

The TYPEQUICK

Learn in 2 Days Plan

The best way to learn is to do this course in a short time – we recommend an hour a day for ten days. However, there is a proven, intensive, two-day plan. The course runs for five hours a day over two days. This course was developed with Australia's eminent keyboard trainer, Ron Lawrence, who taught thousands of people before he started offering these very popular intensive courses.

You can use this plan in several ways. You may want to learn very quickly over two consecutive days. You may only have time to learn on the weekend – you can use this plan to learn over say two Saturdays in a row. People who want to learn in a more relaxed schedule can follow the same activities over a ten-day period.

All paths lead to ten-finger typing, some faster than others. It is not a race with winners or losers. It is about acquiring a skill and feeling great about reaching personal goals.

Your success is YOUR OWN! You are not competing with anybody; there is no pass or fail mark. Relax and enjoy the learning experience.

Remember, the intensive two-day plan will not suit everyone. You must be very focused and determined to reach your goal.

There are scheduled breaks in the plan. It is important that you take these breaks and refresh yourself. It will help your concentration and ability to learn. Take a walk outside, have lunch, have a tea or coffee break – whatever you do, time out will help. If your hands feel sore or your muscles fatigued, you should stop and stretch.

When you have relaxed for a few minutes you should do 5 minutes of mental practice. Mental practise consists of sitting with your hands on your thighs, saying a letter, moving the finger correctly and 'seeing' the letter appear on the screen. Do this repeatedly for each letter you have learned.

Before Starting

The week before

You should set a goal for each day. Write down these goals and pin it up where you will see it often. You should also write down the reasons why you want to learn to type properly, for example:

"On the first day I will learn to type 20 letters without looking at the keys."

"I will start Day 2 and finish with a speed of 20 to 25 words per minute."

Tell your friends and family of your plan. They will follow your progress with interest and provide necessary support and encouragement.

Make the commitment and allocate your chosen two days in your diary.

Buy some glucose sweets. Glucose (in small doses) improves memory by up to 30%.

Imagine yourself touch typing competently, with your fingers moving effortlessly over the keyboard. Keep this vision alive.

On the day

Sit down and ensure your posture is correct in every detail. Adjust your chair and table. Make sure the light is good without screen reflections.

Get rid of any negative thoughts before you begin. This course is guaranteed to teach you to type with ten fingers. Adopt a positive attitude and you will succeed.

Remember these points throughout the course

You will see your speed and accuracy drop as you progress through lessons 1 to 6. Don't worry, as this is normal owing to the increasing combinations of letters in the text.

If you find you are not making progress check the following:

- Keep your hands on the home row keys and return to the home row after pressing a key.
- Don't be afraid of making a mistake.
- Do not look at your fingers when you type. Let your fingers find the keys. They are building up their own muscle memory.
- Adopt the correct posture.

- Don't get overtired and exhausted.
- Do not try to analyse what you are doing. Just go with the flow.

If your performance or attention wains, you should stop, relax and re-focus on your goals. Do some mental practise for 5 minutes. Recall a TYPEQUICK lesson you completed successfully.

Do some mental exercises every day, morning and evening.

Work towards increasing your speed goals of 15, 20, 25 and 30. You will reach these speeds over the coming months.

The Plan

At the start of each day:

- Eat a glucose sweet.
- Turn off the phone.
- Put on some music of your choice – preferably something relaxing.

Achieve the right mind set:

- Recall some positive experiences.
- Visualise yourself typing with ten fingers.
- Believe that you are successful.

Relax the mind and body:

- Progressively relax muscles from your scalp to your toes.
- Breathe slowly and deeply while you imagine a peaceful scene.

Then follow the schedule on the next page.

After you learn to touch type promise yourself that you will NOT go back to your old bad habits or look down at the keys again. Keep typing every day - either your own work or the TYPEQUICK exercises.