FEBRUARY 1, 2022

VOL. 2, NO. 2

THE KEY UPDATES

Updates for the participants of StenoKey Learning Center

WE CAN ALWAYS PREVAIL

BY KATIANA WALTON

If January is any indication of what 2022 will bring, all signs point to an interesting and productive year at StenoKey.

The month of January was jam-packed with lots of informative and exciting activities that helped us to grow and bond as a community. We have even more amazing activities planned for this month of February.

This month we celebrate Black History! Let us embrace the month while we reflect on the many accomplishments of black people. Despite the many challenges and limitations they faced, they were able to overcome and accomplish many great feats. Let this serve as a reminder that we ALL, regardless of race, ethnicity or background, can overcome any challenge. This applies not only to stenography but in other areas of life.

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PARTICIPANT OF THE MONTH

Maritza is a first-time steno student! Her first time touching machine was once she became a StenoKey participant. Maritza is thriving in her steno life! She will share all of the tips she implemented in order to make what could have been a rough journey, smooth sailing. Maritza is an extremely positive person and she is organized. A major key to her success is her self-awareness. Maritza uses what she already knows about herself to improve any situation and overcome any obstacle she faces, in steno and in life.

MARITZA JOHNSON
FEBRUARY 2022

POST OF THE MONTH

BY KRISTA FISH

Let's talk about finger drills for a second.

I'm one of those who would always procrastinate doing my finger drills. And when I did do them it was basically half-heartedly.

Six days ago, Katiana helped me out and broke some down for me to three letters (Chapter 20).

And I've been doing them for the last six days, like a lot. I've even been putting off the dictation files so I could do more finger drills.

I have never been able to do 12 combos consecutively. I'm now doing them at 150BPM! And guess what! Yesterday I got a 99% on one of the dictation files.

Literally I can't remember the last time I got a score of 99%.

My scores are already so much better. So if you are someone like me:

- Give it another chance, break them down and/or
- Make them smaller
- Use a metronome.

If I can do it, anyone can.
Do your finger drills!

> If I can do it, anyone can. Do your finger drills!

Participant-Led Steno Check-Ins

Monday - Friday

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

Taylor Feb 1-4	Maritza Feb 14-18
Krista Feb 7-11	Simran Feb 22-25

Last month we launched the participant-led steno check-ins, which proved to be a huge success. Many of you were able to attend these check-ins and have even posted about how these discussions benefitted you. This has led to the creation and strengthening of our awesome communi-"key," and more practice hours and passes!. Please continue to attend more of these check-ins as we will be having several new hosts and activities during them this month!

HOW TO ADVOCATE FOR YOURSELF

BY SHINEI THOMAS

CONTACT SHINEI

Instagram @dda.coaching

facebook @dda.coaching

www.ddacoaching.com

Shinei@ddacoaching.com

Advocating for yourself is one of my favorite topics to discuss in my one-on-one coaching sessions. Self-advocacy is the ability to speak up for yourself and communicate what you want and why.

Doing so has positive benefits on your overall motivation, self-confidence, and ability to learn new skills. People who self-advocate are more likely to achieve and understand their goals, outline next steps, and feel comfortable communicating what they want.

Doing so can help you in the following areas:

- Promote self-confidence and showcase your value
- Identify what you want out of your career
- Form a plan for your career development
- Improve communication skills and the ability to express yourself
- Encourage you to assert yourself in a professional and respectful manner

Self-advocacy is a learned behavior, and it will take practice feeling comfortable speaking up for yourself in an empowered way. Take the first step by identifying what you want to achieve by the end of the year.

Once you have a clear understanding of what you want and your path forward, it becomes easier to form relationships and network with peers who are ready to help you take the next step.

SHINEI THOMAS

At last month's workshop, our performance coach Shinei gave some wonderful tips on how to manage our time in an effort to achieve our goals. It was well received and as such, she will be hosting two steno check-ins this month! The session on February 10th will be a continuation of what she shared last month regarding a personal time audit. February 24th Shinei's check-in is about prioritizing your goals.

Shinei is also presenting a one-hour webinar February 16th at 5:00 p.m. Eastern.

SESSIONS WITH SHINEI

February 10th at 12:00 p.m.
February 16th at 7:30 p.m.
February 20th at 12:00 p.m.

STENOKEY BOOK CLUB

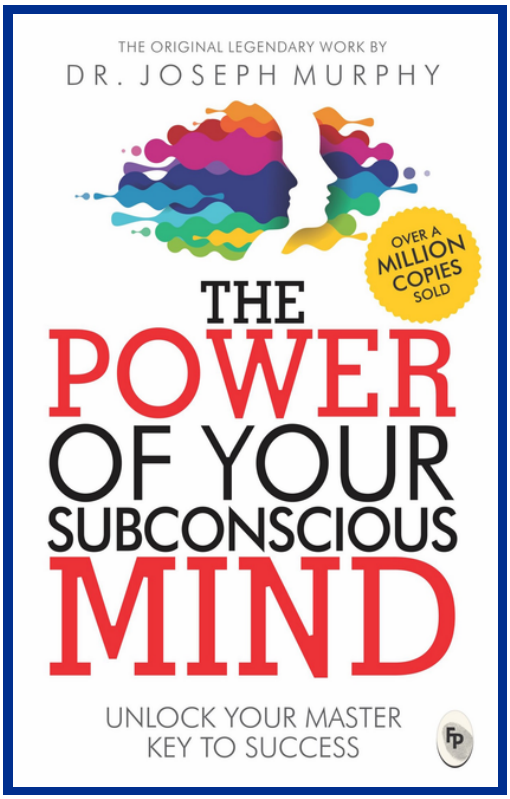
BY KATIANA WALTON

The first ever StenoKey book club has made its debut! We will be reading "The Power of Your Subconscious Mind" by Dr. Joseph Murray. Personally, this book has had a monumental effect on my thinking and has helped me to achieve so many goals. Remember, everything begins with a thought process so changing your thinking is critical to achieve goals.

The content of this book is literally life changing. Just take a look at the reviews online!

Reading in general will help us become better stenographers.

- Develops better discussion skills.
- Helps to approach matters more practically.
- Improves grammar and punctuation
- Improves vocabulary
- Introduces new idioms
- Increases your knowledge
- Expands your thinking pattern.
- Piques interest in learning



In the book club I will be actionable ways to use the principles taught in this book to help you succeed at StenoKey.

Book Club Meetings are held on the dates below at 8:00 p.m. Eastern on Zoom.

FEBRUARY 15	CHAPTERS 1-5
MARCH 1	CHAPTERS 6-10
MARCH 15	CHAPTERS 11-15
MARCH 29	CHAPTERS 16-20

HOW TO STAY ON A READING SCHEDULE

- Spend a bit less time on other activities, such as watching TV.
- Consider listening to an audiobook.
- Consider reading an ebook.
- Read books that appeal to you.
- Read when you are relaxed and can fully concentrate.
- Set targets to meet your goal.
- Keep a track of your time.

INTENTIONALLY FEEL GOOD

BY EMILY BASFORD

This is a month to indulge in all things that feel great—bubble baths, laughter, friendship, love connections, chocolate, and massages. What's one thing you can schedule this month to indulge in self-care or to connect more with somebody you love?

These treats are an investment in yourself. Engaging in intentional activities that evoke the feeling of love, connection, and happiness help energize your body, mind, and soul.

As you spend time with people that you feel good around or engage in activities that you feel good doing, you're filling yourself with positive emotions and energy that will help fuel the challenges that also come with life.

Just as you set intentional time to work towards your goals, set intentions this month to feel good. Notice the short-term and long-term impacts of these intentions. Maybe you'll feel motivated to continue in future months!

CONTACT EMILY

@solfreshlife

@solfreshlife

www.solfreshlife.com

emily@solfreshlife.com

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

EMILY BASFORD

STENO SUCCESS WORKSHOP

January 30, 2022, we debuted our Steno Success Workshop. This is a three-month goal-setting workshop series. The next session will be February 6th at 5:00 p.m. Eastern via Zoom. In these interactive sessions, you will be putting pen to paper by writing down the various goals you desire to achieve within the next three months. Emily, our holistic wellness coach, will be advising you as a group on how to go about attaining them. Group activities will also be included!

By attending these sessions,you will have weekly guidance so by the end of February you are a third of the way in accomplishing these long-term goals of yours. Come prepared to gain valuable insight on how you are able to reach your goals while working alongside your peers, and you will be having lots of fun while at it! Sessions are held every Sunday during the month of February at 5:00 p.m. Eastern. See you there!

CALENDAR OF EVENTS

FEBRUARY 2022

S	M	T	W	T	F	S
		1 Office Hours 10:00 a.m. Book Club 8:00 p.m.	2	3	4 Office Hours 4:00 p.m.	5
6 Steno Success Workshop 5:00 p.m.	7	8 Office Hours 10:00 a.m.	9 KHAT with Kat 7:30 p.m.	10 Shinei Check-in 12:00 p.m.	11 Office Hours 4:00 p.m.	12 Student of the Month Feature 1:00pm
13 Steno Success Workshop 5:00 p.m.	14	15 Office Hours 10:00 a.m. Book Club 8:00 p.m.	16 Performance Coaching Webinar 7:30 p.m.	17	18 Office Hours 4:00 p.m.	19
20 Steno Success Workshop 5:00 p.m.	21 No Class	22 Office Hours 10:00 a.m.	23 Virtual Snacks & Facts 7:30pm	24 Shinei Check-in 12:00 pm	25 Drill Festival 12:00 p.m. Office Hours 4:00 p.m.	26
27 Steno Success Workshop 5:00 p.m.	28					