



The Fundamentals of Efficient Reading

1

REDUCE DIGITAL DISTRACTIONS

- Turn off notifications on your phone and laptop
- Close any tabs that are irrelevant to the reading assignment
- Keep any unnecessary technology out of your field of vision

2

SET TIMER FOR FOCUSED WORK

- Read in 25-50 minute increments
- Schedule short breaks
- During your breaks, do something that brings you relaxation, such as going for a walk, resting your eyes, or talking to a friend
- Your brain needs a break so that it can remember and comprehend information!

3

GIVE THE TEXT A "COLLEGE-LEVEL" SKIMMING

- Set a reading goal. What do you want to learn by the end of this assignment?
- Read the text selectively to meet this goal

4

DEDUCE THE GOAL OF THE READING ASSIGNMENT

- Look at the material itself or your class's syllabi to identify the purpose of the reading. What does your professor want you to learn from this assignment?
- Write this goal at the top of your note sheet

5

HUNT FOR WHAT MATTERS

- Focus on a short chunk of reading and extract only the information that will provide you with answers to your reading goal. This will help you learn faster.
- Make an active effort to build on any information that you have learned in class thus far

6

TEST YOURSELF!

- Ask yourself questions about the reading as you go along, such as "Why is information relevant to the assignment/my reading goal?"
- If applicable, write down the chapter review questions and answer them as you read. Then, when you are done reading, test yourself on the information
- This helps to build durable knowledge