

# Effective Reading

1. Write up to 3 objectives for reading the material.
  - Why am I reading this?
  - What am I going to use the information for?
  
  - Who else is going to read the material?
  - Who else will need the information but won't read it?
  - Why do they need the information?
  
  - What do I know already?
  - What do I need to know about the topic?
  - What don't I need to know?
    - ✓ The six questions journalists use are,
    - ✓ who, what, when, where, why and how?
2. Read the introduction (or contents in a book).  
This will usually tell you what it is for and what's in it. You are beginning to allow your brain to fit the material into context with the rest of your knowledge.
3. Read any summary or the index of a book.
4. Preview every page for about 2 seconds, without using your pacer, making a note of the structure and diagrams.
5. Be very disciplined, keep going even over any interesting parts.
  - What don't I need to read?
  - Which part is most important?
6. Now revisit your objective.
7. Speed read, with your pacer, the sections relevant to your objective.
8. Have you fulfilled your objective if yes stop.
9. If not, take a break (preferably over night).
10. Repeat the steps.

