

Speed Reading Techniques

1. You do not have to read every word.
2. Eliminate distractions (yeah, I know, you read “better” when you listen to music, but stop that! if you want to be able to speed read.)
3. Make sure your purpose of reading is clear.
4. Expect more. Do you drive at 10 MPH in a 55 zone?
5. Focus on key words; 40-60% on the page does not matter.
6. Don't sub-vocalize; skip the mouth-to-ear connection. Go right from your eyes to your brain.
7. Use your finger or a 3x5 card. This is your pacer.
8. Don't back skip.
9. Use your peripheral vision; only look down the center of the page.
10. Take breaks; you should take five minutes for every hour you read. Go for 100 pages per hour.(the average is 60 per hour).

Retention Techniques

1. Underline, circle, highlight; write margin notes
2. Transfer key notes to the inside front cover of book or another secure place.
3. Flag important pages; when read the second time, only read those.
4. Mindmap the book.
5. Concentrate on topic sentences.