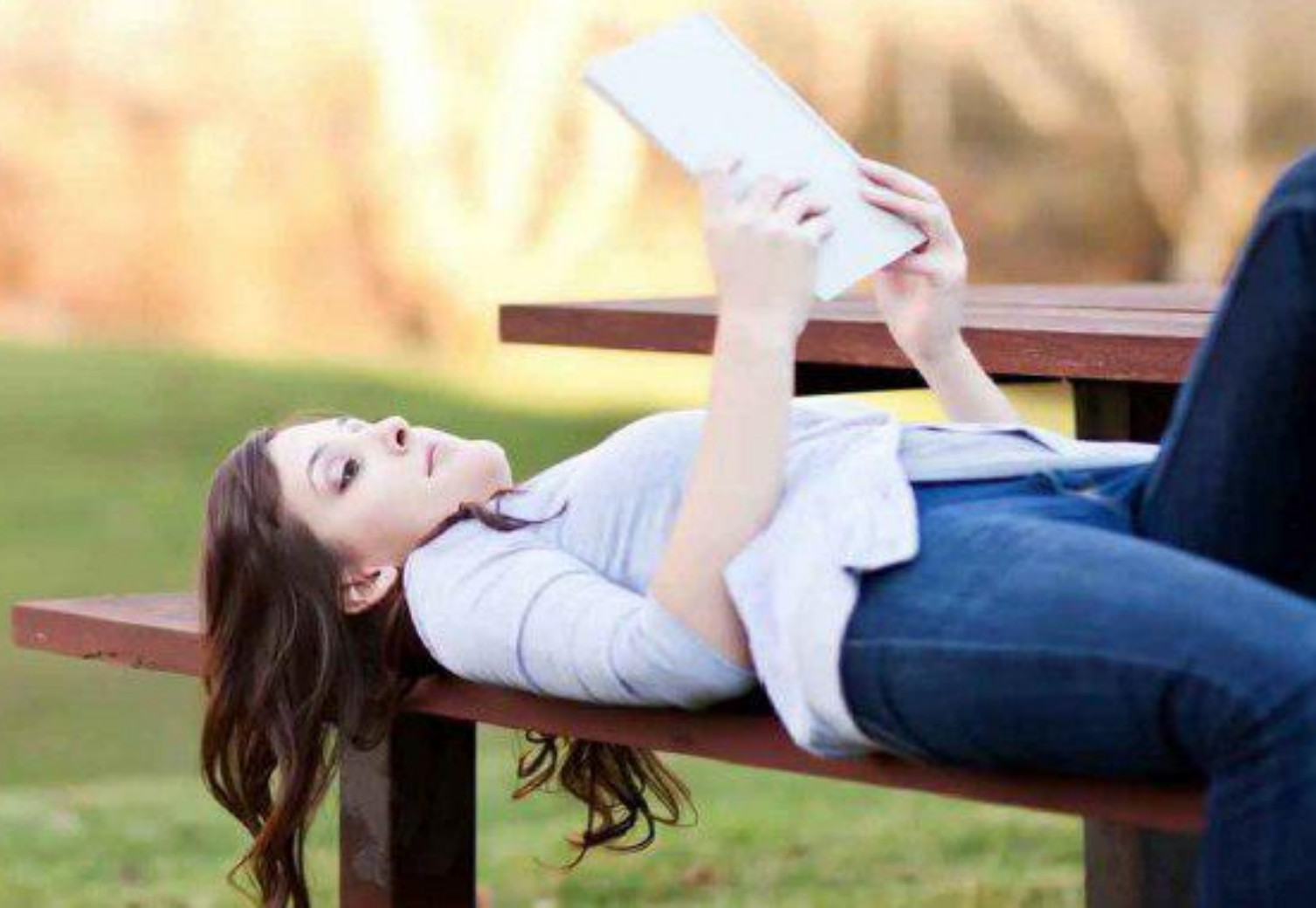


SPEED READING

PROVEN TECHNIQUES FOR READING FASTER AND
LEARNING MORE WITH COMPLETE COMPREHENSION



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Learning More with Complete
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Introduction

“The book you don’t read won’t help,” said Jim Rohn, entrepreneur, author and motivational speaker.

Speed reading is a talent that most people wish they could enjoy. They want to be able to read through emails and important instructions quickly rather than wasting time. They would like to be able to get through a book when they are short on time. But most people assume that they can’t learn how to speed read or that it is just too difficult for them to learn. This guidebook is going to spend some time talking about speed reading and how you, no matter who you are, can learn how to speed read in no time.

Chapter 1 starts out with some information on speed reading. We will look at the history of speed reading, learn a bit about how the human mind processes information we read, and some of the benefits of learning how to speed read.

Then we will move on to chapter 2, where we will learn some of the myths about speed reading and why speed reading isn’t as scary as it might seem at first.

Chapter 3 starts out with some of the best techniques that you can use in order to get started with speed reading and see some success. Before you even start out with speed reading, make sure to take a look through this chapter to learn more.

Chapter 4 brings up some supplemental things that can help with speed reading, such as eating the right foods, getting rid of stress, and getting enough sleep. While these tips aren’t directly related to speed reading, your hard work is going to be lost if you don’t take these into consideration.

Now that you have some of the techniques that are needed to help you get started, chapter 5 is going to help you with some speed reading exercises. This helps you to get started and learn how to do this process before starting out on your own.

Chapter 6 is going to help you learn how to fix some of your own personal reading issues. All of us have some issues that will come up as we are reading, and learning how to recognize these issues can help us to fix them and see better results.

Chapter 7 will finish out this guide book talking about some of the issues that come up with speed reading. Not everyone is a big fan of speed reading and in some cases, there is some truth in their beliefs. We'll spend this final chapter taking a look through these issues so you can make a good decision on whether this is a good practice for you or not.

Speed reading can help to improve your life in no time at all. Giving just 30 minutes a day to practice can make such a big difference and soon you will be able to zip through information with full comprehension in minimal time.

Take a look through this guidebook to learn everything you need to know, as well as some great tips and techniques to get started, about speed reading to help you to really enjoy this process.

Chapter 1: What is Speed Reading

Before we get too far into learning the techniques of speed reading, let's take a look through this chapter to learn a bit about the history of speed reading as well as some of the mechanics that will take place when you learn how to speed read.

The History of Speed Reading

Reading as an activity has been around for many years. What started out as simple cave drawings has progressed, over thousands of years, to allow people to own many books and read them in their free time. We have become so used to being able to read, from a book in our leisure time to the news online or the newspaper and to instructions at work. Many have no idea how life would function without the ability to read.

Each person reads at a different rate. If you give four people a manuscript to read, each of them would finish at a different time. Often this has to do with how much each person reads; someone who spends some time reading each day is more likely to read faster than someone who only has time once or twice a month. But sometimes it has to do with the techniques that are being used.

Speed reading is one of these techniques. When you learn how to speed read, it becomes easier to take in information and still understand what you are reading. This can be useful in many different career choices, even if you don't need to read a bunch each day.

Speed reading is a relatively new idea. This might be because of the flood of new information with great historical inventions such as the printing press and the Internet. In the past, just being able to read was a big deal that was mostly exclusive to the wealthy and well-connected. But now so many people can read and there are just so many things you need to be able to read and understand that it becomes critical to be able to read at a fast pace.

Most people can read at a speed of 250 words each minute.

This is a comfortable speed for many people to take in a lot of information and really understand what they are reading. But with some practice, you will be able to increase this number to 600 words each minute or even more.

When you are able to read things more quickly, and still understand the information, you are making life easier. You can save time when having to read instructions for work. You can fit in some news reading before work or on your break. You may even have time to fit in a few chapters of your favorite book before having to go to sleep.

Understanding How the Human Mind Reads

Before we can get too much into the techniques of speed reading, you have to understand how the mind works. The brain is a fascinating object that is able to do more than one task at a time while also storing the information that you take in. Your brain is always working.

At some point, you have gone to sleep and had a dream. Your subconscious is supplying you with stories and images that are played back while you sleep. Reading does the same kind of process. When you are reading, you start to see the scenes and the actions just like a movie is playing in your head.

No matter what story you are reading though, you are going to base the situations and the characters on parts of your whole life; this is why it's sometimes disappointing when you watch a movie of a book because your vision is different than someone else's.

Your mind is also able to put you in the shoes of the person you are learning about. If someone is falling in love, you may imagine that you are falling in love as well. If the person is being hurt by another character, you may also feel slighted. The brain is able to do this and so much more just by reading the words on a page.

Being able to focus on the right things in a book, such as the scene as a whole rather than the individual words, is going to be important when you try to learn speed reading. This might take some practice, but you will get it down with some hard work.

But understanding how the mind forms the picture like a dream and uses this to portray things back to you based on your own life can make speed reading so much easier.

The Benefits of Speed Reading

At this point, you may be questioning why you need to learn how to speed read? What are the benefits of learning to read at a faster pace and why can't you stay at a slower reading pace. Some of the benefits that you can get with speed reading include:

Knowledge

When you are reading, you are taking in a ton of information. Those who read the most often have the most information, especially over a big range of topics. One might compare reading a book to downloading new software into your mind. When you are able to read at a faster rate, you become more likely to take in more information. Using the same software analogy, speed reading could be likened to increasing your download speed.

This does not mean that you have to read just educational information; you can learn a lot even when reading trivial information. The faster you can read, the more information you take in so get ready to learn how to read faster.

Confidence

When you go among a group of friends who all read a lot and know information about a large range of information and you can't keep up, your confidence can take a hit. You may feel that you are not as smart as these people and that you just don't fit in.

The real issue is that you just haven't kept up with reading like you should. This may include important literature, but more often it involves news and current events. When you learn how to speed read, you can quickly catch up to all your friends and build your confidence by gaining a broader understanding of the world you live in.

Freedom

Rather than relying on those around you to clarify a topic or some information, you can gain the freedom of being able to understand it on your own. You can learn how to read instructions on

your own and get to work right away. With the growing catalog of information on the Internet, instructions are accessible on virtually any topic imaginable: from fixing a washing machine to learning how to edit photos.

You can also free up more of your time. When you can read quickly and have a high comprehension, you can save time and use it for things you enjoy rather than on the work. Reading leads to freedom. Thus, speed reading leads to more freedom.

Security

Many of those we are well read feel secure in their life. They believe that they are able to handle any situation that comes their way because they can learn about it quickly. Is there a new set of rules that are required at work? Instead of worrying about whether you will fall into them or not, you can quickly read up and then make the necessary adjustments.

Worried about how interest rates are going to change the economy or even the price of your mortgage? You can read up on them and learn what you need to do to stay secure.

Understanding these ideas can sometimes feel overwhelming. So learning how to read faster can help eliminate some of the anxiety associated with the insecurities about work, academia, personal life and so forth.

Memory

You can work on your memory when you speed read. You can learn new information, such as a new language or about an industry that you aren't familiar with, when you are able to read through a lot of information quickly. This becomes increasingly important as you grow older and it becomes easier to get comfortable with what is familiar.

Your memory is something that weakens over time if you don't exercise it. Not only reading, but also reflecting on what you read—which we will explore more in depth in later chapters. The more you read, and at a faster pace, the easier it becomes to keep your memory sharp.

Get solutions

Many times you will choose to read in order to find a solution. Need help learning how to sew? You can read a book and learn all the different styles and how to get it done. Need to learn a new language? You can pick up a book to help out. Anything that you need to learn about, from how to cook a meal, how to fix your car, or how to make a budget can be learned when you learn how to speed read.

Invention

Those who come up with great ideas, such as inventors, writers, and other creatives, can do so because of reading. They get their great ideas from reading. They might learn how a certain process works, and figure out a way to make it better. They can understand the different methods that have been used in the past, and perhaps figure out how to improve on them or how to try something new.

It is impossible to start a new invention if you don't first understand what has been done in the past.

Chapter 2: FAQ's and Myths About Speed Reading

As with any process you want to learn, there are some myths that are going to sprout up concerning speed reading. Here are a look at some of the most prevalent ones and the truth so you are more likely to do well with speed reading when you get started.

Speed reading is boring

The first myth about speed reading is that this process is boring. While this process can be boring if you choose material that doesn't hold any interest to you, the process itself is not boring. You should make sure to choose an article or a book that holds special interest to you or that you find enjoyable. This makes it easier to read through the information and really enjoy the process of speed reading.

Speed reading is just a gimmick

Some believe that speed reading is all a gimmick and that it is not worth your time. But when done properly, speed reading can be a useful technique that you can use to improve your reading skills. While you do have to put in hard work to see the results, anyone can learn how to speed read and see an improvement in no time.

Speed reading takes a long time to learn

It does not take that long to learn how to speed read properly. In fact, you shouldn't worry about the time it takes in the first place. This will just cloud your mind and make speed reading more difficult. Instead, focus on the reading and steadily make improvements. If you stay calm and follow the steps in the rest of this guidebook, it becomes much easier to see the effects of speed reading faster than before.

You have to have quick eyes to speed read

Many believe that you have to be able to move the eyes quickly in order to properly speed read, but that is not necessarily true. In reality, you need to be able to keep up a consistent speed rather than racing through everything. Of course, having eyes that can keep up with your mind make a big difference, but even those with slower eye speeds can learn how to speed read.

You lose out on comprehension when you speed read

You may assume that if you are reading fast, you are going to lose out on comprehension and won't learn anything from the material. But if you do speed reading the proper way, you may actually improve your comprehension because you are trying to get the important information out of the material.

If you are missing out on a lot of information, you need to slow down and try out the tips again. The first step in improving comprehension is choosing reading material that you find interesting. Text that you find unengaging will be difficult to comprehend regardless of how you read it.

You will need to reference a guide consistently

It is not necessary to keep a guide around all the time. If you are used to reading with a scale or a finger to help keep your place, this can help out with speed reading, but if you aren't used to this technique, then don't use it. You can do just fine with speed reading without ever using a guide to help.

Speed reading is only good for fiction

Speed reading can be great to help you out with all kinds of text, whether you are reading fiction or something else. There are even some techniques that are best for helping you speed read specifically for nonfiction material. In fact, many speed readers choose to read different text with varying speeds.

It is my fault I can't speed read well

Some think it is impossible for them to read fast because they have visual limitations, but in reality this doesn't have much to do with speed reading. The real reason is that you just aren't used to reading is fast. Everyone picks up these techniques at different paces. You just need to take the process a bit slower and soon it will become so much easier to get familiar with this process.

Software means you are cheating

Software is not considered cheating. Some people find it is easier to learn how to speed read when they use some software to motivate them. You just need to make sure you are using a reliable course to help you out and software can be a great tool. There are a number of online options that you can choose from that make speed reading fun and can even monitor your progress over time.

Speed reading software can be found with a simple web search. Many different programs that will make it easy to learn how to speed read, but most of them emulate some of the same ideas that can be found in this book.

Speed reading isn't worth the effort

Speed reading can be useful for anyone. You will be able to get through a big book quickly. You can read through emails you are given in just a few minutes. You can learn new information that is important to your job in just a matter of minutes rather than wasting the day on it. Speed reading can be useful in so many aspects of your life.

The earlier in your life you are, the more beneficial learning how to speed read will be. If you are able to learn how to read three times faster, then you will be able to read three times as much in the same time over your lifetime.

Speed reading is not for everyone

Everyone can benefit from speed reading. This reading technique could be thought of as an art

form though, meaning that some people can pick it up quickly and others may need a bit more practice. If it is taking you a bit longer to learn how to speed read, try your best to stick with it. Soon you will get it down and be able to speed read with dedication and time.

Speed reading is difficult to learn

One thing that can keep a lot of people away from speed reading is that they worry the process is too difficult to learn. But as you will see in the following chapters, speed reading can actually be really easy to learn with the right steps. You just need to learn how to make your brain go faster and to catch onto the comprehension in a new way, and you will be able to speed read like a professional.

There are a lot of myths available concerning speed reading. But when you know the truth, and learn a bit about the different techniques that make speed reading easy, you are going to love how well speed reading can work for your needs.

Chapter 3: Beginner Speed Reading Techniques

Now that you have learned a bit about speed reading and some of its benefits, it is time to get started with some of the techniques! This chapter is going to look at some of the speed reading techniques that will make this process easier and will get you started on the right track.

Strategies to Get Started

You can't just get started on speed reading without some techniques to make it easier and without some practice. Some of the things that you should keep in mind when you start speed reading include:

Go through the table of contents

When you know the gist of information that will be discussed in the material, it becomes easier to increase your speed. Most materials longer than a few pages will have a table of contents. Check this out first and get an idea of the information that will be discussed in the material. This will help you keep comprehension strong as you go through the information.

Consistently ask yourself questions about what you're reading

As you go through the information, ask some questions that will help you to understand the information you are going through and let your mind get a firm idea of what is being presented. When you ask questions, such as what the book is about and what the topic of a chapter is about, it becomes easier to read through quickly.

Once you have the questions, you can start to read the chapter. You will find that the mind is able to lock onto information easier and you can get through it faster. In addition, when you ask these questions, you can skip over the fluff information and just get to the meat of the information.

Meta-Guiding

Some people find that using meta-guiding, or something simple as putting your finger below the text while you are reading, can help to move you along. You may choose to use your finger, a bookmark or a scrap piece of paper. You pick how fast the finger goes and then make it a goal to keep up. It's all about flow.

This works for a lot of people, but some find that it slows them down or distracts them. Try this

out a few times and see if it helps or if you would be better not using this technique. Some find it helpful in the early stages of learning how to speed read, but later abandon this component once they become better at speed reading.

Avoid Subvocalizing

This is an issue that a lot of people have when it comes to reading. In fact, it may be the biggest detriments to reading speed. They see a word and learn how to say it out loud in their heads, just like they would say it to their teacher when they first were learning how to read. If you want to be able to speed read, you have to learn to turn off this mechanism and instead just see the word and know what it is and means.

The reason that subvocalizing is detrimental to reading faster is because you are using energy to read and you are also using energy to imagine yourself reading it out loud. The latter component disrupts concentration on the text and significantly reduces your reading speed.

Some readers have a habit of mouthing the words they read. This is a perfectly natural instinct to reading, however it is directly linked to subvocalizing. If you are moving your lips as you read, then you are subvocalizing. Make sure to develop a habit of keeping your lips entirely still while you speed read in order to avoid subvocalizing.

This can take some practice so you will have to keep on trying. The faster you try to read through something, the easier it is to not voice out the word because you are just too fast to have time. Keep on trying and you will get so much better at this process.

Visualization

Visualization is when you are able to make images in your mind concerning the text. This can happen whether you are reading through a fictional story with complex characters and plot lines or if you are reading something nonfiction and educational.

When you are able to make these mental images, it becomes so much easier to remember the text and you are going to remember the information for longer than ever.

Some people are able to start visualizing things the minute they start to read and others need

some more practice. If you want to see some success with speed reading, you need to learn how to use visualization to help you out.

Think about it this way; you may take a month to read a long book, but this same book can be put into a movie less than three hours long. You can get all the important information out of this amount of time as well when you learn to visualize and move through the story faster.

As you are reading, imagine it as a story. See how the scene and the characters play out and interact with each other. This can make the reading into more of a quick movie rather than a 300 page book that you have to labor through. Also, don't be scared to skip through some of the detail pages; these are often more meant to set the scene and won't do as much for moving the story and slow down your speed reading.

Search for keywords

In most cases, you have probably heard of keywords as it relates to search engines or book classifications, but this can work well for your speed reading endeavors as well. If you are going to speed read, you can't spend all your time reading each and every word in a text so you need to learn how to find the keywords and stick with those to help with comprehension.

There are a lot of keywords that will show up in your reading and being able to know and understand them can increase your reading speed.

If you are going to read a passage that you are unfamiliar with, such as technology related, and you don't know a lot of the terminology, take some time to look up common words that might be in the passage. Learn what their meanings are before you get started. Once you know this information, you will be able to zip through the information without having to stop and try to figure out what a particular word means.

Chunk reading

This technique can also be called chunking. You are going to group words together so that you can form an idea. If you are trying to read a text word for word, you are making it impossible to speed read. But when you use chunking and learn how to read the words all together like they are one unit, you are better able to read and comprehend the text you have in front of you.

Once more, like most techniques on this list, it requires consistent practice. While you may be able to overcome your habit of subvocalizing in a day, chunk reading may take much longer to master.

Chunking can be difficult for some people because we were not taught how to read in this manner. You will be able to chunk with some practice though. Pick out the method that works best to increase your comprehension of the text and don't go off what someone else is doing for their comprehension.

Skimming

One of the most useful techniques that you can use for this process is skimming. You are just going to kind of glance at the text and get the gist of what is being told rather than reading the whole thing or going word for word. To start this process, you will read the first and then the last paragraph of the text.

Once that is done, read just one line of each paragraph along the way. In most cases, the key information will be found in these areas. You can cut out the majority of the words going this way and still get a good amount of comprehension out of the process.

The skimming process is very practical. It would be impossible to read through a huge amount of text if you are just given a short amount of time. Keep in mind though that this process is only good when you just want a general idea of the text. Some of the finer details are going to go missing with this technique, but if you just want to learn the main points and move on, skimming is a great technique to use.

If you want to employ skimming in your speed reading, consider some of these steps

1. Size the text. Figure out how long the text is and try to figure out how many words are inside.
2. See if you are able to identify some of the information that is present in the text. If you have read it in the past, this might be easier to get through the information.
3. Determine if the material is fiction or nonfiction. This speed reading technique is better suited for nonfiction material and will leave you missing out on some important parts of fiction material.

Scanning

The next technique that you can use in order to start speed reading. This is a good one to use because it is similar to skimming, but allows you to pick up on a bit more information than skimming can.

You are going to go through the material, but you will miss out on some of the details. You will read through the information and try to find out the important information while skipping through the rest of it.

This is a great technique if you are looking for some key elements out of the text, such as numbers and names, and don't need to know all of the information. With practice, you will be able to get this information with just one scan over the material. Some of the things to consider with scanning include:

1. Know what you need to find out from the text. If you don't know this information, scanning doesn't work.
2. Look for the flow of data through the text. Start with the first paragraph and try to see where they put important information. Sometimes this is at the beginning, other times it is further down. In most cases, all paragraphs will be structured the same way and you can look at the same place to find all important information.
3. Prior knowledge can help as well. Do you know that this information is on the page or do you need to look somewhere else?

When you employ some of these techniques, it becomes so much easier to read with a lot of speed. The important part here is to learn where the key information is going to be stored and to learn not to read every word on a page.

Reading each word can take up a lot of time and will slow you down like nothing else. When you learn how to skim the page and to read through information faster, using a meta-guide or chunking, you can read through information with complete comprehension in minimal time.

Chapter 4: Supplemental Strategies

We have spent some time discussing the best techniques to help out with speed reading. This chapter is going to talk about some of the other strategies that you should employ, such as having the proper reading environment, which can make speed reading easier than ever before.

Reading environment

The environment that you choose for reading is going to make a huge difference in whether you can go through a piece of material quickly or not. You need to have great focus, and this is not possible when you are in a crowded or noisy room. If you can't read the material, it becomes even hard to speed read.

Ideally, you will pick out an area that is quite and free from other distractions. A quiet library or your own bedroom when no one else is at home is preferable. Also, make sure you have enough lighting. You don't want to strain your eyes and make it difficult to read because the lighting is too dim. Be careful with an area that is lighted too much or that uses fluorescent lights; these are going to give you headaches and can slow down your reading.

Focus on the content

If you aren't able to focus on the material that is in front of you, it becomes almost impossible for you to read through the material quickly. There are a lot of other things that can be on your mind and can make it almost impossible to get in a good session of speed reading when you need it most.

Before you get started, you need to find a way to clear out your mind and get rid of all your troubles and stresses that might impede your speed reading abilities.

There are a few methods that you can try out to clear your mind. First, learn what is bothering you. There are a lot of stresses that go on in your life that are impossible to control, but which are going to take over your mind and concentration. Learn what these things are and that you don't really have much control over them, and see if it's easier to let them go.

Meditation and yoga can help out as well. When done correctly and with some practice, they are going to train your mind to focus on the here and now rather than the other things that may be bothering you.

Over time, you can use yoga or meditation to help you clear out the mind so it can focus on the speed reading exercise at hand. Be aware that learning how to do meditation correctly can take some time, but if you are patient and keep trying, it can bring so much peace into your life.

Exercise before you read

According to Dr. John Ratey, exercise is important because it can help you focus. Exercise is so powerful, that your focus is going to be heightened for at least a two or three hours after you are done with the physical activities. This means that when you are having trouble with the focusing part of speed reading, it might be a good idea to start exercising before you sit down to start.

Exercise is also great because it can increase your reading comprehension. This is because the workout is good at improving your memory; the brain is energized and ready to take in information more after a workout than before. If you want to get started with speed reading and to ensure that you are comprehending the information you are presented, it is important to get started on a regular exercise routine.

Feeling fidgety while you are trying to speed read and can't sit down long enough to understand the information? Go and do a quick workout and then come back to the task. You will be amazed at how the pent up energy is gone and you can get more speed reading done than ever before.

The bad foods for speed reading

Going on the right diet can make all the difference when it comes to your focus and helping you to retain more information, especially when you speed read. The proper nutrients can play a vital role in helping your brain to function properly and can keep you sharp when it is time to start speed reading.

First, let's look at the foods that are bad for this process. You should stay away from all junk food if you want to have mental clarity. Junk foods can make you hyperactive and they are more

likely to have you crash and burn after a short time of eating. This makes you tired and you won't have much success with speed reading.

Next, you need to stay away from tuna. While this food can be great in small amounts, taking too much of it can make it difficult to focus. If you want to get the benefits of tuna without all the downfalls, stick with only consuming it once or twice a week.

Diet soda is another one to stay away from. While a lot of people think diet soda is better for them, this kind of drink is going to take away all your concentration and focus in no time. The aspartame is just as bad as soda and as the added negative effect of reducing your memory, making speed reading worthless if you are taking in a lot of diet soda.

The good foods for speed reading

Luckily, eating the right foods can help you to read even better than before. The first food you should include in your diet are blueberries. These are great for elevating your memory and the effects can last for up to 5 hours afterwards. Blueberries are full of antioxidants and it is perfect to add into a parfait or have as a side to help you get all the boosted brain power that you need.

Water is often underappreciated in your life. While you may know it is important to consume a lot of water throughout the day, you need to take in plenty when you are speed readings. This helps to prevent you from getting dehydrated, feeling sleepy, and can help you to feel alert. If you find water boring, consider getting an infuser and adding in the flavors of your favorite fruits to help.

Next is green tea. While water is always the best for your brain, when you need something to mix up the day, green tea should be the option. Green teas have l-theanine and caffeine which are both great for helping you to focus, your mind to work better, and l-theanine is great for keeping you calm rather than getting the jittery feelings. Try to have one or two cups of green tea each day while you learn how to speed read.

Dark chocolate can also help with your focus, as long as you take it in small amounts. Have a small piece before you get started with speed reading and you will notice the effects when you get some good nutrients, such as magnesium, and you are better able to handle your stress once you indulge a bit.

Even if you have trouble getting these foods into your diet on a daily basis, just make sure you are eating a healthy diet as much as possible. A typical American diet, full of fast foods and other bad things, are going to hinder your chances of doing well with speed reading.

Your brain will feel groggy and tired and won't have the energy to get this done. On the other hand, when you eat a healthy diet full of fruits, vegetables, dairy, and lean meats, you are giving your body the nutrients it needs to stay strong and alert. The more you eat this healthier diet, the easier your speed reading will become.

Get plenty of sleep

If you want to have good concentration while speed reading, you need to make sure you get in plenty of sleep. You should not skip out on this important step and assume that just a little bit will be enough. Without sleep, it is really hard to focus and even if you are able to keep up a brisk reading pace, it becomes almost impossible to comprehend any of it. So make sure you are getting about 8 to 9 hours of sleep each night. In order to get some high quality sleep, try out these tips:

- Don't exercise right before bed. This can raise your adrenaline and makes it hard to go to sleep.
- Turn off all gadgets. Artificial light makes it hard to fall asleep and you could stay up worrying about what is on your phone or computer
- Avoid caffeine before bed. Even in green tea this can keep you up so cut the caffeine close to bed time.
- Relax—cut out all the stresses before you go to sleep and try some relaxation techniques ahead of time.
- Keep the room cool—when the room gets too warm, it becomes difficult to get a good night of sleep.

If you are able to keep some of these external ideas in mind, you will find that speed reading is so much easier than ignoring these certain things. It is especially important when you first start out as you are training your brain to do a new task. Over time, speed reading gets easier and you can really enjoy this new process.

30 Minute Rule

When you decide it is time to get started with speed reading, you should start with blocking out some of your time each day to devote to this activity. The best amount of time is 30 minutes. This short amount of time will get you reading so much faster in just a month and it really isn't that much out of your day.

For this part of the process, you will need to focus on 30 minutes each day for each of the activities. This may seem tedious in the beginning, but soon you will see tremendous results. Those who commit more time to learning how to speed read early in the process will often reap the greatest benefits.

Practice by reading individual chapters

When you first start out, start out with something small. This helps to build up your practice and your confidence so you can take on something a bit bigger later on. Pick up a book and practice with speed reading on one chapter at a time, and slowly you can build up to two or three at a time. You can also do this with emails you need to finish or going through the newspaper if you don't have a book that interests you.

Practice with an entire book

Once you have built up a bit with speed reading the smaller chapters and excerpts from newspapers, it is time to work on reading something a lot bigger. This is going to seem really impossible when you first get started, but over time you will get so much better.

You should start out with a shorter book. Starting out with a book that is a 1000 pages is not going to work well and you will fail. You can start out with the small book and time yourself to see how fast you can get it done. Try to stick with at least 30 minutes of reading, even if you don't quite get the book done the first time. Soon you will get better and this will seem easier.

Now that you have that done, go to a medium sized book. This is going to be a bit more of a challenge, but since you worked so hard on the one before, you have the tools to keep going. Once you are done with the medium sized book, you can move on to a bigger book and see how

quickly you can read through this.

When picking out the books you will use, pick ones that seem interesting. You are not likely to keep reading through a book that bores you or seems uninteresting. If you find the subject matter interesting, it is much easier to speed read through it.

Aim higher with each day

With this whole process, make sure that you are aiming high. This helps to keep you on track. While you may not be successful each time, at least you have a goal to keep working on. For example, if you are able to finish 100 pages of a book in the 30 minutes one day, the next day you should aim to get 150 pages or more done. Keep aiming higher each time and soon you will be amazed at how quickly you can get this all done.

Some More Tips to Help Out

There are a lot of things that you need to remember when it comes to speed reading. Some more great tips that you can use to get a head start with your speed reading endeavors and to really see some results include:

- **Schedule**—come up with a schedule for your speed reading and stay with it. Going off this schedule can make it hard to get back on track. Go through your personal schedule and find a time and a method that works the best for you.
- **Practice often**—the more you practice, the quicker you will learn how to speed read. If you only spend 30 minutes once a week, it is going to take a lot longer to complete compared to spending this much time each day. Practice the techniques as much as possible, and you will be able to speed read with ease.
- **Clean sheets**—when speed reading, don't place a lot of color or marks on the page. These are going to distract you and slow down the reading. If you are a person who highlights as you read, learn how to stop this; if you aren't able to completely drop this habit, stick with a light pencil mark rather than all that color.
- **Flexible**—you don't always need to read at extremely high speeds to do well. You need to have some control over how fast you read. Try fluctuating between lower speeds and your top speeds to figure out what is going to work the best for you and to ensure you get the best comprehension out of the process.
- **Distractions**—get rid of all distractions in your day. Find a quiet place, get rid of all the extra noise, and eat something if you are starting to feel hungry. Try to do a quick workout beforehand to help you clear your mind and get rid of the distractions as well.
- **Goals**—it is good to have goals when you are trying to speed read, but remember to keep them reasonable. You won't learn this process in just a few days, but if you set reasonable goals for getting your speed up every few days, you will become a speed reader faster than ever.
- **Never give up**—there are going to be times when you come across snags and won't go at the speed you like. Just keep on working. You will get through these issues and soon you will be a great speed reader.

While there are a lot of techniques and tips to speed reading, it is not a difficult process. Just use some of these tips to get started, and keep working hard, and you will get the process of speed reading down with greater impact with each day.

Chapter 5: Speed Reading Exercises

Now that you know some of the techniques that are needed to help out with speed reading, it is time to learn exercises that will put them all to work. This chapter is going to look at some exercises that are first going to work on your eye speed, which helps you to read faster, and then on how well you comprehend the material that you are given.

Exercise 1:

For the first exercise, we are going to work on making your reading speed faster. It is of no use to learn speed reading if you can't learn how to read a bit faster. Take some time with this; you are not going to become a world class speed reader in just one day. But if you keep on working on it a bit each day, you will get better and soon you will read faster than all of your friends.

To start this exercise, you need to go find a stop watch or a timer of some sort as well as a book that is fairly easy to read. We will get to more complex material later, but pick a short chapter book or find a children's book so you can get used to the whole idea. Determine how much you would like to read at a time.

For example, you could start out with just a page and see how long that takes or some people like to do a full chapter. Usually going by pages is the best since each chapter could be different lengths and it becomes difficult to determine if you are improving. Now turn on the stopwatch and begin reading.

If you are running into trouble reading fast, put your finger under the words and move it at a steady rhythm. This is the speed you should start reading. The further you get into the book, the faster you should move your finger so you learn how to read at the same rate. Over time, you are going to learn how to do chunking, or how to read more than one word on the page at a time.

When you are done with the allotted amount of pages, check the timer and write down how long that took. Now start up again and see if you can do it any faster. Keep going until you run out of time or out of pages and see if you were able to increase your speed at all. During this time,

don't worry as much about completely comprehending the information that you are reading, just try to get at least the gist of it all and we will look at comprehension later.

The next time you come back to the speed reading exercise, you should work on going faster than you did the first time. Keep on working and you will see that your speeds are getting faster and faster each time.

Exercise 2:

For this one, we are going to continue working on our eye speed to try and get it faster. For a lot of people, the issue with learning how to read faster is not that they don't want to go this fast, but it's because their eyes are just not able to keep up with all the work.

For this one, get out a piece of paper and put the numbers 1 to 4 out in a square. Draw some lines between the numbers in any order that you would like. Now practice going between the numbers. First you will follow the lines exactly and you will probably be a bit slower at the process.

But over time you will be able to just glance at the numbers and see it all at once rather than having to follow the lines. This might take a bit to get used to, but soon it will be second nature to you and you won't have to even think about it.

Exercise 3:

Now that you have gained up on speed a bit, it is time to work on the second exercise. With this exercise, we are going to spend some time learning how to comprehend everything we are reading and then how to combine it with the speed that we like.

For this one, find an index card and use this to help you read a large block of words all at the same time. This can be a challenge, but when you learn how to chunk in this way, you can take in a lot of information all at once and still understand what you are reading.

With the index card, you are going to practice reading about three lines all at ones. Keep going through this and do it first for five minutes and then increase your time. Over time, you will be able to take in these large amounts of words in just seconds and will still be able to comprehend

everything you are being told.

Chapter 6: Learning How to Fix Your Personal Reading Issues

If you are encountering trouble with increasing your speed, it is important to learn which issues are hindering you. There are a lot of different things that could stop you from reaching the fast speed that you are looking for and you will never see any improvements if you don't deal with these right away.

Let's take a look at some of the most common personal reading issues that you may encounter when you are learning how to speed read and some simple ways you can fix these issues to see results.

Fixation

One problem that a lot of people have with reading is fixation. This is the process of having your eyes concentrate on just a few words in the material. If you spend too much time on a word, rather than glancing at it, you are slowing down the reading speed and wasting time.

This process is natural for most humans and you will have learned it when you were young and your teacher taught you how to read. This makes it one of the oldest habits you have when it comes to reading, making it hard to realize why your speed reading isn't going faster. Luckily, once you realize that you fixate at a certain point of the page, it becomes easier to break the habit, especially if you learn how to use peripheral vision.

To learn your peripheral vision, stair straight ahead. Now, don't turn your head or your eyes at all, but look to the sides of your vision. You may see a chair in the corner, or the wall or a TV depending on where you are located at the time.

All of these things that are not in your direct line of vision, but which you can still see, are considered a part of your peripheral vision. You can use this to help yourself continue reading at a high speed even if you become fixated on a word or phrase in the meantime.

Regression

Regression is when you start re-reading the information that you already read. For this one,

imagine that you are watching someone read a piece of material. Do you see their eyes keep moving in a constant motion or are they going over some words and then going back to it? If you see the latter, they are doing the process called regression.

If you want to increase your reading speed, you need to learn how to avoid regression. You won't be able to read quickly if you are going backwards and reading the words that you already did. Usually figuring out the reason that you are regressing is the easiest way to solve the issue.

The main reason people will regress is because they can't focus. You may have your mind on other information or feel stressed out about work. When you aren't paying attention, it is hard to catch information when you are speed reading and you are more likely to regress.

This means, you need to deal with your lack of focus, such as eating something, doing meditation, or working out, before you start speed reading so you can keep going strong rather than regressing the whole time. Never start out with speed reading if you are feeling really stressed out or there is another reason you are going to have trouble paying attention to the information in front of you.

Another issue with regression is when you don't know one of the words. You will catch the word and then want to go back and figure out if you know this word or can figure out its meaning. This is a lot of wasted time.

If you come across a word you don't know, take a mental note and then look it up later, keeping up your steady speed the whole time. If you are going to read a technical piece and aren't familiar with the terminology, take the time to learn a few of the words and their definitions before getting started to avoid the problem of regression.

Some people regress because they are reading too fast. While the whole point of this is to go fast, but if you are losing control, you won't catch the information and miss out on important things. Or you may end up skipping the information because you go over a few lines rather than reading the whole thing.

Unless you are skimming to get the gist of the information, skipping over whole sentences is not a good idea, even when you are using speed reading. Slow down your speed a bit, but not too much, and get a handle over your speed reading. Don't worry, with a bit more practice, you will get this down and be able to read faster than ever.

Sub-Vocalization

We have discussed this issue a bit before, but it is an issue that will really slow down your ability to read quickly. Many people when they are reading will say the words in their head. It is almost like reading the same words out loud, but you are saying them in your head as you are going on.

This is really going to slow down your reading skills because the process of reading and the process of repeating the words in your head are complex and take a lot of brain power. Your brain is not able to take on both complex processes and do them well.

This means that if you want to do well with reading quickly, you need to learn how to close out the repeating of words in your mind. The best way to do this is to make sure you keep the mouth closed while you are reading, especially when you are first learning how to chunk read.

Subconsciously, you are forming the words with your mouth and in your head when you keep the mouth open; when the mouth is kept closed, it becomes much easier to just work on the speed reading and getting faster.

Another way that you can get rid of this vocalization is to use visualization. Rather than worrying about saying the words in your head, start to form a picture of the material in your head. This can work whether you are working with a fictional or nonfictional piece of material, you may just need to change up the scenes that are coming up in your head.

This allows you to read faster because you are seeing the material like you would if it were a movie and you will go faster to keep the scene moving along. This will take a bit of practice, but you will get it down and you will see it is pretty easy to keep reading at faster rates.

Understanding these common issues can make it much easier to take them under control so they don't ruin your chances of doing well with speed reading. Learning how to speed read and take care of these issues isn't going to happen overnight, but if you are dedicated to increasing your speed and you put aside some time each day to work on it, you will be the fastest reader in your group of friends in no time.

Chapter 7: Speed Reading Issues

While there are a lot of good things that come from speed reading, there are also a few negatives that you should be aware of before getting started. Not everyone is a fan of speed reading and some even choose to read at a slower pace in order to avoid these negatives.

While you are ultimately the one to choose whether speed reading is the right choice for you, most of these issues can be fixed with the techniques above. Here are some of the main issues that you may face when it comes to speed reading.

Missing out on all the details

When you speed read, you are missing out on some of the details that come with a story. When you are doing this on a news article or some other information piece, this can be ideal. Often they are stuffed with a lot of repeats and extra wording that is not needed.

But when it comes to an important email or a fictional story, speed reading can make you miss out on details that are important to the development of the story. Over time, you will be able to learn how to avoid missing out on details as you learn your own speed reading style.

Hard to get comprehension

Comprehension can sometimes get lost when you are speed reading, especially when you are new to the process and haven't gotten it all down yet. You may read so quickly that you aren't in control over the reading and you barely register the words much less what is going on with the words at hand.

Once you learn how to control comprehension is not going to be as big of an issue as before. You will be able to pick out the important information in no time and it becomes easier to regulate the perfect speed to keep the whole thing going. This is something you are going to need to work on though, but if you dedicate your time to it, you becomes much better at comprehending your material, even when you are speed reading.

Feeling rushed

Some people feel like speed reading rushes them through the information and doesn't allow them to just relax. When you are worried about getting the page read in just a few seconds, you always have that sense of urgency rather than just taking in the story and really learning what is going on.

For those who like to relax with reading and just enjoy the story unfold in its own time, speed reading is not going to feel like all that much fun. Just remember, you don't have to speed read all the time. Many expert speed readers employ this technique for work and other important materials, and then slow down when they are trying to read for fun.

Not able to truly enjoy the story

Some of those who have tried out speed reading feel that it hampers their ability to really enjoy the story they are reading. They are rushing through the information too quickly and missing out on so many details with speed reading, they are not able to sit back and relax. This is often seen the most with fictional works that have a lot of character development and other important details.

You will probably learn over time different speed reading techniques for each kind of material. Nonfiction does well with scanning and skimming because you don't really need to read every word of the material in order to understand what is going on. Fiction may take a bit longer to read in order to really enjoy the complexities of the story and to catch the little details. But even fiction can use speed reading once you get some experience and learn the methods that work the best for you.

While many people aren't fond of speed reading and feel that it reduces the joy of reading, speed reading does have a lot of value when it comes to your life. Think of how great it will be to read through emails and other important information in just minutes, rather than hours, and still understand what is going on. With just a bit of practice, you will be able to do this just like a professional.

Conclusion

Speed reading can work out so well in many parts of your life. You will be able to read through some of your favorite books, look for important information, and read and comprehend important instructions from work in no time at all. This guidebook is meant to give you all the tools that you need in order to get excited with this fun process.

Learning how to speed read has the potential to equip you with the knowledge, confidence and authority to overcome whatever life throws at you.

I hope that you'll be able to put these ideas and concepts into practice. If you enjoyed this book, please be sure to give it an honest review.

Thank you and happy reading!