

# THE GUARDIAN

ISSUE 1 JANUARY 2013

## OVERCOMING PROCRASTINATION BY DES WHITEHORN

Many people have a tendency to procrastinate. This could be because the task is complicated, you're unfamiliar with it, there's a prospect of conflict, or you simply prefer to socialize rather than work! But motivating yourself to "do" rather than "avoid" some tasks will result in higher levels of achievement, satisfaction, and increased self-belief and self-esteem.

So here are the top 10 tips to help you do that:

1. Each task expands to the time allotted to it, so set a limit for yourself: I'll make all my phone calls in one hour; I'll file for 30 minutes; I'll spend an hour on this report. Set a timer. You'll be amazed at how much you can get done (and enjoy it!) when you focus your time.
2. Do unpleasant tasks first. One of the reasons we put things off is because we don't like the task, or at least we have told ourselves we don't like doing it! So do it first and get it out of the way. Your sense of achievement at the end of it will put you in a positive frame of mind, and you will be more motivated to do other tasks.
3. Reward yourself with tasks you want to do, to give you something to look forward to. Alternating unpleasant and pleasant tasks means you are less likely to find yourself drifting off to other things. And looking forward to a pleasant task is more motivating than looking forward to an unpleasant one!
4. Eat that elephant – one mouthful at a time! Break up large tasks or projects into bite-sized chunks, and schedule these into your diary or your planner to achieve the final deadline. If you are waiting for information from someone so you can do the task at hand, chase them. It's better to be doing something than nothing.

5. If you can't do the task now, plan it into your diary. And stick to it! You can't keep putting it off. At some point it will become a crisis and you will not do it justice. That will simply demotivate you next time.
6. Think about the consequences of missing a deadline. This will encourage you to start and to complete the task.
7. If the thought of certain tasks fills you with anxiety, try breathing. Inhale deeply; then exhale, each time counting five heartbeats. You should notice after each breath that your heart rate is slowing and you feel less tense. Now do something – no matter how small – just make a start. The very act of doing something will ease your anxiety.
8. If you have to handle a tricky situation that may cause conflict, plan what you are going to say, think about what the reaction may be and how you will handle this, and then just do it. The longer you leave it, the worse it could become.
9. Don't panic if you're behind schedule – get creative! Request time extensions; get help from colleagues and managers; delegate tasks; reprioritize tasks. But don't use this as an excuse to put off the task.
10. There is no situation that can't be solved once you let your expectations change about how it should be. So don't sit there worrying about it, just do it!

*Des Whitehorn is a professional Communication Skills Consultant Trainer with [Zee Associates](#) and a contributing author to [The Institute of Legal Secretaries and PAs](#).*

*\*Reprinted from Atkinson Baker*

## QUOTE OF THE MONTH

The probability that we may fail in the struggle ought not to deter us from the support of a cause we believe to be just.

Abraham Lincoln

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**Happy New Year!!!**



## STUDENTS OF THE MONTH

### Online:

#### **Nicole Johnson**

Nicole Johnson enrolled with CCR as a new student in the Summer 2012 semester, learning Moody Method with her instructor, Teresa Ferguson. Teresa nominated Nicole for two reasons: She works hard to keep up with assignments despite her busy schedule, and she isn't afraid to ask questions. The latter is so important when learning theory, as it is the foundation for the rest of your education and career. Great job on your first two semesters, Nicole. Continue to do your best and bring that positive attitude with you into speedbuilding.

### Online:

#### **Kim Grapenthien**

Kim is coming off of two months of steady progression in her evaluation work. She has made great strides this semester, and her SH instructor is taking notice. Bonnie Shuttleworth describes her as "the perfect student," turning in all homework on time, participating in discussions, and utilizing the advice of her instructors. Kim has earned multiple honors distinctions and has demonstrated time and again that she deserves recognition as Student of the Month. Keep up the great work, Kim.



CCR's latest Scholarship Essay Contest asked applicants to respond to two prompts in essay format. Here is one of the top answers to the first prompt on the application:

### **Prompt One:**

In the fields related to court reporting, employers view *professionalism* as one of the most important factors when hiring. Character, conduct, and attitude are three important elements of professionalism. Attire, ethics, and competency are also important and provide additional tangible and intangible elements of professionalism. There are also many levels of professionalism that are dependent on factors that include, but are not limited to, the following: maturity, profession/industry, environment, education level, and culture.

In 400 to 500 words, please explain the importance of professionalism as it relates to you personally, professionally, and socially and provide specific examples of how professionalism has affected you positively or negatively.

### **Student Response:**

Professionalism plays a big role in any career path you choose to pursue. It affects people on different levels. How a company portrays itself can result in positive or negative feedback. All businesses should consider professionalism on a personal, professional, and social level.

On a personal level, I find the best businesses to deal with are the ones who have considerate, professional workers. For example, I had an issue that required assistance with Java. I called their customer service line, and the person started out by introducing himself. He gave me the information I needed and proceeded to inform me if I had any issues to please call back. When I did have issues, he helped me find the right solution. Again, he offered to assist me further if I needed it. It left me with a positive perception that the company would go to great lengths to fix the problem.

On the other hand, I have dealt with a company that gave me the runaround and blamed everyone else for the problem. The blame was more focused on what I did wrong, and they didn't want to help me find a solution. This was very frustrating because of their lack of compassion, which made me not want to pursue business with them.

Not only is professionalism important personally, but it is also professionally significant. It's a responsibility of an employee to represent his or her place of employment in the best possible way. No one wants to receive a service from a rude slob who looks like he or she just got out of bed. When I worked for the State's Attorney's Office as a receptionist, I dealt with numerous types of people. However, when I went the extra mile for a concerned citizen, the State's Attorney received a letter complimenting each of us who had helped her during this stressful situation. From my experience there, I learned how I should represent my place of employment.

In addition to the personal and professional domains, there is social professionalism. This is a huge factor in society today. There are many social networks that each one of us gets involved in for a variety of reasons. We tend to forget that what we put out on the Internet can be seen by just about anyone. No matter how private we think our profiles are, there is still the chance that a prospective employer will see that picture, comment, or status we wish we could take back. I have seen throughout my own newsfeed, people posting inappropriate pictures, comments, and complaints. When employers see this, it raises concerns regarding your ability to represent their company in a manner they would find desirable.

Overall, professionalism affects me in many ways when I cross paths with people. The way we present ourselves gives a positive or negative impression to the person we are interacting with. It's always good to go back and think of the old saying, "You only get to make one first impression."

## WORD TRIPPERS by Barbara McNichol

**Rollout versus roll out** – The noun “rollout” refers to the introduction or launch of a new product or service. As a verb phrase, “roll out” means to spread out or flatten (e.g., to roll out dough); to arise from bed; to launch a new product or service. “The agency designed an advertising campaign to roll out the new product, scheduling its rollout for early fall.”

**Roundup versus round up** – The noun “roundup” originally referred to the driving together of cattle or horses and the people who do this. It also refers to the gathering of scattered items or groups of people (e.g., a police roundup of suspects). The verb phrase “round up” means to gather things or people. “I have to round up supplies for a fundraising event called the Roundup, which brings together interested people from all over.”

**Probable versus possible** – “Probable” refers to what is likely to happen or be true; “possible” refers to what can happen or be true. If you say something is probable, you’re expressing more confidence it will happen than if you state it’s possible. “It’s possible for anyone to become extremely wealthy, but is it probable more than one percent of the population will achieve a high level of financial wealth?”

### NOVEMBER EVALUATIONS PASSED

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

**Students who have passed an exit speed have been bolded.**

<p><b><u>11 SAPs</u></b> Amy Glowniak Nicole Throne Timothea Brewer Yolanda Roth</p> <p><b><u>10 SAPs</u></b> <b>Erica Murphy</b></p> <p><b><u>9 SAPs</u></b> Heidi Hammond Madison Pacana</p> <p><b><u>8 SAPs</u></b> Mary Orloff</p> <p><b><u>7 SAPs</u></b> Jessica Deihl Tanya Powers</p> <p><b><u>6 SAPs</u></b> Angel McCullough Deborah Pascal Francesca Buonpastore Judy Urbanick</p> <p><b>Kevin Whalen</b> <b>Rachelle Cahoon</b> Ronald Pacana</p> <p><b><u>5 SAPs</u></b> Brienne Dirscherl Daniella Savidge</p> <p><b>Noraima Galvan</b> Sue Harrison</p>	<p><b><u>4 SAPs</u></b> Alexandra Wiater Cheryl McMullan Jennifer Mason Juliane Petersen Mitzi Boardman Sarah Fitzgibbon Tammy Garber Tim Moody Tya Clemetson</p> <p><b><u>3 SAPs</u></b> <b>Andrea Dalsing</b> Angela Shaw Bob Strohl Brittany Beaver Dacaree Jacobson Elizabeth Patterson Evyn Flannell Heather Rosenbrook</p> <p><b>Justine Kiechel</b> Kathy Horn Kim Grapenthien Kimberly Glassner Kym Kenney Lisa Litchfield Lisa Major Lynn Bannon Marcia Martin Marie Moore</p>	<p>Monica Wilson Morrow McLaughlin</p> <p><b>Natasha McCall</b> Nicole Simchak Nina Rose Sylvia Ward</p> <p><b><u>2 SAPs</u></b> Alicia Deitas <b>Angela Macias</b> Carolyn Oakley Chana Zundell Chiquita Smith Dawn Horton Elizabeth Haarmann-Bailey</p> <p><b>Genia Price</b> <b>Hannah Kwiatkowski</b> Holly Goodwin <b>Jade Ledbetter</b> Jennifer Wesner Julie Jardine Kelli McGarvie L. Denise Eure Leigh Ann Dewease Lorna Halbert Mandy Alva Marie Tibaldi Marissa Veith Meredith Hoffpaur</p> <p><b>Meredith Thompson</b></p>	<p>Michelle Dziubla Michelle LeGrand Morgan Gronquist Rachael Brockett Rebecca Schade Renee Rodriguez Sandy Phelps Shannon Eubanks Stacy Coonfield Tammy Brady Thomas Bohrman Tracy Coporale</p> <p><b><u>1 SAP</u></b> <b>Aimee Edwards-Altadonna</b> Aleece DePuey Angela Humphrey Angelia Goins Carrie Harville <b>Carrie Julian</b> Christine Koczur Debora Mann <b>Deborah Sekan</b> Diane Martin Emily Garris Erika Darnold Geraldine Hurl Gina O’Neal J. Leslie Del Rossi</p> <p><b>Jeff Little</b></p>	<p>Jennifer Cormican Jennifer Millikan Karen Nayyar Kari Rients Kimberly Dundas</p> <p><b>Kirsti O’Sullivan</b> LaShaunda Fahnbulleh</p> <p><b>Laura Kaspszak</b> Lisa Jay Lisa Lewis Margaret Abernathy Patrice Graper</p> <p><b>Rachel Brantley</b> Rasheeda Grant Raymie Rogers Robin Davis Ronald Lynn Samantha Coday</p> <p><b>Shannon Barnes</b> Shelley Duhon Susan Kempf Tammy Kerekes Terry Romero</p>
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## JOB OPENINGS

1. Part-time Court Reporter, **State of Maryland**, Annapolis, MD
2. Contract Court Reporters, **U.S. Dist. Ct. Western Dist. of Kentucky**, Bowling Green/Louisville, KY
3. Court Reporter, **Circuit Court - City of Indianapolis**, Indianapolis, IN
4. CART Reporter (on-call), **University of Arizona**, Tucson, AZ
5. Courtroom Clerk I, **Superior Court of California**, Alameda, CA

Interested in any of these jobs? Please contact Natalie Kijurna, our Graduate and Employer Relations Coordinator!

1-866-294-3974 ext. 229

natalie .kijurna@ccr.edu

## TECHNIQUES FOR EASING ARM PAIN

BY JULIE DONNELLY

**Q:** My shoulders get so tight that I feel as if my neck is getting shorter and my shoulders are lifting up toward my ears. It feels as if there are rocks under my skin!

**A:** There is a muscle in your shoulder that is nicknamed “the shrug muscle”; its real name is levator scapulae. The muscle elevates your scapula, so that you can lift your shoulder. However, when you are working for hours, you shorten this muscle, and your shoulders can’t release and return to their normal position. Not only will this problem cause shoulder pain, but it can cause severe headaches.

The treatment for this muscle will also treat the upper trapezius muscle of your shoulder at the same time.

Let’s say that we are treating your right shoulder to make this explanation a bit easier to follow.

Put your left thumb pad (your fingerprint) into the hollow at the base of the right side of your neck, which is right above your collarbone. Then you put your three middle fingers onto the back of your shoulder, directly opposite from your thumb. You should have a thick chunk of muscle between your fingers and thumb.

Next, squeeze your thumb into your fingers, as if you were trying to go right through your shoulder. It will probably hurt a bit. While holding this position, bring your elbow down toward your body, increasing the pressure on your shoulder muscles. Hold this position for 60 seconds, and then drop your head toward your left side. This exercise will ease the tension in your shoulders and release tension in you neck.

*A look back at the  
big events of*



- Oprah's last season
- Last Harry Potter Movie
- Obama reelected second term as U.S. President
- New York Giants won the Super Bowl
- Miami Heat won the NBA National Championship
- Cardinals won the World Series
- Olympics in London
- Whitney Houston passed away at age 48
- Europeans won the Ryder Cup
- Rover Curiosity lands on Mars successfully
- Felix Baumgartner jumps from space - breaks the speed of sound
- iPhone 5 release
- iOS 6 release
- Windows 8 release
- Surviving the “end of the world” December 21st

## OVERTHIRTY COLLEGE OF COURT REPORTING STUDENTS EARN SCHOLARSHIP

**Hobart, IN**--This fall, College of Court Reporting (CCR) was one of four colleges in the nation to receive a U.S. Department of Education 2012 "Training for Realtime Writers" grant. CCR will use grant funds to train and place students in the field to help meet the national demand for qualified court reporters and realtime writers.

With this grant of \$300,000, CCR's first phase of spending will come in the form of scholarships for 36 of their currently enrolled court reporting students. The 36 students receiving awards were selected through a scholarship competition.

The award of over \$30,000 in total scholarships will take place at the end of the Fall 2012 semester. Scholarship awards range from \$185.29 to \$1,687.63 per recipient. This grant will also allow CCR to offer an additional \$70,000 in scholarships during the Winter and Summer 2013 semesters.

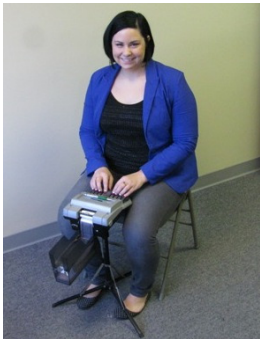
The following CCR students were selected as award winners: Lynn Bannon, Shannon Barnes, Brittany Beaver, Mitzi Boardman, Rachelle Cahoon, Laci Chelette, Stacy Coonfield, Darci Corbett, Jennifer Cormican, Andrea Dalsing Pam Dean, Aimee Edwards-Altadonna, Cindy Forrister, Emily Garris, Monica Gerard, Gina Keener, Susan Kempf, Dominique LaJeunesse, Lan Le, Michelle LeGrand, Jennifer Mackay, Natasha McCall, Gwe O'Connor, Christine Obermeyer, Mary Orloff, Kirsti O'Sullivan, Alicia Rice, Kari Rients, Deborah Sekan, Laura Shapiro, Kimberly Storr, Meredith Thompson, Marie Tibaldi, Keli Vogt, Norma Wehby, and Chani Zundell.



*Michelle LeGrand, award recipient*

These students completed the scholarship application and wrote essays relating to professionalism and to specific plans to improve skill and speed development required by court reporters and realtime writers. CCR would like to congratulate these individuals and encourage other students to pursue future scholarship opportunities offered at CCR.

College of Court Reporting was the first online program in the country to be certified by the National Court Reporters Association. The College is now on track to produce more graduates this year than any other court reporting school in the country. For more information on furthering your education, contact Nicky at 866-294-3974.

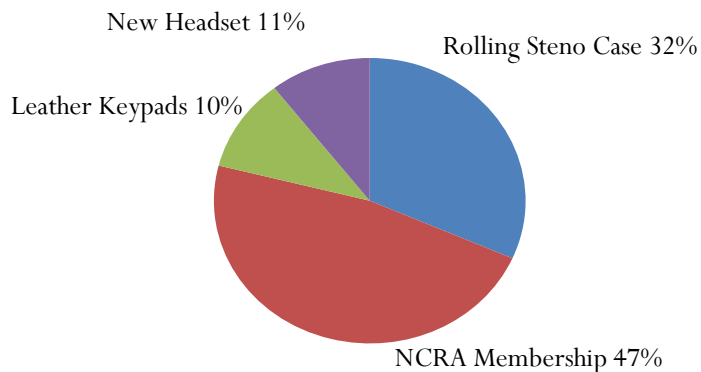


*Christine Obermeyer, award recipient*

### DECEMBER'S POLL OF THE MONTH:

**What is on your court reporting wish list this holiday season?**

- A. New headset
- B. Leather keypads
- C. Rolling steno case
- D. NCRA Membership



COLLEGE OF COURT REPORTING

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**POLL OF THE MONTH:**

**Which of the following choices would be the best method for advocating your profession?**

- A. Attend your state convention *Vote for your choice on the left side of the screen when you log into ev360!*
- B. Write a letter to your district's representative in congress *Your results will appear in the next issue along with a new Poll of the Month!*
- C. Write an article for publication
- D. Promote the profession on Facebook

**January**

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30  WINTER BREAK	31 Resolutions Week New Year's Eve	1 <b>Nicole Alarid</b> Self-Love Month New Year's Day	2 National Motivation and Inspiration Day	3 <b>Teresa Ferguson</b>	4 World Braille Day	5 
6 Amber Ballard Lose Weight/Feel Great Week	7 CLASSES RESUME 	8 Argyle Day	9 	10 National Cut Your Energy Costs Day	11 	12 WEEKEND SPEEDBUILDING
13 WEEKEND SPEEDBUILDING	14 Megan Morrow McLaughlin National Clean Off Your Desk Day	15 	16 Alicia Rice	17 FINALS—DAY & EVENING	18 FINALS—DAY Annes Dumont Chava Ross	19 <b>Mary Agren Smith</b>
20 <b>Alice Leonard</b> Kelli McGarvie Clean Out Your Inbox Week!	21 FINALS—DAY & EVENING Mary Orloff Rachel Dandinidis Martin Luther King Jr. Day	22 FINALS—DAY Gaynelle Peacock	23 SAPs CLOSE @ 11:59 p.m. Debra Hjelm	24 National Compliment Day	25 COMMUNICATE AND ALL COURSESITES CLOSE @ 11:59 p.m. Riley Trella	26 SEMESTER BREAK BEGINS Marcia Martin
27 Amy Quintana Holocaust Memorial Day	28 Chiquita Smith	29 Amy Schlein Tya Clemetson	30 Laura Shapiro	31	1	2
3 SEMESTER BREAK ENDS	4 CLASSES RESUME	5	6	7	8	9