MARCH 1, 2022

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THE KEY UPDATES

Updates for the participants of StenoKey Learning Center

NEVER GIVE UP A SURE THING FOR A MAYBE

BY KATIANA WALTON

This week I was frantically stressing out over my primary computer having some problems, even though I had my second computer and all my files backed up. I was sinking into a mentality of holding out for something that might get fixed and setting aside what I had right before me. I was at a standstill and feeling internal resistance. I knew my backup computer worked just fine, but it wasn't comfortable; it wasn't what I was used to. This small adjustment pulled me out of my comfort zone. I was hesitating to plunge forward.

No one likes unexpected changes or having to let go of something familiar and comfortable. I realize it's in moments like this, where we become so complacent and comfortable that we stop progressing altogether.

Going outside of your comfort zone isn't meant to be comfortable. It's meant to challenge you and help you expand your potential. Don't settle for what feels easy and familiar. When you come across a moment like the one I did or any other scenario that removes you from what you've known, push past the uncomfortableness. What waits for you on the other side of the discomfort is success.

IN THIS ISSUE

PARTICIPANTS' CORNER
PG 2

PERFORMANCE COACHING
PG 3

STENOKEY SPRING BREAK
PG 4

WELLNESS CORNER
PG 5

MARCH CALENDAR
PG 6

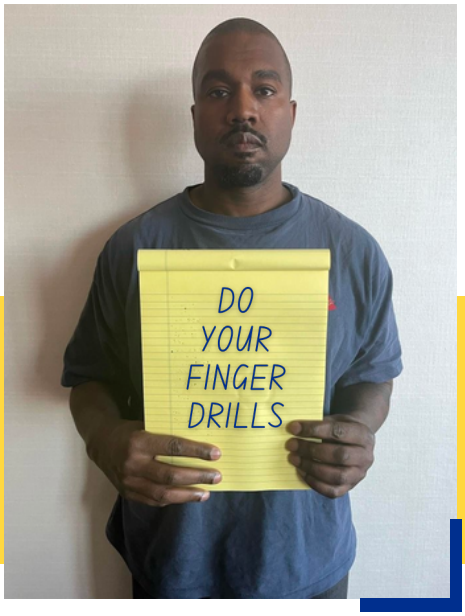

PHOTO OF THE MONTH

BY KRISTA FISH

Kanye was not hacked!

POST OF THE MONTH

BY BELEN BORN

I just wrapped up a session of GOAL setting with Emily at the Steno Success workshop. These past few weeks have been absolutely positive, encouraging and helpful! Not only did Emily and Kat create a platform where I could be held accountable on the goals I set for myself (because I knew I was going to come back the following Sunday and be asked about my progress), but it was so informative on how to do so, how to actually set SMART goals. This is first time I have heard about how to actually achieve them.

One of the most important things I have gained from being at these workshops is about the power of visualization.

The information I received from each session has really helped me out the last few weeks. I set a goal when I started the session and I actually achieved it! I have set a goal of where I want to be in three months and I am well on my way to achieving it. Emily's tips on visualizing your success, going through the emotion of actually achieving a task truly helped me pass my first Unit 1 test. I followed her tips, crushed the nerves, visualized how I would feel when I passed, and I nailed it.

There was a lot of information Emily gave me that I didn't know. And in reality, I would be banging my head against a wall to figure this stuff out.

Thankfully, I didn't have to do that. I just showed up to this opportunity that Kat has provided for FREE. Since it is takes place Sunday evening, it is the perfect way to end and start a week. I have my game plan in place for Monday. If you are struggling to achieve your goals you have set, you all have got to take the opportunity that is so kindly provided and attend these Steno Success workshops.

Thanks Emily and Kat!

FOLLOW STENOKEY ON INSTAGRAM

@StenoKey

CHANGE YOUR ATTITUDE

BY SHINEI THOMAS

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Changing your attitude will lead to new perspectives, increased energy, and improved health. Your attitude plays an important role in defining who you are, your personality, and the actions you take in your day-to-day life. Refusing to change a bad attitude will make it challenging to accomplish goals and embrace new opportunities.

It's time to remove things and people that drag you down. Don't let negativity discourage your ambition. Focus your energy on moving forward and building rewarding routines.

An easy tip to help change your attitude is to begin or end each day with focusing on a few things you are doing well, or are thankful for. Remind yourself of your goals and why you deserve to achieve those goals, then take the initiative to make key changes. Simple changes to your responsibilities, environment, and social group can have a big impact on your attitude.

SESSIONS WITH SHINEI

March 16th at 7:30 p.m.
March 28th at 12:00 p.m.

If you want to improve your attitude you can do so by following the steps below:

- Identify what you want to work on and improve
- Write down how improvements to your attitude will affect your life
- Believe in yourself and know that change is possible
- Say "thank you" frequently
- Seek peers who possess a positive attitude
- Don't take yourself too seriously
- Reach out to a mentor or coach for help

SHINEI THOMAS

Join Shinei on **Wednesday, March 16th at 7:30 p.m**. EST for a webinar on Effective Communication. Communication is fundamental in every aspect of life, especially in the workplace. Effective communication builds relationships, improves daily efficiency, and helps you accomplish your goals. Additionally, each person has a preferred communication style.

Now that you know what your communication style is, how has it shaped the way you communicate, act, and react? Are you changing your communication style to fit the listener's style and needs? Join the **12:00 p.m. EST steno check-in on Monday, March 28th** to learn how to deliver a tailored message.
* Shinei is here to answer any questions, unrelated or related to the check-in topic.

SPRING BREAK 2022

BY GRACE EDWARDS

Why is Spring Break Important?

Spring break allows us to mentally decompress, reset and relax from school related activities. Our mental health affects our bodies, so this break would allow us to focus more on our physical health. Spring break also allows you the opportunity to regroup and focus on what you really want out of life, and is a great time to catch up on some steno notes.

What Should Students Do During Spring Break?

At the top of the list for students to do during spring break is to **rest**. Use this time to get some quality sleep, and engage in activities that will help to relax your mind and body. **Spend time with your family and loved ones**.

Help others through **volunteering**. Make a call to your state association, national association or any of the specialty associations for stenographers and express interest in becoming a volunteer.

Some may want you to transcribe dictations or join a student committee, while others may want you to proofread archived court materials or even help to write content for certification exams.

Seek out **internship** opportunities. Although you may be on spring break, reporting agencies and captioning companies are working in overdrive! You can use this break to visit some of these local companies and inquire about the possibility of interning. Are you worried about the distance? No worries! You can set up a Zoom meeting with any company that is far from you.

Were you interested in a particular hobby but found that you had no time for it because you've been solely focused on steno? During your spring break, you can dedicate some time to your **hobbies**.

Since you've got some "free time on your hands" (pun intended), use it to rekindle what you love.

Even though your spring break should mainly be about fun and relaxation, you can certainly use this time to **review theory concepts** or to start new dictation files. You can come back after spring break as a faster, strong steno writer.

Earn some extra cash! How? Proofreading, babysitting, listing things on ebay, Poshmark or OfferUp or even offering tutoring sessions are some options you could explore.

Spring break is a necessary part of the learning experience. Spend your spring break wisely and you won't forget it!

You can call Katiana on her cell if you need anything during this time.

CELEBRATE YOUR SUCCESS

BY EMILY BASFORD

By this point into the new year, you've had plenty of time to set goals, work towards them, overcome challenges, and accomplish amazing things.

An often overlooked part of life is the celebration process. Celebrating achievements boosts self-confidence, motivates future actions and goals, and offers opportunities to learn what worked during the journey. Celebrating day-to-day things in life, like Fridays, birthdays, anniversaries, family reunions and functions, or friend gatherings is an opportunity to pause the hardships of life and to enjoy some of the simple positive qualities of life.

I fully encourage you to set, achieve, and celebrate your goals. I also fully encourage you to highlight and view the simple parts of life that are functioning effortlessly. We sometimes forget to see the simplicity from a perspective of awe and gratitude. Here's your permission to celebrate your next regular event with a little extra spunk than normal.

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

EMILY BASFORD

STENO SUCCESS WORKSHOP

The Steno Success Workshop is a three-month goal-setting workshop series. The next session will be March 6th at 2:00 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 March 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 March at 2:00 p.m. Eastern. See you there!

CALENDAR OF EVENTS

MARCH 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 2:00 p.m.	7	8 Office Hours 10:00 a.m.	9	10 Steno Stress Session 12:00 p.m.	11 Office Hours 4:00 p.m.	12
13 Steno Success Workshop 2:00 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 Steno Stress Session 12:00 p.m.	18 Office Hours 4:00 p.m.	19
20 Steno Success Workshop 2:00 p.m.	21 Spring Break No Live Classes	22	23	24	25	26
27 Steno Success Workshop 2:00 p.m.	28	29 Office Hours 10:00 a.m. Book Club 8:00 p.m.	30	31		