

# CAREER & FINANCE NEWS

Start the year afresh with inspiring new affirmations

## How to: ASK FOR A RAISE

Human behaviour specialist Dr John Demartini spells out a smart way to ask for a raise at work.

**Step 1:** Compose a list of clear, profitable contributions or accomplishments you've made for your company during the past year. Be factual and succinct.

**Step 2:** Make a list of tasks and responsibilities you've had since your last salary negotiation.

**Step 3:** Define clearly what salary you hope to achieve. Don't shy away from being direct.

**Step 4:** Identify any intimidating traits your boss might display so you can approach the negotiation like an equal.

**Step 5:** Dress for the position. Make-up and styling should match the standard you want to present to your boss.



### Ace your interview

Maureen Houssein-Mustafa, founder of the Australasian College Broadway, on making a lasting impression.

**SKIP PERFUME:** "It's easy to over-spray when you're nervous." Instead, opt for a scented hand lotion and nail the firm handshake.

**OPT FOR HEMLINES NO SHORTER THAN A HANDSPAN ABOVE THE KNEE.** "Short skirts can be distracting and portray the wrong message," she advises. "The same goes for low tops." If in doubt, get changed.

**KEEP BAGS AND PAPERWORK MINIMAL.** Don't bring your laptop if it's unnecessary. "Simply bring a resum  and key documents that highlight your best work."



Two billion:  
the number  
of hours  
Australians  
work in  
unpaid  
overtime  
each year\*

## EYE SPY

Make sure you *take regular breaks* from looking at your computer screen, says Jason Smith, author of *Get Yourself Back in Motion*. To *avoid eyestrain* he recommends the 20/20/20 technique: "Every 20 minutes of screen time, take a 20 second break and look to a distance at least 20 metres away."

## Budget blitz

**What:** Cha-Ching is a new website aimed at helping women manage their personal finances for free. You can view all your accounts in one place, create a spending plan, set goals and bill reminders and even calculate your net worth.

**Why we love it:** It's easy to use and sends you an alert when you've reached or exceeded your budget goals. It's also a good hub for financial tips and has bank-grade security.

**More:** cha-ching.com.au.

## Luxe to less... IPAD CASES



\$340

KATE SPADE

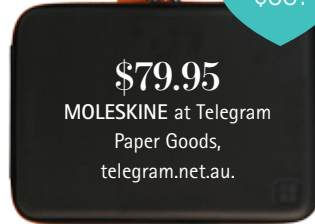
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