JANUARY 13, 2022

VOL. 2, NO. 1

THE KEY UPDATES

Updates for the participants of StenoKey Learning Center

WELCOME TO 2022

BY KATIANA WALTON

Every new year is a gift filled with fresh opportunities to perform and grow. Let us aim for higher goals in 2022 and work diligently to achieve them. I expect a great deal from all of you because you are so very capable of producing great results!

I am pleased to announce that several major additions to the program have been made to enhance your learning experience at StenoKey. These implementations are designed to maximize your practice sessions while making them more enjoyable. Many events have been added to keep your love for steno growing. I hope to see you there.

Many of you have the ability to earn your certification and begin working as a professional stenographer. The work starts today. Stay committed. Stay focused and you will achieve this goal.

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POST OF THE MONTH

BY SIMRAN KAUR

I just got this month's edition of the JCR. On pages 46-47, you can see the notes from this year's speed contest winners. I particularly like the second place's notes because she uses Magnum phrasing. However, I also see a lot of phrases and one-strokers that this writer missed (*as a*, *as the*, *they have been*).

I think it's so wonderful how StenoKey teaches you to write short and analyze your notes to make sure you are writing short all the time. I also noticed how this writer wrote "lovely" and "inspire" in two strokes, which would have both been one strokers for me just by following the rules of theory.

I want to encourage everybody here to look at your notes, particularly the write-it-out words, and look for the shortest way to write these words. Think about why the shortest way to write these words. Think about why the shortest way of writing that word makes sense, look for the patterns. I think steno is just a series of patterns that make more sense as you keep on discovering them. Eventually, once you learn these patterns, unfamiliar words become puzzle pieces to fit together.

For anybody curious, I counted 14 places where this writer could have saved a stroke and that's only in the first seven sentences written. This is so inspiring to know that if we master our theory the way Katiana teaches us, we'll be wonderful short writers.

Participant-Led Steno Check-Ins

Monday - Friday

10:00 a.m.
12:00 p.m.
2:00 p.m.
4:00 p.m.

Taylor Jan 10-14	Seidi Jan 24-28
Belen Jan 18-21	Simran Jan 31-Feb 4

This month is the debut of our participant-led steno check-ins. These check-ins are a safe space to seek support, share goals and techniques. All check-ins are for 10 minutes on Zoom. Each participant leading the check-ins will be provided instructional material on coaching and hosting the meetings. This is a great opportunity to exercise leadership skills.

CONQUERING THE TO-DO LIST

BY SHINEI THOMAS

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How many to-do lists do you currently have around your office or home? To-do lists are a powerful tool and are essential to staying productive, but what do you do when you can't finish everything on your list?

Common to-do list problems:

- Too many to-dos
- Too much time is allowed to complete the task
- The future is full of unknowns

How to conquer your to-do list:

- Make a list of to-dos that you would like to complete by the end of the day
- Highlight the tasks the MUST get done by the end of the day
- Start your day by working towards accomplishing your most important tasks
- Use the time you spend waiting to work on accomplishing your list (i.e. waiting rooms, on hold, down time)

JANUARY 26TH AT 7:30 PM

SHINEI THOMAS

Please join Shinei Thomas from DDA Coaching on Wednesday, January 26th for a webinar on time management and accomplishing your New Year's goals. Don't let your New Year's resolutions and goals suffer from poor time management skills or a lack of clarity. To achieve your dreams and live the life you deserve to live, you will need to create actionable and attainable goals for yourself. Don't get stuck at the starting line!

Join Shinei for a review on effective goal setting and how to properly manage your schedule and cut out wasted time. When preparing for this webinar please feel free to bring a list of your long-term goals and/or dreams and be ready to start the new year off with a new and refreshed plan!

PROFESSIONALISM WHEN SENDING E-MAILS

BY GRACE EDWARDS

Here are some guidelines to remember when sending e-mails:

1. Be concise, but specific.
Write specific subject lines for each e-mail you send. One look at the subject should immediately reveal what the e-mail is about. Do not leave out important details. For instance, when you send drills and logs, include the chapter in the message.

2. Remember the rules when sending attachments.
Finger drills and logs, for example, must be sent in PDF format.

3. If it is a new subject, it deserves a new message.
It may feel convenient to say everything in one go. However, only things that are related should be sent together. Avoid sending finger drills for multiple chapters in one thread. When general e-mails are sent to multiple students, it may be best to respond in a new e-mail message. This is of course if not otherwise requested. You would therefore not send your drills and log as a reply to a general reminder that everyone should submit theirs.

4. Wait until you have everything before pressing send.
There are times you may be eager to send off your progress so far, but it may be best to save it as a draft until ready. Gather all attachments first. For example, avoid sending part 1 of a chapter's finger drills in one e-mail and part 2 of the same in another.

5. As much as possible, stick to one e-mail address.
Try to stick to sending e-mails from the same e-mail address you registered with. If you decide to change your e-mail address, please update us.

To your success!

SELF CHECK-INS

BY EMILY BASFORD

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Welcome to the start of a new year. The excitement to build goals and dream about the future is contagious. While wrapped up in that exciting energy, I invite you to take a moment to pause and check-in with yourself. "How do I feel?" "How can I nourish myself today?"

Nourishment can be in a variety of forms depending on what you need at the moment-- food, hydration, rest, movement, nature, community, solitude, etc.

My approach has always been gentle and non-committal (because, frankly, I tend to forget my new year's resolutions by day 4). This softer approach turns my intentions into a lifestyle practice, removes the shame when I fall back into old habits, and acts as gentle encouragement to get back on track.

So coming back to these check-in questions, ask yourself the following: "How do I feel?" "How can I nourish myself today?"

See how your present self-awareness can shape your actions today or even your intentions for the upcoming year. My hope is that this becomes a daily practice. If this isn't part of your daily ritual, come back to this question when things feel out of balance. Taking action on your intuitive responses will act as a powerful medicine.

MEET EMILY

EMILY BASFORD

SOLFRESHLIFE

We are excited to announce that StenoKey has partnered with SolFreshLife, a distinguished wellness consulting service. We have teamed up with the founder, Emily Basford, who is a health and wellness coach specializing in yoga, mediation and sound healing. Emily facilitates wellness training on the topics of stress management, mindfulness, and movement. Emily will be offering a variety of workshops to all StenoKey participants.

STENO STRETCH SESSIONS

January 10th at 12:00 p.m.
January 20th at 12:00 p.m.

STENOKEY PARTICIPANTS WILL HAVE ACCESS TO WORK WITH EMILY FOR ONE-ON-ONE SESSIONS.

NEW! 2022 EVENTS & ACTIVITIES

1. PHOTO CONTEST

FREQUENCY: BIMONTHLY
STARTS: 2/3/2022

Every other month you will have a chance to win a prize if you participate in the StenoKey Photo Contest! The theme will be announced with social media hashtags and the deadline for submissions!

2. STUDENT-LED VIDEO LESSONS

FREQUENCY: MONTHLY
STARTS: 1/5/2022

Use this time to share your talents or share your knowledge! Participants will record and upload their own instructional videos to share something that will help all of us in our Facebook group. Topics include: Theory and grammar lessons, time management techniques, practice routines, study habits, and hacks. These tutorials will create a library of enriching videos for all participants to add to and access at any time!

3. CAREER PREP

FREQUENCY: MONTHLY
STARTS: 1/19/2022

We will have professional stenographers, managers and agency owners speak with you all about what's really happening in the professional steno world.

4. BOOK CLUB

FREQUENCY: MONTHLY
STARTS: 2/3/2022

Join us every other month as we learn through reading and analyzing some awesome books.

5. DAILY SHARE

FREQUENCY: DAILY
STARTS: 1/10/2022

Everyone will be assigned a day to share something with the Facebook group.

6. GUIDED WELLNESS SESSIONS

FREQUENCY: TWICE A MONTH
STARTS: 1/10/2022

Emily Basford, StenoKey's wellness coach, will host a couple of guided wellness sessions during scheduled steno check-ins. This is a great way to relax, rejuvenate and reinvigorate? There will be stretching, yoga, breathing exercises, guided imagery, and meditation, just to name a few.

7. VIRTUAL TRIVIA CONTESTS AND LIVE GAME SHOWS

FREQUENCY: QUARTERLY
STARTS: 3/11/2022

Test your knowledge about all things steno –– everything from terminology, procedures, grammar, and pop-culture references.

8. SUPERLATIVE AWARDS

FREQUENCY: ANUALLY
STARTS: 12/12/2022

At the end of the year, we will all vote for superlative awards (e.g., Most Caring, Future CEO, Most Likely to Win a Speed Contest, Most Energetic).

9. VIRTUAL LEADERSHIP TRAINING

FREQUENCY: ANUALLY
STARTS: 5/6/2022

Learn to be an effective leader so you can get the best out of others and from yourself.

10. SNACKS & FACTS

FREQUENCY: MONTHLY
STARTS: 1/19/2022

BYOS session (Bring Your Own Snacks), and we will bring the facts. This is another learning opportunity in a relaxed, virtual environment. Interaction among all attendees is highly encouraged. Topics will vary each month.

CALENDAR OF EVENTS

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5 Orientation 6pm	6	7	8
9 Roundtable with Taylor 4pm	10 Stretch with Emily 12pm	11 Office Hours 10am	12 KHAT with Kat 7:30pm	13	14 Office Hours 4pm	15
16	17 No Class	18 Office Hours 10am	19 Snacks and Facts 7:30pm	20 Stretch with Emily 12pm	21 Office Hours 4pm	22
23	24	25 Office Hours 10am	26 DDA Coaching Webinar 7:30pm	27	28 Finger Drill Festival 12pm	29
30	31					