

Speed Reading Notes

In my book *Give Me a Break: the art of making *time* work for *you**, I give you a short overview of techniques to pick up your reading.

In addition, uber-personal performance expert Tim Ferriss has a great write-up of his strategies at <http://www.fourhourworkweek.com/blog/2009/07/30/speed-reading-and-accelerated-learning/>

I would add these points:

1. Match the difficulty of the reading with the time of day. Don't try to read Dostoevsky at 10:00pm at night, similarly don't waste your time reading Clancy at 7:00am. Read the hardest stuff when you are the freshest and leave the fun reads to when you are dozy and missing a few sentences won't hurt the plot.
2. Read sitting up with water. I know it sounds simple, but sitting up straight keeps you alert and water keeps the synapses firing.
3. If you are reading for work or education take frequent notes. I had a professor that once told me he completed an entire course work for a masters degree using only a small note pad. It's not the volume that we know that counts—it's knowing the right stuff that matters.
4. Form a question and look for the answer. It's easy to get lost in a book—especially if it's a business one. Instead, scan the table of contents and form a couple of questions that you want the author to answer. This will make the reading more meaningful and allow you to quickly skim over the irrelevant parts. Here are more tips from Columbia University Prof Dr. Richard Feldman <http://www.learningtechniques.com/speedreadingtips.html>

Get more *Give Me a Break* supplementary resources at:
www.hughculver.com/breakbook