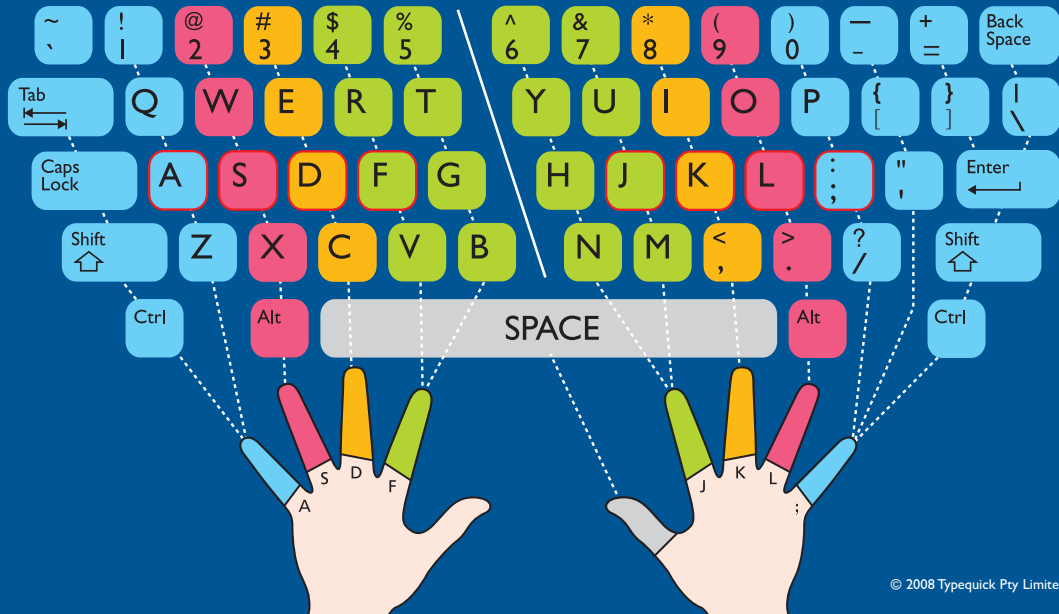


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Mental Rehearsal Keyboard Layout Card

POSTURE IS IMPORTANT

- Keep your back straight with both feet flat on the floor.
- Elbows should be held at 90°.
- Your eye height should be level with the top of your monitor.
- Relax your muscles. Loosen your neck and shoulders by gently bending your neck towards your left shoulder, then the right shoulder.
- Take a short break whenever you feel muscle cramps or aches.
- Move your fingers only - do not bounce your hands and arms up and down.
- Strike the keys with the tips of your fingers, using an even rhythm.
- Resist the temptation to look at your fingers on the keyboard.



MENTAL REHEARSAL IS IMPORTANT

- Set speed and accuracy goals. Remind yourself of your goal every day. Make it part of your daily routine.
- Memorise the keyboard using the Mental Rehearsal keyboard layout card. Use free moments during the day to mentally rehearse typing the keys you have learned.
- Say the letters out loud as you press the keys. Using all your senses will help you to learn faster.
- Keep going, even if you feel frustrated. Learning to type properly can be awkward, especially if you are breaking years of poor typing habits.
- Tell a friend who will encourage you and monitor your progress.
- Practise using all the skills you have learned whenever you are working on your computer.

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