



**QUOTE OF  
THE MONTH**

“Perfection is not attainable, but if we chase perfection, we can catch excellence.”

- Vince Lombardi

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# THE GUARDIAN

**College of Court Reporting**

**July 2017**

**Issue 7**

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## MAKING PRACTICE MORE PRODUCTIVE

We all know that in order to achieve glory in this profession, we must practice—practice to continually refine and improve our skills, and practice to pass that next certification exam; but do we know what to practice and are we practicing the right way?

If passing an NCRA skills test is on your mind, you know it’s important to practice—everybody says so and you read post after post on social media about it. Productive practice, though, involves more than just sitting in front of your machine writing a 240 Jury Charge for the RMR, a 180 Lit for the RPR, or a 200 Q&A for the CRR.

In the old brick-and-mortar testing environment, there were things to know about the process besides just writing at prescribed speeds with the accuracy required to pass.

Taking NCRA skills tests is now much more convenient with online testing, with more than 2,300 legs successfully complete thus far; but there are still things to know about, and to practice, before testing. Did you know, for instance, that you will need to upload your steno note file immediately after writing the test? That process is much like attaching a file to an email, but you’ll need to know where your CAT software store those files on your computer and what the file extension is for that file type. For example, Eclipse note files have a .not file extension, while CaseCATalyst note files are .stsgn. Knowing where these files are kept and their extensions is not only important to know, but it’s vital that you practice locating them and attaching them.

Let’s look at the technical aspects of online testing and what things may require assistance or special attention. As you know by now, online testing is provided by Realtime Coach and ProctorU, with Realtime Coach as the test delivery platform and ProctorU providing online proctors. That means you’ll need high-speed internet access to test, as well as an external webcam and headphones. Once you involve a computer and the Internet, there are a number of other tools involved, such as your computer’s operating system, your CAT software, an Internet browser, a microphone, the processor speed of your computer, the amount of RAM you have, and so on.

On the browser side, there are pop-ups, adware, and various settings that most of us don’t ever look at or acquaint ourselves with. Again, any one of those can cause a problem, but none of them do us the courtesy of jumping up and identifying themselves as the culprit.

## Student of the Month

### Stephen Brown

“He is a great student. He had the most passed evaluations in our class this semester: 18.

“If a student does the 18-minimum, they will accumulate 270 hours of practice over the course of 15 weeks. Stephen had a total of 382.5 hours by Week 14! These are the kind of results that warms an instructor's heart! “

Stephen was nominated by a CCR instructor as quoted.

Keep up the great work, Stephen!



So what kinds of hiccups might arise as you practice and will you want to rectify before scheduling a test? First and foremost, you want to have an uninterrupted audio playback. Any of the items mentioned above could cause your audio file to hiccup, stutter, or not play at all. Be sure your practice experiences are issue-free before moving onto your proctored practice. One of the best things you can do prior to testing is to reboot your computer, which unloads drivers, closes all programs, and restarts the operating system.

Second, are you able to locate and upload a steno note file? Do you know where those files are housed on your computer and what file extensions are assigned to them? How about your transcript? Be aware that not only will the proctor not be able to assist you, he or she knows nothing about your CAT software, so wouldn't be of any assistance anyway.

Third, are you able to successfully copy text in your CAT software and paste it into the My Transcript window of Realtime Coach?

So, review:

- \* You'll need your computer, your steno machine, CAT software, external webcam, and headphones. If you are taking a transcription test and wish to proof your transcript from printed text rather than the computer screen, you'll need a shredder as well. The proctor will ask you to shred the pages prior to disconnecting.
- \* Use the free practice tests on myRealtimeCoach.com to walk through the testing process many, many times until you are comfortable with locating your files and attaching them and copying and pasting your text.
- \* Once you're comfortable with that., and all goes well, schedule a proctored practice. Do not schedule your actual test until you have successfully completed at least one proctored practice.
- \* Be sure to take your test using the same equipment you practice with and from the same location at which you completed your proctored practice.
- \* Reboot your computer prior to setting up for your test.

Finally, let's touch on the two words, four syllables, and ten letters that cause so much anxiety in this profession; Ready, begin. That phrase typically causes two reactions when testing, holding your breath and uttering negative phrases to oneself. To counter that, practice the following:

- \* Inhale when you hear the word “ready” and exhale after “begin.” We typically take a deep breath—well, more like a gasp—after “begin” and then hold that breath due to anxiety. The more we hold our breath, the more distressed our bodies become. If you exhale after “begin” rather than inhale, your body will naturally begin to breathe because you cannot hold an exhale.
- \* Repeat something positive to yourself. Keep it short because you only have about three seconds before the test begins to play. Any positive statement will do; consider using “I got this!” “Let's go!” or “I rock!” You will eventually create new neural pathways in your brain that carry a positive message, and reaction, to the phrase rather than the traditional negative one.

Excerpt from the JCR

## The MARTIN FINCUN AWARD

CCR's very own, Eileen Beltz, was awarded the Martin Fincun Award by the OCRA!

Formerly the Spark Award, it is given in recognition of a single, but outstanding, contribution to diligently promote the goals of our profession and our professional association.

Congrats, Eileen! You're awesome!!



## June Evaluations Passed

*These students have all passed one or more SAP evaluations during the month of June.*

### ONE SAP

Angela Viray  
Ashley Guillermo  
Ashly Richter  
Brittney Vance  
Carrie Johnson  
Cynthia Shellum  
Danielle Baird  
Ericka Gibbs  
Erin Ramsey  
Holly McKay  
Jennifer Hall  
Kate Hargis  
Katie Buckner  
Kayde Rieken  
Keely Nelson  
Kolby Garrison  
Kristina Meseck  
Lauren Reichenbach  
Linda Day  
Melissa Hicking  
Michael Roberts  
Morgan Maloney  
Natalie Sandi

Shana Jones  
Summer Vaughan  
Taylor Behnke  
Vanessa Machado  
Tracie Blocker

### TWO SAPS

Patricia Burnett-Anderson  
Yvette Granados  
Alisha Peterson  
Daisy Corpus  
Elizabeth Hagstedt  
Emily Senesac  
Gabrielle Mosher  
Jessica Goodwin  
Shannon Gallo  
Stephen Brown

### THREE SAPS

Andrea Burris  
Ashley Castillo  
Brandon Herman  
Erin DeLeon  
Jamie Bleicher

Jennifer Rotstein  
Kristine Rebar Lacey  
Brookens  
Lizahaira Alvarado  
Lori Ingram  
Madeleine Lauer  
Megan Bowman  
Paige Eisenbeisz  
Patricia Lopez  
Jennifer Laursen  
Jazmine Kersey

### FOUR SAPS

Brian Nelson  
Darcus Goslin  
Dessalyn Kimbrough  
Kathleen Steadman  
Kristi Perkins  
Lauren Kannry  
Sindee Baum  
Kodey Knauss  
Amanda Vernon

### FIVE SAPS

Mary Cruz Hawkins

### SIX SAPS

Abby Geoffroy  
Barbara Ufer  
Cheyenne Leneair

### SEVEN SAPS

Elizabeth Awbrey  
Riley Trella

### EIGHT SAPS

Macy Thompson

### NINE SAPS

Eric Luft

### TEN SAPS

Fay Stringer

### ELEVEN SAPS

Stacey Widger

### FIFTEEN SAPS

Veronica Sandbakken



## WAYS TO IMPROVE YOUR SELF-DISCIPLINE

It takes a lot of consistency and determination to convert your hard work into dollars. If you're concerned that your lack of self-discipline is holding you back from fulfilling your full potential, you can remedy this by trying a range of techniques to sharpen your focus. Visualizing the effects of your work, making lists, and thinking about the company you keep are all good ways to get started.

*"Success is nothing more than a few simple disciplines, practiced every day."  
- Jim Rohn*

### **1. Start on a Monday.**

Researchers found that setting a date or event to mark the start of a new regimen can make you more likely to follow through on your goals.

### **2. Write down your reasons for self-discipline.**

Affirmations strengthen self-control by focusing on higher values rather than on immediate impulses.

### **3. Visualize how you will benefit from your own efforts.**

Studies have shown that your willpower lasts longer if you motivate yourself with positive effects of your self-control

### **4. Prepare a plan of what you'll say and do if temptation arises.**

This is a proven technique taken from self-regulation strategies. For example, "If someone offers me dessert, then I'll ask for fruit.

### **5. Combine what you want to do with something you need to do.**

A published study from Management Science found this forms good habits by pairing a "should" behavior (walking the dog) with a "want" behavior (gossiping with a friend).

### **6. Hide temptations.**

Tests have repeatedly shown that hiding candy from view makes you more likely to resist indulging.

### **7. Set an alarm for bedtime to get a full eight-hours of sleep.**

Sleep deprivation can impair the way your prefrontal cortex works, which is the part of your brain where self-regulation takes place.

### **8. Ask friends to help look for bad habits you fall easily into.**

One study showed you're better at self-control when given repeated reminders.

### **9. Weigh all your options before making a decision.**

*Psychology Today* states that making an instant decision can result in poorer choices.

### **10. Use visual reminders.**

Data shows that leaving meaningful cues around your home can remind you to stay strong. For example, post-it notes on your bathroom mirror can help remind you of your goal.

### **11. Surround yourself with self-disciplined people.**

Research has shown that undisciplined people wishing to improve gravitate towards people with more self-control — these people can form an effective support group.

### **12. Make sure your self-discipline is for you and only you.**

Studies show your willpower is depleted when you try to please others instead of focusing on your own goals and desires.



**Position:** Freelance

**Location:**  
Fort Wayne, IN



**Position:**  
Voice Writing  
Court Reporters

**Location:**  
various cities, NY



**Position:**  
Voice Captioning

**Location:**  
CA/VA, remote



**Position:** Officialship

**Location:**  
various counties, NE

If you would like more information about any of these positions, please contact

natalie.kijurna@ccr.edu

# CCR Student Spotlight



## Michael Roberts

### Current CCR Student



My experience as a court reporting student has been very challenging, but completing school will be my most rewarding accomplishment. Each time you pass a speed the excitement that you get is like no other. I encourage anyone that is interested in court reporting school to go for it! The staff at CCR has also played a major role in this journey. I truly do not think I would be where I am today if it weren't for their abundance of encouragement and assistance.

I started CCR in the fall of 2013, but took a long break before returning to CCR in the spring of 2016. I come from a family of court reporters, and I have always been interested in a career in court reporting. I chose CCR because of the flexibility of attending school online as well as the ability to take speedbuilding test 24/7.

I would consider my greatest strength as a student to be determination. Since day one, I have been determined to complete school and work for my family business.

The most challenging part of being a court reporting student for me is to let go of my perfectionism. In order to push yourself in speedbuilding you must let go of any perfectionism you may have.

I have been fortunate enough to not have to work during court reporting school, but time management is still key. My number one tip for managing my time would be to make a daily schedule and do your best to stick to it. The more you layout your day and assignments, the more you will be able to get done.

Upon graduation, I envision myself moving to South Carolina to work for my family business. After reporting for several years, I plan to go into the management side of the business with hopes of one day becoming the CEO.

I would tell anyone who is considering a career in court reporting school to go for it! Don't let anyone hold you back from your dream. Court reporting school will be one of the most rewarding experiences of your life.

**College of Court Reporting**

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“Work for yourself...Work for the world!”

WE'RE ON THE WEB!

WWW.CCR.EDU

*July* 



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*Birthdays are in bold print! Happy birthday, CCR students and faculty!*

*Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday*

|  |  |   |                             |                              |                             |  |
|--|--|---|-----------------------------|------------------------------|-----------------------------|--|
|  |  |   |                             |                              |                             | <b>1</b><br>Cynthia Shellum<br>Andrea Burris |
| <b>2</b>                                 | <b>3</b>   | <b>4</b><br> | <b>5</b>                    | <b>6</b>                     | <b>7</b>                    | <b>8</b>                                     |
| <b>9</b><br>Stephanie McGinnis-Spaulding | <b>10</b><br>Ericka Gibbs  | <b>11</b>   | <b>12</b><br>Kendall Willis | <b>13</b>                    | <b>14</b>                   | <b>15</b>                                    |
| <b>16</b><br>Eileen Beltz                | <b>17</b><br>Alice Skoro<br>Stephanie Falkner                                  | <b>18</b><br>Linda Day  | <b>19</b>                   | <b>20</b>                    | <b>21</b><br>Jacqlyn Garcia | <b>22</b>                                    |
| <b>23</b><br>Margaret Abernathy          | <b>24</b><br>Antonia Tucker<br>Kay Moody<br>Jennifer Rostein<br>Jordan Clutter | <b>25</b><br>Amanda Vernon  | <b>26</b>                   | <b>27</b><br>Donna Capolongo | <b>28</b><br>Amy Clark      | <b>29</b><br><b>30-31</b>                    |