

Read faster, Read smarter

The further you go in your career the more paperwork you have to read, and the less time you have to do so... or so it seems. Too often managers who have sharpened their management skills in other areas still tackle their reading with the techniques they learned in school. They need not.

Reading 'smarter' is one of the most overlooked ways to save time, relieve stress and boost morale. Although the real results come after some weeks of practising the course techniques, most delegates improve during the course itself. Attendees' most common reaction to the course is this: "I wish I'd learnt this years ago!"

The course is for everyone who wants to get through their reading at work faster and smarter.

What topics do we cover?

We normally cover the following topics:

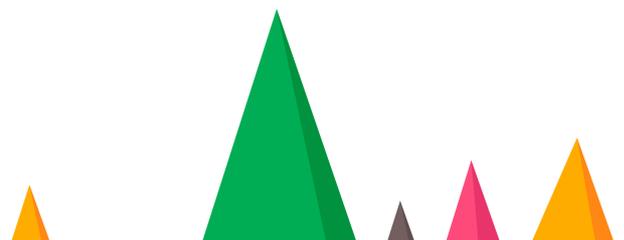
- assessing your present reading speed and comprehension
- understanding how reading works and what affects it
- identifying bad, slow-you-down reading habits
- learning new, speed-you-up reading habits
- improving your concentration, understanding and memory
- adapting to different kinds of reading materials
- finding information fast with skimming and scanning
- assessing your final reading speed and comprehension.

What are the objectives?

This course teaches techniques for reading business material, reports, professional journals and magazines faster, with better understanding and retention.

The ultimate aim is get you through your paperwork faster and 'smarter', without cluttering up your desk or your mind with the unnecessary.

If you spend some of your working hours reading, you can save half that time or more, every working day... forever!



Example Programme

- Session 1**
- How's your reading now?**
- reading speed and comprehension: what it's like for you and for the general population.
- What's in the way?**
- what influences our reading
 - what we can control and what we can't.
- Session 2**
- 'The science bit'**
- eye movements: fixations and saccades
 - what determines speed and understanding.
- All about speed**
- identifying old, bad habits
 - developing new, good habits.
- Session 3**
- Understanding more, remembering more**
- a four-step plan
 - improving concentration.
- Session 4**
- Reading smarter**
- reading with the 'gears': flexible reading
 - seeing and using the structure
 - skimming and scanning: finding information fast.
- Session 5**
- Putting it to the test**
- checking out your speed and comprehension now, compared to the start of the day
 - what that means for you in time saved at work.
- Closing**
- A little bit of practice, a lot of time saved**
- what to practice to further streamline your reading
 - what you'd like to do with the time saved!