

Getting the Most Out of RTC Basic:

1. Log in to Realtime Coach™ every morning before work for a quick 15-minute warmup! This will:
 - a. Get your fingers warm for the day, so you're writing cleaner from the beginning of the day.
 - b. Save you editing time (for example, a reporter mentioned to me that warming up in the morning saved her about an hour of editing time later on).
 - c. Help you improve your writing overall, so you'll be writing faster and cleaner every day than the day before.

2. Select an **exercise speed range** that is about 20% slower than where you feel you write.
 - a. Select an *exercise* that is 20% slower than where you feel you write.
 - b. Practice the exercise in **Audio Mode (only once!)**, at the default playback speed, and with the Coaching Preferences set to **Check Entire Exercise**.
 - c. Take note of the accuracy score recorded.

3. Switch to **Text Mode** with the same exercise.
 - a. Slow the exercise down as much as is necessary for control.
 - b. Pause as necessary to add words to your personal dictionary.
 - c. Review any difficult words, and stroke those words numerous times, as necessary, until they feel comfortable.

4. Then switch to **Audio Mode** and build **speed!**
 - a. Slow down the exercise by 20%, and practice it until you can write it with 100% accuracy.
 - b. Slow down the exercise by 15%, and practice it until you can write it with 100% accuracy.
 - c. Slow down the exercise by 10%, and practice it until you can write it with 100% accuracy.
 - d. Slow down the exercise by 5%, and practice it until you can write it with 100% accuracy.
 - e. Play the exercise at the default speed, and practice it until you can write it with 100% accuracy.
 - f. Speed up the same exercise by 5%, and practice it until you can get it 100%.
 - g. Speed up the same exercise by 10%, and practice it until you can get it 100%.
 - h. Speed up the same exercise by 15%, and practice it until you can get it 100%.
 - i. Speed up the same exercise by 20%, and practice it until you can get it 100%.

Master Before Faster. There's no reason to move on from an exercise (except if you need to for sanity's sake) if you haven't *mastered* it. You might feel that you've *memorized* a given dictation, but if you can't get 100% on something you've *memorized*, there's something you need to fix.

If you *do* choose to move on from an exercise before you've mastered it at 100%, just be sure you know exactly *what* is holding you back. Then make and *follow* a plan to improve in that area. Otherwise, that weakness will be perpetuated and then *ingrained* in your writing. Utilizing the Create feature of RTC is a great way to drill yourself on these problem areas.

5. Smile at your 100% accuracy score that's 20% faster than the default speed, and then **move on!**
 - a. Select a different exercise of the same speed as the previous one you just mastered.
 - b. Practice the new exercise in **Audio Mode (only once!)**, at the default playback speed, and with the Coaching Preferences set to **Check Entire Exercise**.
 - c. Take note of the accuracy score recorded, and compare it with the *first score* you received on the exercise you just mastered.
 - d. Smile as you watch your first-time-practicing-speed increase over time!

6. **Follow the above steps (1-4) for every exercise** before moving on to the next.