types of work environments would make me happy?
- Look carefully at your achievements in school to identify your abilities. If you are a student, for example, which subjects have you done well in, or not so well in?
- Examine how you use your leisure time -- your hobbies, community projects, activities with social, political, or religious organisations.
- Talk with a friend or family member who is a good listener.
- Talk with a professional counsellor; learn about career counselling.
- Write an autobiography and identify the themes that represent who you are.

2. Exploring your career options:



You can start by....

- Surfing the net: The internet is a relatively easy way to find out more about particular jobs. Whilst researching ask yourself the following questions: At this point in my life, what choices do I have? Do I have a strong interest in specific careers? What other types of careers should I be considering? What information do I

already have about my career preferences? Here are some local sites:

Big Break (www.bigbreak.co.za)

Careers SA (www.careers.co.za)

Job Navigator (www.jobs.co.za)

Career Junction (www.careerjunction.co.za)

- Read about careers in magazines, pamphlets, University prospective guides etc. Visit local libraries, Universities and career resource centres or check the local bookshops.
- Watch videos and television programmes about careers.
- Talk to people about the careers you are exploring.
- Visit places of work to experience first-hand what the career you are interested in involves.

3. Evaluate Options

PRO/CON	
DILEMMA:	
PROS:	CONS:
CONCLUSION:	
<input type="checkbox"/> PROBLEM SOLVED	

After completing your research, you are now ready to evaluate each of the options you have been exploring.

- Identify the pros and cons of each option.
- Identify the values and needs that are being satisfied by each option.
- Identify the risks involved with each option/alternative.
- Vision the probable future consequences of selecting each option.

4. Making a decision:

Based on the information you have gathered and analysed, you should now be able to choose one of the career options and start creating a **plan of action**.

This can include applying to Universities and getting a job in your chosen field.

If you still not sure visit our Career Resource Centre for information or Career Counsellor to help you refine your options. It is important to make sure you have done your research beforehand so you and the counsellor have something to work with.

5. How do I make my Grade 9 Subject choices?



Choosing your set of subjects in Grade 9 is probably one of the most important and exciting decisions you'll make to shape your future. It may seem like a very scary decision, but by asking the right questions, you will be able to make an informed choice!

Where do I start with my subject choices?

Whatever subjects you choose, it's important to get good results. Working hard and getting good marks may help you get into college or university. If there are many people applying for the same opportunity, all with the same qualification, the one with the highest marks will probably get it. It's important to prepare yourself in the best possible way.

Where am I now?

Ask yourself these questions:

- What am I passionate about? What do I like doing?
- What subjects do I enjoy at school?
- Which subjects am I good at? Are they also the subjects I enjoy?
- What are my marks in these subjects?
- Can I see myself studying further?
- What careers support my subject choice?
- If my marks are low can I improve them? Can I take extra lessons? Can I pay more attention in class? Study harder and longer? Can the teacher give me extra homework? Can a friend help?

Do some research?

Once you have realised what your strong subjects are, then it's time to find out what jobs will suit your interests.

- Speak to school guidance counsellor or a teacher you like, discuss your career ideas with them. Talk through your options with your parents. They all might be able to guide you with direction and subject choices.
- On your own, look at various University courses you might be interested in and subject's required.
- On your own, research various jobs and job opportunities on Career Websites. Try to contact people working in that field. Speaking to people already in the job will give you the opportunity to collect up-to-date information.

SERVICES AVAILABLE AT THE DURBAN UNIVERSITY OF TECHNOLOGY:

Career Resource Centre at the Durban University of Technology.

What is the Career Resource Centre?

The Career resource Centre is a unique facility that is dedicated to housing updated and current career-related information. Its primary role is to provide critical support to registered and prospective students in their pursuit of employment. As such, its services include:

- Career information
- Academic information and guidance
- National and international courses and qualifications
- Bursary and scholarship information
- Work Place skills information
- Company information
- Economic and job market information
- Computer access for CV writing and cover letters
- Job search – E-mail and internet access for job information and applications.

If you think you need assistance around career-related issues contact the

Career Resource Centre.

Career Resource Librarian: Mr. Mduduzi Mhlongo

Opening Hours:

Monday – Thursday: 08:00 – 16.30

Friday: 08:00-15.00

We are in the Lower Library Complex, Steve Biko Campus and can be called on 031-373 2571/2266 or visit: www.dut.ac.za

Career Counselling at Student Counselling:

What is Career Counselling?

Career Counselling is a process that will help you to know and understand yourself and the world of work in order to make career, educational, and life decisions. Career Counselling is done by our professional, trained psychologists and is a service for current and prospective students. As such, its services include:

- Career choice
- Career development
- Career indecision
- Job preparation
- Career Assessment

The Career Counselling service is free of charge, however, if you need or require a Career Assessment the cost of this assessment is R1300.

What is a Career Assessment?

A career assessment is a process of assessing your interests, skills, personality traits, and values. By conducting career assessments in these four areas, you are likely to discover which careers fit you best.

What does a Career Assessment involve?

The career evaluation process involves completing a battery of career assessments administered by a career counsellor. Career assessments are not tests. There are no right or wrong answers. Career assessments allow you to see how high you score in various careers based on your answers to questions pertaining to your interests, skills, personality traits, and values.

When should I go for Career Counselling?

- I have done my research and I am still not sure about my options.
- I have just matriculated from school and don't know what to do next.
- My parents are not able to guide me about various career options available.
- I am in Grade 9 and having difficulty choosing my subjects for Grade 10 onwards.

If you need to see a Career Counsellor, please contact the Student Counselling Centre to book an appointment with one of our trained psychologists:

Student Counselling Centre

Opening Hours:

Monday – Thursday: 08:00 – 16.30

Friday: 08:00-15.00

We are in the Lower Library Complex, Steve Biko Campus and can be called on 031-373 2266 or visit: www.dut.ac.za

2. STUDY SKILLS FOR LEARNERS



Can you learn how to study or is it a natural talent?

A: Yes & Yes

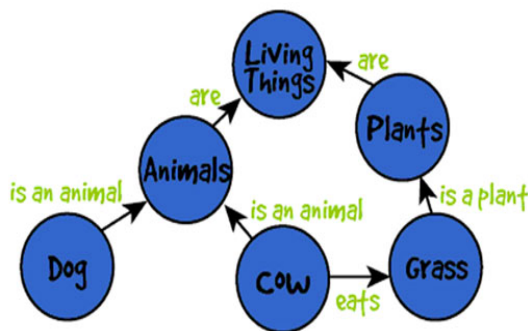
Effective studying is a HABIT that can be LEARNED, PRACTICED and MASTERED over a period of time. Some people study more effectively than others without being taught because of personal characteristics that they may possess, but don't fret if you are not one of those people this will help you get on your way.

Let's get started: What you need.

1. Going to class- going to classes is important in the study process, because it gives you an opportunity to be taught and get explanations from a person who is knowledgeable on that subject. Make sure you are seated in a comfortable position that will have the least possible distractions. If you have friends in your class try not to sit near them to avoid temptation to talk in class.
2. Ask questions- this is very important if you did not understand something. You can ask questions during the class or at the end of the lesson.
3. Take notes- during lessons take notes and if you are given ready notes read through them and make your own notes to ensure you understand.

Summarise- use summaries to familiarise yourself with the material. Use diagrams or acronyms to put things in a way that is easy to remember. An acronym is an abbreviation formed from the initial letters of other words. Example: Brazil, Russia, India, Canada, South Africa (BRICS).

(e.g of diagram)



The SQ4R study method:

Survey: Quickly look through the work to get the main ideas

Question: Turn titles, headings and subheadings into questions. If you have a study guide read the questions set up or chapter questions if they are available. Try to answer these questions. This helps to get you to start to think about the material.

Read¹: Answer questions as you read, reading carefully through the work, making a note of the main ideas. Slow down for more difficult passages and clarify words or phrases you may not understand. It is useful to keep a dictionary at hand.

Recite²: Read a section at a time and try to say out loud what you have read, make a note of things to remember.

Record³: Make and write out your notes. This is an important part of the studying process. When making notes remember to make them in a way that best suits your style of learning.

Review⁴: Go over your notes frequently; make sure you go over the information more than three times over a few days. Our brains are made to forget information that is not important and we must go over the information a few times so that we trick our brains into thinking it is important.

Where to study?



Is it a good idea to study while watching TV?

A: No. This is because when you are studying the environment is just as important as your technique. You need to study in a place that's free from distractions and preferably that is used only for studying.

Some handy tips:

1. Use a room with good lighting, that is free from distractions, such as noise, tv, etc.
2. Organise your study space before you start studying. Make sure the desk is clear, you have all the books you need and all the things you will need while studying (e.g. calculator, highlighters, etc).
3. Put away your cellphone and ensure your friends and family know you will contact them when you are available.
4. It is important to remember not to study in areas that are specifically for something else, for example in bed because your mind associates it with sleep and therefore you will fall to sleep easier.

More useful information:

- Motivation is important. Always try to remind yourself of your goals and why you need to study (put your favourite quotes on the wall, put up pictures that motivate you, etc.).
- Don't cram or cross-night. You will need to revise before a test or exam but learning new information in a limited amount of time is dangerous as you will only remember the information short term. You need a good night's rest before a test or exam for your brain to work at its possible best.
- It is important to learn the information over a number of days. This will trick your brain to thinking it is important and you will remember the information easier.
- Take a break in between studying. Try to study at intervals of 45-50 minutes, with breaks of 10-15 minutes. This is because concentration drops over time and in order to maintain high level of concentration taking breaks is important.
- Try to have fun with it. Find ways to make studying fun for you so that you look forward to it and remember the information better (make posters, do diagrams, reward yourself after studying a difficult section, etc.).
- Study group. Form or join a study group, it can be useful to discuss the information you are studying with classmates.

3.How to make a timetable...

Managing your time properly is important because if we don't allow for enough time for all of our responsibilities we may miss deadlines, double book ourselves or forget certain commitments.

Steps in time management:

It is important to firstly **determine how you are using your time**. This will help you make necessary changes in your schedule.

Exercise: Determine how you spend a typical 24-hour day:

Classes ____
 Studying ____
 Sleeping ____
 Exercise/sports ____
 Family commitments ____
 Personal care/grooming ____
 Meal preparation/eating/clean-up ____
 Transportation (school, work, etc.) ____
 Relaxing/TV/video games, etc. (alone) ____
 Socializing/entertainment (with friends) ____
 Other ____



Next, you make a **template of a time table**. This time table should start with a Monday and finish on a Sunday at the top of the page. On the left side of the page should be the time slots which start from the time you wake up and finish at the time you go to sleep. Here's a good example that you could adjust:

Timetable

Name: _____

Calendarpedia
Your source for calendars

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday

Once you have made a suitable template, you need to look at the **time section** – start by writing in the time you wake up and continue in hourly periods down the page until you reach your bed time. Please see illustration below:

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
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18:00							
18:30							
19:00							
19:30							

Now that the time allocations are there, you need to **add all of the activities on your list** into the time table – make sure you write these in the correct days and times. Please see illustration below:

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	WAKE UP IN THE MORNING!!						
6:30	GET READY FOR CLASS!!						
7:00							
7:30							
8:00						WAKE UP IN THE MORNING!!	
8:30							
9:00							
10:30							
11:00							
1:00	EAT LUNCH!!					EAT LUNCH!!	
1:30							
2:00							
2:30							
4:00							
4:30	LEAVE CLASS!!						
5:00	HOUSEHOLD CHORES!!						
7:00	DINNER!!					DINNER!!	
7:30							
8:00							
8:30							
9:00							
9:30							
10:00	BED TIME!!						

You should be able to get a good picture of your average week by looking at the time table at this stage. Next you need to examine the **extra time available** in the afternoons or weekends. This is time that could be dedicated to relaxing as well as studying for tests and working on assignments. Note these extra activities in your timetable and ensure you allow enough time for each. Double check to that these times are convenient and not conflicting with other responsibilities.

Tools for time management:

It is important for you to keep a **diary, calendar or list** of all the tests, assignments, exams or other major commitments you have in the next few days/weeks/months. This will remind you of these responsibilities and when you should start to prepare. It's always best to prepare ahead by allocating extra time, this way you can make sure you are able to reach your goals and get extra help if required.

Another great idea is to **set alarms or download free time management apps** on your cell phone that remind you about commitments.

Here are some examples of some useful Time Management Apps and Tools:



Rescue Time: monitors how you using your time and sends you updates.

Remember The Milk: helps manage time in all areas, used on computers and phones.

Toggl: helps track time spent on projects

MyLifeOrganized (MLO): helps manage tasks, to do lists and goals.

Google Calendar app.

More helpful time management tips:

A few people say that following a time table can become boring after a while. In order to avoid this:

- Make a **list of the goals** you want to achieve by the end of the week/ month/ term and this will remind you of the reason you are following a schedule to be more productive. Example of a weekly goal: practice ten maths calculations.
- Highlighting your activities in colours, drawing pictures around the border or printing on attractive paper could personalize your time table and make checking it regularly more fun!



- **Check your time table at least twice a day** – in the morning to plan for the day ahead and in the evening to check if you have anything to finish or to get a basic idea about tomorrow as well as during the day if you need a quick reminder. Therefore it's a good idea to have a copy in your diary or homework book that is always with you and also have a copy in a place you can check at home.

4. THE IMPORTANCE OF SELF- CARE



WHAT IS SELF-CARE?

These are our daily activities in looking after ourselves. One can look after themselves in a physical, mental, emotional and spiritual way. Good self care is a challenge for many people.

WHY IS SELF-CARE IMPORTANT?

Practicing self-care is important for everyone, but can be especially important when you have many responsibilities to balance. These responsibilities can include studying and spending time with family and friends. It is important to know how to prioritize your responsibilities and schedule time for yourself. This is an important aspect for stress management. If one neglects self-care, burnout can result. Burnout is exhaustion of physical or emotional strength or extremely decreased motivation levels, usually as a result of prolonged stress or frustration.

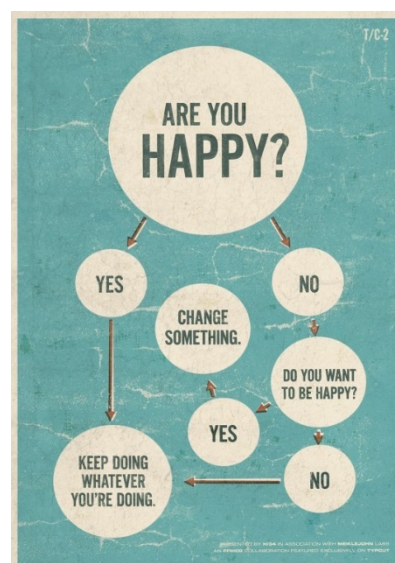


FIND BALANCE IN LIFE

SELF-CARE STRATEGIES

Physical:

- Eat regularly (breakfast, lunch, dinner).
- Eat healthily.
- Get regular exercise.
- Get regular medical care when needed.
- Dance, swim, walk, run, play sports, sing or do some other physical activities that are fun.
- Get enough sleep (7 hours – 8 hours).
- Respect your physical/personal boundaries. These boundaries pertain to your personal space, privacy, and body. Do you give a handshake or a hug – to whom and when?



Psychological:

- Make time for yourself and self-reflection.
- Write in a journal.
- Read literature unrelated to studies.
- Seek counselling.
- Decrease stress in your life where you can.
- Listen to music that you find soothing.

Emotional:

- Spend time with others whose company you like.
- Give yourself affirmations, praise yourself.
- Find ways to increase your self-esteem.
- Identify comforting activates, objects, places



Spiritual:

- Find a spiritual connection or community.
- Be open to inspiration.
- Cherish optimism and hope.
- Be open to not knowing all the answers.
- Identify what is meaningful to you and ensure its place in your life.

PRIORITIZING YOUR SELF-CARE STRATEGIES:

Prioritizing is the process of determining what is important.

Steps To Prioritizing Self Care:

- Make a list of things that fill you up. Maybe it's reading, or exercising, or sleeping, or blogging. Maybe it's something totally different. Whatever it is, you need to pinpoint it.
- Ask yourself what is important and what is not important.
- Ask yourself if you have scheduled in enough things that are important to you?
- Schedule the most important things to do first.
- Communicate to your, family, or friends that you need a break. And don't feel ashamed when you do. Ask them to help you make it a priority. They want what's best for you, but unless you tell them how you're really doing, they won't be able to know what you need.
- Follow through. Unless there's a life threatening emergency, do not postpone your "me time." You NEED it!

	Urgent	Not urgent
Important	Important & urgent <ul style="list-style-type: none">• Medical emergencies• Important meetings• Project deadlines etc...	Important & not urgent <ul style="list-style-type: none">• Relationships• Health & exercise• Personal growth etc...
Not Important	Not important & urgent <ul style="list-style-type: none">• Trivial interruptions• Random phone calls• Unimportant mails etc...	Not important & not urgent <ul style="list-style-type: none">• Wasting time• Various trivia• Gossip etc...

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This booklet is an initiative of The Department of Student Counselling and Health, at the Durban University of Technology.

*Developed by the Psychologist team at Student Counselling Centre,
2015*

Contact information:

Student Counselling & Career Centre

Opening Hours:

Monday – Thursday: 08:00 – 16.30

Friday: 08:00-15.00

We are in the Lower Library Complex, Steve Biko Campus and can be called on **031-373 2266** or visit: www.dut.ac.za



Evaluation Form

Name of School: _____

Grade: _____ Date: _____

What was your overall rating of today's event? Circle the appropriate number.

1= Strongly Agree, 2= Agree, 3= Don't know, 4= Disagree, 5= Strongly Disagree.

1) The event is what I expected

1 2 3 4 5

2) I found the information/material given useful

1 2 3 4 5

3) What I learnt will be useful to me in choosing a career

1 2 3 4 5

4) Which aspects of the event did you find most interesting or useful?

5) What would I like to see next year at this event?

THANK YOU!