

The mission of this newsletter is to provide students with information that will help them succeed in school and make a smooth transition into their chosen careers.

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Helping you achieve a future you desire...

When you're waist-deep in assignments, worrying about the next speedbuilding test, and studying for that final, you might well ask yourself, "Is all this effort going to pay off someday?"

Consider that a fair question, especially coming from all those who have gone before you. It addresses a core issue of – is there value in getting an education beyond where you sit today? Be reassured. The potential benefits are enormous. Not only are there economic benefits, but over a lifetime, you just never know where your skill will take you and whose life you might touch.

The purpose of this newsletter is to build two kinds of bridges between your educational experience and your chosen career path. The first bridge is one of skill – your ability to perform at a speed level that is valued by your future employer. The second bridge is that of learning – the ability to continue your skills and education any time you want to.

As a student, you are involved in a million-dollar future. By focusing on the skills and knowledge you acquire and the results you create, you will move into the role of reporter.

Only you determine your future.



Link to the working world....



One theory about education separates life into two distinct domains: work and school. One domain is the working world and the other is where you get an education in preparation for the real world. However, excellence in a school environment paves the way for excellence in other settings. A student who knows how to show up for school on time is ready to show up to work on time. A student who pays attention to detail and thinks ethically is a professional. When you complete an assignment, imagine that you're about to be paid for the quality of your work.

Your challenge

Ultimately, it's our decisions, it's not the conditions of our lives that determine our destiny. How we live today is the result of who we've spent time with, what we've decided to learn or not learn, what we've decided to believe, our decisions to give up or our decisions to persist, our decisions about who we are and what we're capable of – all of these have controlled and directed our lives.

Author Unknown

A NOTE FROM NCRA PRESIDENT



Welcome to NCRA's student newsletter, Up To Speed!

I have been a court reporter and now a CART provider for 37 years. My reporting career started in central New Jersey. Then I moved to western Colorado. For the past 26 years I have been living and working in northern Nevada. My jobs during all these years have ranged from court trials to depositions, public hearings to private arbitrations. In providing realtime captioning to people with hearing loss, I have worked in medical settings, university classes, business meetings, and a wide range of large conferences. Most days now, I simply walk down the hall and provide CART remotely over the Internet from my home office. Court reporting and CART assignments have taken me all across the U.S. and several foreign countries. There have been lots of challenges along the way, and never a dull moment.

In court reporting I found many rewards – monetary, personal growth, lasting friendships, and the satisfaction that can only be found by volunteering for a profession you love. I started helping with small committees in the reporting community in Nevada and then worked my way through all the elected positions on my state's board of directors, then moved to volunteering for NCRA. I now serve as NCRA's 101st president.

In my position on the board of directors, I am able to see the tremendous respect that our profession has within the judicial system and disability community. We cannot maintain that respect if we don't keep supplying skilled and knowledgeable reporters to cover the jobs. That's where you come in. We need you to keep working hard to get through your schooling and join us out here in the workforce. A fantastic career awaits you! I wish you all the very best of luck, and I hope to meet you one day soon. ■

Karen Yates RPR, CRR, CCP, CBC
NCRA President

WHY I DO WHAT I DO

Hello, students!

I graduated from AIB in Des Moines in 1978 – yes, back when we used plain IBM Selectric typewriters and “realtime” was not in our vocabulary! But I've changed as the reporting profession has changed, and it continues to be a career that excites and amazes me. I have been an official for most of my whole career, working for the same judge for 24 years. And I still truly love what I do.

A decision I made early on to get involved in my state association was the catalyst to even bigger and greater things. Because of my involvement, I've been able to travel to fascinating cities, make lifelong friends, give back to my profession, and remain knowledgeable

and up-to-date on the world of reporting. And being on the NCRA Board of Directors has been such a rewarding experience!

Another important decision I made is to keep improving my skills. This has benefited not only myself, but those with whom I work. Don't stop with school! Keep striving to attain those additional certifications once you graduate. It truly will open doors for you down the road.

I wish you all the best as you continue your education. Hope to see some of you on the NCRA board in the future! ■

Teresa Kordick,
RDR, CRR, CBC, CCP, CRI, CPE

It's a secret! Please don't tell anyone!



How would you like a job that you were in for 50 years and yet “you never went to work?”

I began my court reporting career on February 2, 1959, in the Stone Mountain Judicial Circuit. Then in April 1961 I moved to the Atlanta Judicial Circuit and remained there until November of 1968, deciding to become a freelance reporter instead of an official reporter. If we define “work” as a task one performs that is not enjoyable, then I can truthfully say that “I never went to work”.

Yes, I had a job. Sometimes it was hard because the subject matter was unfamiliar and the attorneys were volatile and interrupting each other at times, but it was always fun. Yes, the judge was a good-spirited and well-meaning person who was quite personable and a pleasant person to work with and always told a personal story to each set of attorneys who came before him. The “trying” part about hearing the story is that when you're the court reporter in court and you are assigned to a particular judge, then you hear the story dozens

of times before a new one takes its place.

Then, on the freelance reporting side of my years, it was always enjoyable to report a deposition and hear another story about a subject that was interesting and entertaining to the extent that, more than a job, it was somewhat socializing with your clients' associates and their fellow attorneys. Most always the attorneys were friendly and responsive to the needs of the reporter, whether it was yours truly or someone else. There were always back and forth conversations: “How'd it go in court last week? Oh, too bad your company representative settled the case when you had it won.” “How's your son doing with his broken arm? Oh, he wet the cast when he fell in the pool and his arm cast had to be redone?” Say, “I'm over by the coffee, may I pour a cup for you?” “Always be a little bit of a servant and helper” is a good rule to live by.

The doctor whose deposition you are preparing to take is explaining to the attorneys in the case the intricacies of a very intense situation in the operating room last Wednesday and the extremely complicated circumstances surrounding the

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procedure. Very interesting preamble to the deposition job, but not "work" for sure.

Why is the witness talking so fast, so low, and sometimes swallowing his words, turning his head at an angle that prohibits you from seeing his face and mouth so that you have trouble distinguishing what he's saying? Somehow you live through it and when you sit down to begin to put this word puzzle together, it makes sense. It was challenging at the time but it wasn't work because it is now gratifying and you are convinced that you actually did a good job; and you're doubly pleased when the jurat is returned with no errors noted.

While taking the testimony of a financial expert who's explaining in his deposition the definition of "borrowing short," meaning borrowing funds on a long-term basis to pay short-term debt. An educational exercise for sure, but certainly, it's not "work."

As a beginning reporter, I would stress that you always arrive at every appointment or in court at least 15 minutes prior to the time of your appointment, that you are a person of humility and caring, that you're always courteous, polite, and willing to accommodate any situation with which you're faced.

I have reported depositions sitting in the back seat of an attorney's automobile with steno machine in my lap, with steno machine on the hood, and sitting on the back porch of a farm house with a bad "housefly" problem. That one required writing steno and swatting flies. You can do this. It's fun, it's a job, and it's never work. You're gonna be a great reporter and you're going to be very successful. Hold your head up high and face whatever situation because you are now a professional court reporter and your record will never forget! ■

*By Forrest Brown RDR
Court reporter, firm owner
and school owner*

VISIT:
<http://www.ncraonline.org/communities/students>

"It's all about the words."

Proofreading

All word processors and CAT software come with spell checkers these days, and it's easy to forget that they won't totally goof-proof your transcript. Don't get caught in the "I don't have time to proofread" trap! Use your spell checker, and then always read every word of your test or transcript before considering it complete. The following poem illustrates the point:

Spell Checker

Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.

It shows me strait a weigh.

As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rare lea ever wrong.

Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write

Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect awl the weigh

.....

Spelling test

Circle the correct spelling.

- | | |
|--------------|--------------|
| annoint | anoint |
| coolly | cooly |
| supercede | supersede |
| irresistible | irresistable |
| development | develoement |
| alright | all right |
| separate | seperate |
| tyranny | tyrrany |
| harrass | harass |
| desiccate | dessicate |



Check your answers on page 7

Realtime: To look or not to look

During speedbuilding, your goal is to be able to write accurately at increasingly higher speeds. This requires development of “automatic” responses to the majority of the words and/or sounds you are hearing, leaving your conscious thought to attend to tasks such as recognition of homonyms, insertion of unspoken punctuation, and the writing of unfamiliar words. By automatic, I mean that you do not have to consciously analyze how to write each and every word as you hear it; you’ve practiced to a point where your response is quick and without hesitation.

Let’s talk first about when I *do* recommend using realtime feedback while writing. When you are learning new vocabulary, working on an exercise for the first time, or learning new briefs or phrases, then is a great time to hook up the realtime and write through the new material from hard copy, checking to see if you are stroking correctly. It is a tool that can help you ensure correct stroking patterns as you begin the process of assimilating new writing vocabulary.

At the point where you know how to stroke words correctly, however, the realtime should not be viewed while stroking for the following reasons:

1. It can become a crutch creating a situation where you do not trust that you have written something correctly until you see proof of it with your eyes. At lower speeds this may not seem like a problem, but it will become a prob-



lem as you move to higher speeds or if you are stuck in a situation where you are writing and do not have realtime available to you. If you are someone who feels it takes more concentration to write without the realtime because you don’t have confidence your fingers will go to the right places, then you are someone who has already been affected by this!

2. Reading the realtime translation while writ-

ing disrupts the mental and physical flow pattern you are trying to develop. To create an automatic response, you need a high level of accurate repetition of the same pattern. You want to hear, recognize, determine, and respond. Hear the word and/or sound, recognize what it is, determine the correct outline, and respond with the stroke in your fingers. When you have done this many, many times, the process becomes streamlined in your brain and doesn’t require conscious thought. For instance, I’ll bet that today when you hear the word “the” you simply stroke TH- (or whatever your outline is) without thinking about it. You’ve developed an automatic response to that word. To move up in speed, you have to develop more and more of those automatic responses with a wider variety of vocabulary.

When you read the realtime as you write, you are totally messing with the process of streamlining the response. Let’s think about what is really going on if you read your realtime as you write: you hear, recognize, determine, write and then what happens? You read the screen, analyze what is there, and decide whether the word is correct or not correct. If correct, your attention moves to the next word where again, you must read, analyze, and decide if the translation is correct or incorrect. If your attention is on reading and analyzing, it’s not on hearing, recognizing, determining, and writing the flow of words coming in!

If you determine the word you stroked is incorrect, you add even work. Brain asks, “Shall I leave it or correct it?” Brain must make a decision.

Choice 1: Leave it. (If you are leaving correction to fix after the take, then what is the purpose in reading the realtime in the first place?)

Choice 2: Correct it. Press the asterisk. Brain: “Wait, was that a one-stroke, two-stroke, or three-stroke word?” Focus attention on screen, pressing the asterisk until the entire word is gone.

Determine new stroke(s). Do you remember what you stroked the first time? What are the possible variations? Or was it just a dragged letter or omitted letter? Pick an outline to try and write it.

Read and analyze the new attempt. If it’s not correct, focus back on pressing the asterisk the

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Earn a FREE NCRA Student Membership

Have we got your
attention?

The new NCRF Student Initiatives Program provides the opportunity for court reporting students to renew their student membership or join NCRA as a student member, compliments of the National Court Reporters Foundation! What’s the catch, you ask? There is no catch; we are simply asking you to donate a bit of your time and talents by transcribing two oral histories for our Veterans History Project. That’s right – earn a free NCRA student membership by transcribing two veteran’s oral histories for the new Student Initiatives Program.

Please contact Beth Kilker, VHP Coordinator, at the Foundation or call 800-272-6272, ext. 174 for more information.

appropriate number of times. Remember what you tried the first two attempts. Determine a new stroke and write it. Read and analyze the new attempt...

And all the while, the dictation continues on and you're supposed to be hearing, recognizing, determining, and writing.

AS A STUDENT, DO NOT WATCH REALTIME WHILE PRACTICING TO AUDIO OR VIDEO! Our brains are marvelously complex, but you are asking too much of them if you think, as a novice writer, you can focus on the writing of steno, the analysis of translation, and the correction of errors at the same time!

This begs the question, of course, how can reporters and captioners then write and watch



their realtime at the same time? I'll tell you a secret: they're not reading and analyzing every single word that comes out on that screen. They don't need to. From their experience, they know what is translating and what might be a potential translation issue. They watch the potential problem areas and don't focus individually at all on the rest of the words scrolling across the screen. They are so experienced, they know the feel of a misstroke and can correct it the instant they feel it, often before it even gets to the screen. And more than 80 percent of what they are writing is in their automatic writing vocabulary, meaning they don't need to spend precious mental resources wrestling with more than 80 percent of what they write: it just flows in and then out. How did they build that automatic writing vocabulary? Thoughtful accurate repetition, accurate repetition, accurate repetition.

The ability to use realtime feedback while writing is something that not all reporters and cap-

tioners have been able to develop, and some of them who do watch will tell you that there are times when they just have to stop watching and

concentrate on writing to clean up their translation. Realtime feedback in job situations is only useful if it doesn't slow you down. And the only way it doesn't slow you down is if you only have to

use the feedback sporadically, rather than word by word.

As I said before, I think realtime can be a great tool when used by a student for the purpose of working out fingerings and writing material for the first time from hard copy. It can be used during an audio or video take, but it shouldn't be looked at until the take is over. Turn the monitor off, look away, find a focal point in the room, but don't look at the realtime when writing to audio or video. Also, when you are still learning how to write, don't neglect readback of paper steno notes and simply use the realtime screen as your only feedback. You miss out on a lot of valuable visual input that can help you assimilate outlines and move toward your speed goals faster. But that's another article for another time! ■

By Kathryn Dittmeier, CRI

"They're not reading and analyzing every single word that comes out on that screen."

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Who am I

My profession stems from man's desire and his necessity to preserve the happenings of yesterday and today for tomorrow.

My profession was born with the rise of civilization in ancient Greece. I was known as a scribe. I was in Judaea, Persia, and the Roman Empire before Christ.

I preserved the Ten Commandments for posterity. I was with King Solomon while building the Temple and recorded the origins of Masonry.

My hand labored upon the scroll that set forth the Bill of Rights wrested from the King of England at Runnymede.

I was with the founding fathers when the Declaration of Independence was drafted. I witnessed the signature of John Hancock.

I wrote the Dred Scott Decision for Justice Taney.

The immortal Abraham Lincoln entrusted me to record the Emancipation Proclamation.

I was commissioned to be with Roosevelt at Yalta.

I was with Eisenhower on D-Day; with MacArthur at Tokyo. I have kept confidence reposed with me by those in high places as well as those in lowly positions.

I protect the truthful witness, and I am a Nemesis of the perjurer.

I am a party to the administration of Justice under the law and the Court I serve. I discharge my duties with devotion and honor.

Perhaps I haven't made history, but I have preserved it through the ages for all mankind.

I AM THE REPORTER.

This poem was written by reporter W.C. (Casey) Jones and is here excerpted from his speech given at the 1964 meeting of the Kansas Shorthand Reporters.

How to make a smooth transaction from student to reporter



Because I train new reporters in the office where I work, I have a firsthand view of the transition from student to working reporter. To get even more insight, I asked several reporters I trained or am training to give me advice on how a student should start his or her career in reporting.

One piece of advice that resulted is: if you buy equipment right after graduation, make sure you know your machine before going to your first assignment. You don't want the bad experience of walking into a room filled with attorneys and not knowing how to set up your machine. A natural tendency to panic may set in if all eyes are on you. Practice setting up the machine and writing on it before your first assignment. After all, you have enough to remember on that day — such as the oath for swearing in the witness.

Which leads us to another piece of advice for starting out: find out the notary requirements for your state if you didn't learn them in school. You may have to be a notary public in order to swear in the witnesses and each state has different requirements as far as how long you must live in the county.

Also, make sure you know the appropriate oaths for swearing in witnesses and translators. Practice saying the oath before you go to your first deposition. Once you get used to reciting it, it will become second nature. In fact, you may have to make sure you don't say it so fast that the witnesses misunderstand the words.

Probably the most difficult barrier to overcome is learning to interrupt. But remember, if you cannot hear the witness, mostly likely the lawyers are having the same problem. They invariably will ask you to read it back. If you are having difficulty hearing, ask the witness to repeat an answer or to speak louder or more clearly.

You also will find that not all witnesses speak in complete sentences, which makes it difficult to punctuate. If a witness pauses in his or her answer, it may not necessarily mean that a comma belongs at that space. The witness may just be thinking how to phrase the answer or may be ready to change thought altogether, in which case you need to place a dash.

Another early lesson you need to learn is that your working experience will not be like dictation in class — it will not be five minutes at a particular speed. It will vary all through the day, depending on who is speaking. The lawyer may be slow and the witness fast, or vice versa.

You may also be writing for two-hour stints without a break, so you may get tired at first. Writing an all-day deposition certainly can wear you out, especially when you first start reporting. Don't get discouraged. Once you get used to sustained writing, it becomes much easier.

Also, because you don't know what the day holds, eat a full, wholesome breakfast. You never know if you will get a lunch break, and if you do, it may be a short one. Hopefully, you'll be asked if you would like to break, or you will have the opportunity to ask for a break, but it doesn't always happen. Sometimes the need for a faster deposition means starting at 9 a.m. and going straight through to 2 p.m. with no lunch break. I have had that happen, and I find in those cases, I was very happy I ate breakfast.

A Little Tip: If possible, when reading back on the job, read the question or answer to yourself first before you read it aloud. This may save you from stumbling over a new word or steno outline.

A Big Tip: Building up your reference books will be a tremendous help. If you are fortunate enough to work in an office that has these books available, you will save some money. But regardless of your situation, you need these books. I really feel that reference books are invaluable tools to our trade, be they scientific dictionaries, medical dictionaries, or books on abbreviations and acronyms. If you cannot afford to keep your own library at first, your local library may have what you need.

Also, you will see many reference books for sale at conventions. You should buy, even if you can afford only one book per year. I hope I have provided you some helpful tips to guide you in the

transition from student to reporter. But here's just one more: Don't get discouraged if your first reporting assignment doesn't give leave you with a warm, fuzzy feeling. I have been reporting for 13 years, and I still love it. That doesn't mean I haven't had some horrible assignments that have left me wanting to cry. But those unfavorable experiences didn't ruin it for the other assignments — those that have left me feeling I chose a very rewarding career. ■

By Jacqueline Timmons

Getting your foot in the door — Part 1: The résumé

Congratulations! You finally made it: You passed the insurmountable 225 wpm or 240 wpm to complete your school requirements and receive your certificate. Your next big hurdle is obtaining employment.

Don't be discouraged when you begin calling reporting firms, and they seem to brush you off with that ever-so-common rejoinder: "Send me your résumé." Most reporting firms have hectic schedules, and the moment when you call may not be the best timing from their vantage point.

That's one reason they ask for résumés. Also, by enabling the owner/manager to pre-select the most promising candidates, résumés cut down on the number of interviews required in the selection process. To assure your chances of being an interviewee, you must present the best résumé.

The most important factor, no matter what your qualifications, is the overall appearance of the résumé. Because the reporting agency owner initially won't be seeing you in person, your résumé must speak for you. Properly written, it will enable you to get your foot in the door.

First and foremost, you should have no typographical or spelling errors at all. There

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should be no noticeable erasure marks, either. If you cannot produce a two- or three-page résumé with an accompanying introductory letter that is error-free and neat, your ability to produce a 100-page transcript is questionable. Have someone proofread your résumé and letter. You need a second pair of eyes to be objective and to pick up mistakes you may miss.

The next most important item is to include your complete name, address, and telephone number. It is amazing the number of résumé that come in without this vital information, which leaves those job-seekers in a quandary over why no one is responding to their applications.

As for the rest of the résumé, the following information should be included:

(a) Education. High school, college, business schools, and the dates of graduation should be included, along with certificates and degrees, class rank and grade point average, and honors and awards.

(b) Employment History. Dates of both present and past employment, names of the employers, job titles, and responsibilities should be listed.

(c) Work History. This should include your experience as a court reporter, internships, CAT training, and data processing training.

(d) References. Either list specific references or state that they are available upon request.

At the top of your résumé, after your name, address, and telephone number, you should present your employment objective. This should be a brief statement listing your goals for the future.

All this information is important to the decision-makers at your targeted employers. It gives them an idea of your qualifications and experience before they meet you in person. ■

By Carol J. Matchett

General reference directories on the Internet



The Reference Desk

www.refdesk.com

The Web site calls itself the fact checker of the Internet. This portal site is a comprehensive index of reference, facts, news, and family friendly resources. A must for your list of Internet favorites.

The Spot Network

<http://www.startspot.com/network/>

“Frustrated by unwieldy search engine results and bottomless portals,” the creators of this site felt there had to be a better way to organize sources on the Web. What began as the highly acclaimed site, LibrarySpot.com, has evolved into a simple network of topical “Spots,” the StartSpot Network. The following “Spots”; Books, Cinema, Genealogy, Give, Gourmet, Government, Headlines, Homework, Library, Museum, People, Shopping, and Trip – offer worthwhile information that will inform and educate. ■

By Terry Canavan
Librarian

The following sites provide the ability to quickly and easily find the best topical information on the Web.

CEO Express

www.ceoexpress.com

This site was developed to organize the best resources on the Web for busy executives. This portal includes links to respectable business and general reference sources on the web in the following categories: Daily News and Information; Business Research; Office Tools and Travel; and Break Time.

Internet Public Library

www.ipl.org

The Internet Public Library is a public library for the World Wide Web. Students from colleges and universities with programs in information science develop and maintain the IPL. Therefore, it is organized like a real library. The Ready Reference includes basic research tools such as almanacs, dictionaries, and encyclopedias. Items in the Subject Collections (from Arts and Humanities to Social Science) are selected by IPL staff based on their usefulness in providing accurate, factual information on a particular topic or topics. In the Reading Room, users are directed to an index of links to recommended online full text sources and many of other useful sources.

Spelling test answers from pg. 3

Correct answer in bold

annoint	anoint
coolly	cooly
supercede	supersede
irresistible	irresistable
development	developement
alright	all right
separate	seperate
tyranny	tyrrany
harrass	harass
desiccate	dessicate

What have you made of your circumstances

George Bernard Shaw said, "People are always blaming their circumstances for what they are. I don't believe in circumstances. The people who get on in this world are the people who get up and look for the circumstances they want, and if they can't find them, they make them."

It seems pretty apparent then that we become what we think about.

Conversely, there are people who have no goals, who don't know where they are going, and whose thoughts day to day are filled with frustration, anxiety, and worry. And if one thinks about nothing, nothing is created. Our lives then could go in different directions but not knowing which way to turn and no defined plan is in place.

So, how does this work? Why is it that we become what we think about? Here is an example of a situation that parallels the human mind.

I grew up on a farm and, year after year, watched my grandfather work his land. It was good, fertile land. Every year my grandfather had a

choice: he would plant in the land whatever he wanted or needed. His land didn't care. It was up to my grandfather to make the decision.

In this example we can compare the human mind with the land because the mind, like the land, doesn't care what you plant in it. It will give back what you put into it, but again, it doesn't care what you plant.

Now, let's say that grandfather has two gardens in which he plants vegetables. He waters only one garden and not the other, although there is not much rain that season. Remember the land doesn't care. It will grow only to the extent in which you take care of it. From one garden, grandfather knew he would have success and we would eat well. From the other, it won't be enough because he didn't nourish it.

The human mind is a bit more complicated than the garden, but it works the same way. It doesn't care whether we nourish it or not, or if we are successful or not. Whether we create a plan of action, a worthwhile goal or we allow ourselves to wallow in frustration, anxiety, or worry what we put into our minds create

our circumstances. It will all be returned to us.

You see, the human mind is the greatest resources on earth that we have. It contains riches beyond our wildest dreams. It will return anything we plant. You are the greatest creator of your own circumstances. What you strive to do is what you will get back.

Be more than you think you are.
Not a lecture – just a thought. ■

By a wise old owl



THE SEVEN-DAY ANTI-PROCRASTINATION PLAN

*One way to begin to stop procrastinating is to choose to stop procrastinating.
It is a simple choice; people just make it complicated.*

MONDAY	Make it meaningful	What is so important about the task anyway? Create a list of all the benefits to completing to task. Look at it in light of all your other tasks. List a small reward for yourself when you get done. Write down how you will feel when the task is complete.
TUESDAY	Take it apart	Take big tasks and break them down into parts, something you can complete in 15 minutes or less. Make a list of these tasks and cross them off when you have completed them. Even the biggest of projects can be broken down.
WEDNESDAY	Write it down	Write out your intentions on a card that you can post on your refrigerator or in your work area where you can see them often.
THURSDAY	Share it with everyone	Tell everyone your intentions about getting the task done. Include everyone who might ask you how you are doing on the task. They will become your support group.
FRIDAY	Reward yourself	Select your rewards carefully. You have to be willing to withhold them if you don't complete the task. When you legitimately reap your reward, notice how it feels.
SATURDAY	Do it now	As soon as you find yourself procrastinating, plunge right into the task. It is often less painful if you jump right in.
SUNDAY	Just say no	When your task is kept as a low priority, re-examine your purpose for doing it at all. If you realize that you really don't intend to do something, quit telling yourself that you will. Then you're not procrastinating.

A day in time...



NCRA headquarters today
Vienna, VA.

Celebrating more than 100 years

As the 19th century came to a close, the movement to form a national association for stenographers sprang up against a backdrop of great upheaval and change in the United States. The Wild West was living up to its name with the likes of Billy the Kid, Wild Bill Hickok, and Jesse James capturing the headlines and the imaginations of Americans everywhere. The Industrial Revolution was beginning to gather steam, making men like Rockefeller, Carnegie, and Mellon wealthy beyond their dreams. Then there were the millions of immigrants who came to America seeking a better life but too often ending up in her mines and factories, doing dangerous backbreaking work and watching their families succumb to poverty and disease. Inventors like Thomas A. Edison and the Wright brothers were changing the very fabric of the country's way of life. The United States went to war with Spain and ended up a world power. Political corruption, national financial crises and the birth of America's enduring love affair with baseball, football and the movies marked the era.

Reporters Marshal their Forces

No one knows exactly when talk began about forming a national organization for reporters. It most likely started within individual state associations, many of which saw the benefits of a broader base of affiliation and professional development, especially as

the country itself became more accessible with innovations like the telephone and cross-country travel by train. Certainly by 1893, when the World's Congress of Stenographers met in Chicago, a national organization of shorthand reporters was foremost on the attendees' minds. Buford Duke took the next important step by organizing Stenographers Day at the Centennial Celebration in Nashville in 1897. It was there that the Committee of Organization was formed specifically to arrange the first meeting of the new association. Chairing the committee was Kendrick Hill, a reporter active with the New York state association, who spent the next two years working with reporters all over the country to make the dream of a national association come true.

In 1899 the dream became a reality. The first convention of the National Shorthand Reporters Association convened in Chicago. Kendrick Hill was unanimously elected its first president, the 156 reporters attending the convention became charter members, and the Association adopted a constitution and bylaws. In addition, representatives of several state organizations read papers and gave reports on related topics.

In his opening remarks, Kendrick Hill said, "We all know that a national stenographers' association could be made a power for good, to elevate, ennoble, and advance the profession, provided, when it is formed, its machinery is put into aggressive action. A prominent potter and congressman of Trenton, a personal friend of mine, was asked to write an essay of 300 words on the secret of success. He wrote the essay in three words: very hard work. By earnest effort, wisely exercised, we may secure that rightful recognition, reward for merit, and justice to the profession which are our due.

"Education, experience, and professional skill to a superlative degree are required in the practice of our art, and we are entitled everywhere to recognition and compensation to a degree commensurate therewith." ■

**2010 NCRA
Midyear
Conference**

March 12-14, 2010
Hyatt Regency
San Francisco, Calif.

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2010 NCRA Annual Convention and Exposition

August 5-8
Hilton Chicago
Chicago, Illinois

2011 NCRA Midyear Conference

March 25-27
Baltimore Marriott Waterfront
Baltimore, Maryland

2011 NCRA Annual Convention and Exposition

July 28-31
Bally's Las Vegas
Las Vegas, Nevada