JULY 1, 2022

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THE KEY UPDATES

Updates for the participants of StenoKey Learning Center

THE KEY TO SOCIAL WELLNESS

BY KATIANA WALTON

It has been an eventful year to say the least. It seems as if every time we look at our phones, we are bombarded with news that shakes our faith in society. It can feel a bit helpless at times and especially lonely, which is why kicking off Social Wellness month comes as the perfect fix for a much-needed boost of confidence in humanity. Meeting new people, talking about where they are in the middle of all this never-ending cascade of bad news can remind you of an important unwavering truth: you are not alone in all this.

StenoKey has loads of events this month for you to join in and meet new people. This month take a bit of extra time and effort for strengthening your relationships with those around you. even though steno is a solo sport, when you are a participant in the StenoKey program, you are truly never alone.

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PARTICIPANT OF THE MONTH

BY KATIANA WALTON

BELEN BORN

Belen Born was born to be great at everything she does, including steno. Belen is resilient and persistent. No matter what comes her way, she remains dedicated to succeed. Belen is consistent in her practice. She wakes up super early so she can do her prayers and then heads to her steno machine while her family is still peacefully sleeping.

Belen loves to help others succeed. You can typically find her in the Steno Check-ins giving tons of advice and sharing her perspective.

Belen's steno journey is sure to inspire you. Check her out on the latest Steno Student of the Month episode found on www.ladysteno.com.

NEWLY CERTIFIED

Congratulations to Seidi Mendoza on passing her RSR and the literature portion of her RPR! Get more details on how she practiced so she could pass these certification tests by listening to her story on the Steno Certification Podcast found on www.ladysteno.com.

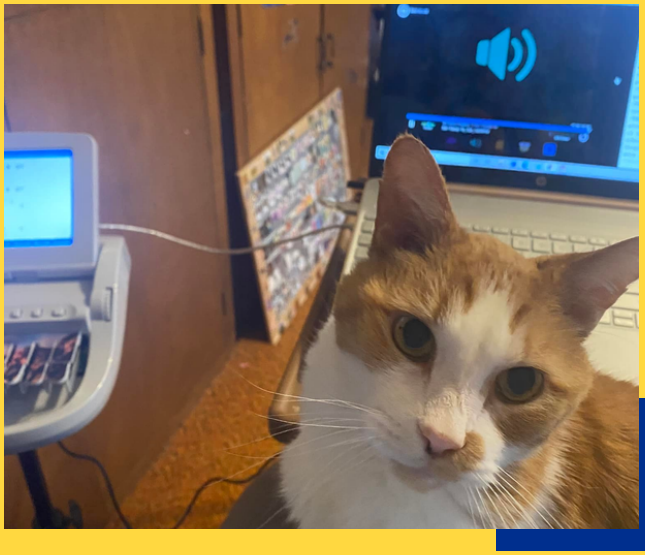


PHOTO OF THE MONTH

BY NICOLE GALLIMORE

Current situation! How am I supposed to practice with you in my lap?!

POST OF THE MONTH

BY HOLLY GOODWIN

Watching your CAT software and/or raw steno notes while writing dictation IS slowing you down. Realtime is nice, but the goal right now is to:

- gain speed
- read through your slop
- pass files

Down the road when you have the speed and are solid in your writing, you can focus on realtime.

Before starting a dictation file, pick a spot somewhere to stare at. Don't let your eyes leave that spot no matter what happens. Staring at the carpet or an autostereogram or something with a pattern is what I have found to be the most helpful. Chances are you will shift your eyes somewhere else, so just bring them back. Your eyes will probably get blurry and maybe even crossed, depending on the length of the dictation file, and that's good. Your focus is on the spot, not on what you're writing.

If you know you hit a wrong key or keys, tell yourself it's okay and you know you can read through the slop. Don't hit the asterisk to correct ever. Keep pushing forward. Kick this file's a$%!!! After the file is submitted is when it's time to look at your screen and drill on how you wish you had written.

Are you taking full advantage of the StenoKey Facebook group? You can learn a lot in there, and I don't just mean the video lessons. I mean, you can learn from what all the other participants have shared. You can see older posts from the program's inception and from past participants. It is a forum where you can share your thoughts, insights and ideas and also to gain clarity. Use the "search" function within the Facebook group to search for a topic or idea.

To make things easier, we use tags for each chapter so you can quickly find all posts related to that chapter. Success stories and motivational posts are also tagged. Check those out when you need a boost. Tips are also shared to help you get the most out of your practice sessions.

Participating in the group will make your steno journey so much more enjoyable!

STENOKEY BOOK CLUB

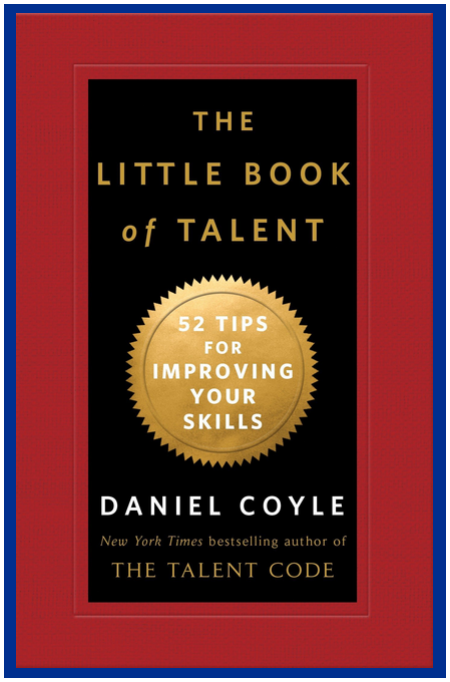
BY KATIANA WALTON

We have just finished wrapping up the book "The Little Book of Talent"! We have uncovered so much great material in this book that it took a bit longer than anticipated to finish it. All of the participants were able to share how they apply the tips presented in this book to improve their steno skills. It was really heartwarming to hear their experiences of how their writing has improved.

It goes without saying that "The Little Book of Talent " is no little book at all. It offers a wealth of knowledge well worth the read!

If you have not already done so, please make sure you go read it and find this out for yourself. For those who have already completed it, it doesn't hurt to re-read it and make continuous references to it.

After such an awesome book club, the next one is sure to be just the same if not more! Stay tuned as it will be announced in August. We eagerly welcome your suggestions for our next book.



TIPS FROM THE BOOK

- The real goal isn't practice; it's progress. Never mistake mere activity for accomplishment.
- Mistakes are our guideposts for improvement. People who pay deeper attention to an error learn significantly more than those who ignore it.
- Develop the habit of attending to your errors right away.
- Small changes in method can create large increases in learning velocity.
- Repetition is the single most powerful lever we have to improve our skills, because it uses the built-in mechanism for making the wires of our brains faster and more accurate.
- Build a new habit by gradually increasing the difficulty, little by little.
- Keep at it, even if you don't feel immediate improvement. Give your talent (that is, your brain) the time it needs to grow.

FCRA ANNUAL CONVENTION

BY KATIANA WALTON

This June it was my great honor to attend and present at the FCRA Annual Convention. The theme "Passport to the Future" was masterfully executed and highly engaging. As you may know, certification is voluntary in the state of Florida, and it was apparent that every attendee this year was there to fuel their passion for court reporting, expand beyond the boundaries of their experience, and form bonds with peers and mentors alike. We were collectively awed by the caliber and quality of the presentations shared.

Debbie Dibble, the outgoing NCRA president, is one of the most vivacious stenographers I have ever met. She lit every room she entered with her vibrant personality and enduring enthusiasm.

The immediate past FCRA president, Tracy Finan, elevated her presentation with tales of the trials and tribulations she experienced in her tenure as president, moving many of us to tears with each recollection of her triumph over great adversity.

The incoming FCRA president, Laura Landerman, is a true record keeper, not only in the sense that she is a stenographer, but because she literally keeps everything! She shared photos from her earliest years as a stenographer, as well as a poster exhibiting a complete record of each speed test she passed while in steno school.

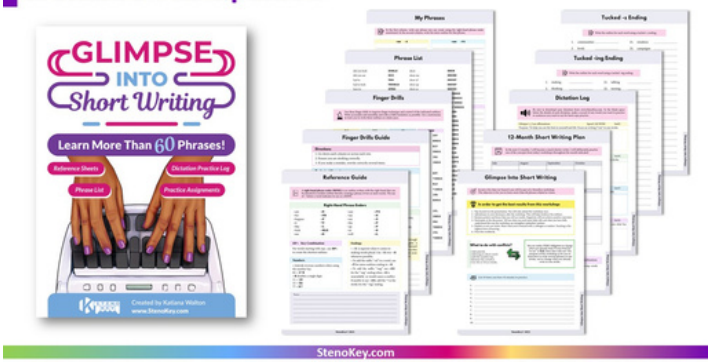
Her career as a stenographer is a relatable and inspirational for many of us in this field that began our steno journey directly after high school. Mrs. Landerman's 30 years of experience as a stenographer continues to strengthen her passion about the need for and future of stenography.

NCRA President-Elect, Mr. Jason Meadors, delved into the vital subject of ethics during his presentation, providing a platform for members of the audience to share stirring firsthand experiences dealing with ethics in this field.

Among these excellent stenographers, I shared a presentation called "Glimpse into Short Writing," which included workable outlines with a combination of 60 words, phrases, and right-hand phrase enders. In addition to those outlines encompassed in my presentation, all attendees were provided a workbook with a 12-month mastery plan and dictation to help master these concepts and incorporate them into their daily writing. With these skills, tools, and practice, I know those attendees will see a dramatic change in their writing.

It was my great honor and pleasure to share in these remarkable experiences at the 2022 FCRA Annual Convention. I know that this experience will not soon leave the memories of the participants, and that each of us feels enriched by this outstanding experience.

Workbook Companion



WEBINAR WEEKEND

BY KATIANA WALTON

Are you sad that you are unable to attend the NCRA Convention this year? No worries, StenoKey has a way to cheer you up! We have an exciting three-day event planned for the steno community! This will be our Webinar Weekend, and it will begin on Friday, July 22! This is a public event that can be attended by ANY steno student or professional, regardless of theory, speed or school. The basics of Magnum Steno will be covered, as well as other advanced topics.

Webinar weekend will also be an opportunity to let prospective participants see the type of work and assignments we do here at StenoKey. As the new enrollment season is around the corner, we encourage anyone who wants to join our awesome communi-"key" to tune in! We also encourage you to encourage your friends, so that they can encourage their friends to join because we would love to have as many awesome people onboard as possible (pun intended).

Stay tuned to receive more information about this in our "Steno Student Success" FB group (Hint, hint: If you have not already joined the Steno Student Success Facebook group, please do so.

All webinars are one hour. There is a workbook for each webinar. Once you are registered, you will receive a link to download the workbook before the webinar starts. Following are the dates and summaries of each webinar.

July 22, 2022 at 12:00 p.m.
Who Can? You can!

You can do a lot of things if you put your mind (and fingers) to it! You can be the short, accurate and fast stenographer you have dreamed about becoming. You have access to so much at your fingertips these days, including this webinar. Register today so you can learn how to write more than 160 everyday phrases in one stroke.

July 23, 2022 at 12:00 p.m.
Glimpse into Short Writing

See how writing short can save you strokes and increase your speed. You will learn how to write more than 60 extremely common phrases containing the words look, see, saw, and more! A total of 14 right-hand phrase enders, and 4 left-hand phrase starters will be covered.

July 24, 2022 at 12:00 p.m.
Contractions Maximized

Contractions are supposed to be short - even in shorthand! Maximize your words per stroke by learning to write contractions in one stroke, along with more than 130 common phrases containing contractions in the webinars.

EFFECTIVE COMMUNICATION

BY SHINEI THOMAS

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Effective communication occurs between two or more people with the purpose of delivering, receiving, and understanding a message. The goal is to share information in a way that clearly communicates what you want to say. Effective Communication utilizes the seven C's that follow.

Concrete - Your audience should have a clear picture of what you're trying to tell them. Effective communication incorporates supporting data and explanations.

Coherent - Coherent communication is logical, well-planned and sequential. There should be a strong connection with the main topic and purpose.

Clarity - Be clear about your goal or purpose. Your audience shouldn't have to make assumptions regarding what you're trying to say.

Commitment - Helps to convince and gain the support of your audience. A well-committed message will leave a greater impact and increase morale.

Consistency - Try communicating your message in a short and concise manner that conveys the intended tone, voice and content desired.

Completeness - Each conversation should have a logical conclusion. Your audience shouldn't be left wondering if there is more to come.

Courteous - Keep your message and communication positive. Focus on creating a solution or next steps, even when delivering bad news.

SHINEI THOMAS

The 7 C's of Communication

Concrete
Coherent
Clarity
Commitment
Consistency
Completeness
Courteous

KNOW YOUR SUPPORT SYSTEM

BY EMILY BASFORD

One of the greatest tools we have is community - connection with a variety of people and personalities with whom we can share conversation, love, and support.

Community fills me with enthusiasm. It's necessary medicine during hard times and loving celebration during great times. Building community with others is important. Whether you're aware of it or not, be a part of the StenoKey community helps you feel accountable in achieving professional certification. This community improves the quality of the education you are receiving.

Celebrating with a friend (rather than alone) over a successful event is extra fuel to help you move forward.

Sharing your challenges with others is an opportunity to receive a new perspective on how to approach and overcome obstacles. Contributing your knowledge is a practice in leadership and your gained insights.

There are countless ways to engage in your community for everybody's benefit. Offer positive energy to help fuel your community. When you are seeking to receive from your community, be clear and intentional with what you need and who may be able to support you.

Who is in your community? Having a clear understanding of your crew will make it easier to know who to call for help when you're battling a tough season.

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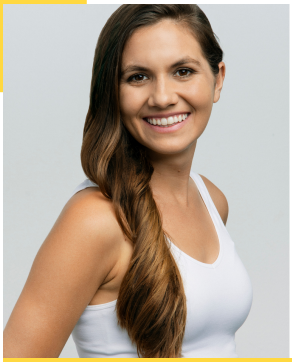
STENOKEY PARTICIPANTS HAVE ACCESS TO WORK WITH EMILY FOR ONE-ON-ONE SESSIONS.



EMILY BASFORD

INFO SESSIONS

July 27th 7:00 p.m.
July 28th 7:00 p.m.

All times are Eastern. Register on StenoKey.com/infosession

We are delighted to announce that we will begin hosting StenoKey info sessions. We are in the process of recruitment, so these sessions will allow people interested in joining our awesome program to get a glimpse of what we do. These info sessions will cover the structure of our curriculum, our values, and how StenoKey can help them to achieve their goals.

CALENDAR OF EVENTS

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4 No Live Classes	5 Office Hours 10:00 a.m.	6	7	8	9
10	11	12 Office Hours 10:00 a.m.	13	14	15	16
17	18	19 Office Hours 10:00 a.m.	20	21	22 Who Can? You Can! 12:00 p.m.	23 Glimpse Into Short Writing 12:00 p.m.
24 Contractions Maximized 12:00 p.m. 31	25	26 Office Hours 10:00 a.m.	27 Info Session 7:00 p.m.	28 Info Session 7:00 p.m.	29 New Participant Orientation 4:00 p.m.	30 Student of the Month Roundtable Discussion 12:00 p.m.