

## Using Reading Time More Effectively

Let's examine some ideas which may help reduce reading time.

1. Some of what we read is not essential to the meaning or to the understanding of what has been said. The ideas are important; don't become too involved with reading "words".

Look at key words, usually the verbs and nouns. Underline, make notes, and then just scan the descriptive passages.

2. Try to read ideas rather than single words.
3. Don't try to read when your mind is drifting; making notes will help you stay on topic. If you aren't thinking about the material you read, you may as well not read at all.
4. Some people subvocalize (say what they read under their breath). This slows the rate of reading down considerably. You can read much faster than you can talk. Don't talk.
5. Try to avoid having to re-read material for understanding. Read it properly the first time.