

Time to get up to speed with your reading

>Spd Rdng

The Speed Reading Bible: 37 easy speed reading techniques with proven results for you to apply immediately to any reading material (books, reports, journals, manuals, textbooks, online texts, ebooks, etc) so you can read more, more quickly, more effectively, whether you are a professional, an entrepreneur, a student or teacher, a home educator, or simply interested in your own learning and personal development, in any subject (including business, medicine, law, IT, acting and languages), by showing you, among other things, how to use your eyes more efficiently, remember more, access your learning intelligence, take meaning from the minimum of input, focus on your purpose, find the hot spots of information you need, and put it all into practice, with the result that you free up time and save money as you become more successful in business and in life.

Susan Norman & Jan Cisek



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This free download contains a summary of the 37 speed reading techniques which are explained fully in the book **Spd Rdng**, which will be published shortly by Saffire Press.

If you prefer to learn practically, you can attend a **Spd Rdng workshop** (including speed reading and photoreading) run by the authors. For information about the book, the courses, and fuller information about speed reading, go to www.spdrdng.com

Each one of these Spd Rdng techniques helps you get the information you need from texts more quickly than traditional reading. Many people can speed up enough simply by applying their favourites from these techniques.

If you don't have time to put all the techniques into practice at once, save most time and get maximum results by starting with the following:

TOP TEN Spd Rdng TECHNIQUES

>1, >2, >4, >11, >13, >14, >19, >22, >25, >34

Before you start reading, you might like to consider what sort of reader you are now. Try the test on the next page.

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What kind of reader are you now?

Tick the statements that describe you as a reader. Don't think too hard about it. Just go with your first reaction (it's usually the most accurate).

Check your responses below.

- ☐ 1 I am a poor reader.
- ☐ 2 Reading is a chore. I put it off as long as possible.
- ☐ 3 I often feel overwhelmed by the amount I've got to read.
- ☐ 4 I read really slowly.
- ☐ 5 I always know precisely what I want from a book before I start reading.
- ☐ 6 I feel I might miss something if I don't read from cover to cover.
- ☐ 7 I happily ignore information that is not relevant or that I already know.
- ☐ 8 I worry that I won't remember what I've read.
- ☐ 9 I get bogged down in detail before I've understood the big picture.
- ☐ 10 I can find key information quickly.
- ☐ 11 I use a variety of techniques and different processing speeds for different materials.
- ☐ 12 I want to improve the way I read.

If you ticked numbers 1, 2, 3, 4, 6, 8, 9, you will almost certainly benefit from applying the techniques in this book.
If you ticked 5, 7, 10, 11, you may well have worked out good reading strategies for yourself. Congratulations. You might like to compare them with the ones in this book and look for things you can do to improve.
If you ticked 12, congratulations. This is the first requirement for anyone wanting to become (and remain) an expert reader. Enjoy the book!

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>Spd Rdng Techniques

A TOP TEN TECHNIQUE

>1 Apply skills you already have

You already have the skills to extract information quickly and easily from newspapers, dictionaries, emails. Apply them to books. Use newspaper skills to get a book's message; use dictionary skills to find specific information from a book.

A TOP TEN TECHNIQUE

>2 Preview before you start reading

Spend about 2 to 5 minutes looking through the book, finding out what it's about before you start reading. Just this one technique can save you hours of time and money (on books you don't have to read or buy).

>3 Don't think 'reading', think 'finding information'

Change your mindset from 'how many books I've read' (quantity) to 'how much information I've got' (quality). If you think about using books to look for information, you will approach them differently.

A TOP TEN TECHNIQUE

>4 Have a clear purpose for reading

Know what you want from a book before you start reading. If you're reading for information, use the techniques suggested here. With factual books your purpose is either (a) to find specific information, or (b) to find out what it's about.

If you're reading for pleasure, do whatever pleases you (including reading slowly, or using techniques specifically designed to increase your reading speed).

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>5 Apply the 80/20 rule to your purpose

According to the 80/20 rule, if you are satisfied with achieving 80% of your goal at any one time, then you can achieve five times as much in the time available (ie you can achieve four other goals to 80% in the time you save).

>6 Read the message, not the words

When you concentrate on the message and the meaning, it is not necessary to read every word in order to understand what the writer is saying.

>7 Smile – enjoy what you're reading

Being in a happy frame of mind makes it easier to take in information. Even faking a smile can have a similar effect.

>8 Take fewer 'stops' per line

Deliberately fix your eyes on only four, three or two points in a line as you read – and then do it more quickly. You take in the words on either side of your 'fixation' using peripheral vision. (Very slow readers tend to fix their eyes on every word.)

>9 Open your peripheral vision

Look straight ahead, relax your eyes and be aware of as much as you can see to both sides of you at the same time. Then pick up the book and start reading.

>10 Take your awareness to your concentration point

Focus on a point about 30cms above and slightly behind the top of your head (your concentration point) – take a deep breath in and relax your eyes as you breathe out. Then start reading.

A TOP TEN TECHNIQUE

>11 Focus on 'hot spots' of key information

Not all the words on a page contain the same amount of information. Focus on the hot spots – the

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words and phrases that contain the book's message and/or that fulfil your purpose – and skim quickly past the rest.

>12 Read for sameness and difference

Ideas which are different and new give you new learning – things which are the same confirm what you already know or give you greater depth of understanding. Noticing one or both keeps your brain alert and helps you take in information.

A TOP TEN TECHNIQUE

>13 Speed up your brain with 'super-duper-reading'

Look quickly (1-4 seconds) down the middle of the page using your finger to guide you for about 10 pages or until you begin to make sense of some of the words. Then start reading with comprehension – but you'll be reading more quickly because your brain is reacting more quickly.

A TOP TEN TECHNIQUE

>14 Get in a good state for reading

Having a relaxed, alert, questioning, purposeful mind is the ideal state for reading if you want to understand and remember information. Many of the other spd rdng techniques are also designed to get your mind and body in an optimal state for reading.

>15 Use speed-reading eye patterns

Use regular patterns to look down the page for hot spots of information. **Super-read** (straight down the middle of the page), **skitter** (randomly or using patterns such as **zigzags**), or use other patterns such as **underlining**, or the **capital-I shape**.

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>16 Remember by doing something

If you want to recall information you have read, take steps to fix it in your memory (read actively, take notes, talk about it), and then review it.

>17 Take notes with mindmaps and rhizomaps

Taking notes is the first step to fixing information in your memory. Mindmaps and rhizomaps are more memorable and lead to greater creativity than linear notes. (Rhizomapping is our own innovation which we created as an alternative to mindmapping when you are unsure of the structure of the information. Find out more on our website www.spdrdng.com/glossary.) If you're away from your desk then write notes (on post-its) in your book.

>18 Have 20-minute work sessions

Have work sessions of 20 minutes with one book and one clear purpose. If you feel you still need more from a book, don't go back to it until you've had a break.

A TOP TEN TECHNIQUE

>19 Talk about what you read

Talking about what you read helps crystallise your understandings in your mind – which is the first step to remembering. Do it twice:

- (1) as you read, summarise the information to yourself (it keeps your mind actively engaged and stops subvocalisation), and
- (2) after reading, tell someone about what you've read (it helps you understand and remember better).

>20 Review information regularly

Typically people forget 90% of what they read within 48 hours of finishing a book. But just by spending a few minutes reviewing your notes after 1 day, 1 week and 1 month, you can instead **remember** 80-90%.

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>21 Read different texts at different speeds

People tend to read everything in the same (slow) way – which is like driving a car only in first gear. It is OK to read slowly if you are proofreading for correctness, if you are savouring the sounds of the words, or if you are simply enjoying it. However, if you need information, then use other spd rdng techniques to get it as quickly as possible.

A TOP TEN TECHNIQUE

>22 Use 'syntopic processing' to work with several books

Have a 75-minute session work session (>18) with four books rather than one. Spend approximately 15 minutes per book to gather and compare information to fulfil one purpose (>4), with a few spare minutes to take a break mid-way and evaluate at the end. Record information on a mindmap or rhizomap (>17).

>23 Set timeframes and stick to them

Timeframes encourage you to work more quickly and focus on your purpose. Sticking to time encourages you to keep going with future work sessions (>2, >18, >22).

>24 'Rapid read' from cover to cover

Look quickly (2-10 seconds per page) at every page, searching for hot spots (>11) of key information. Do this after a work session (>18, >22) to collect any final bits of information.

A TOP TEN TECHNIQUE

>25 Get the overview before the details

When learning a new subject, make sure you understand the overview, the big picture, before you look at the details. Since most books are written sequentially (ie detail following detail), this usually means starting by previewing (>2) and looking at

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chapter and section headings, and first and last chapters (>37) for a general understanding. Syntopic processing (>22) is excellent for getting an overview of a new subject..

>26 Rd sumrys

Reading summaries is the quickest way of getting the book's message – and research shows that people remember more after reading a summary than after reading the whole book.

>27 Take frequent breaks

You remember more from the beginnings and ends of work sessions (the primacy and recency effects). By taking more breaks you have more beginnings and ends – and you refresh your eyes, body and mind to improve your state (>14).

>28 Download the book into your non-conscious mind

Make sure you can see both pages of the book. Go quickly (1 second per double page) through the book, looking at both pages at once, without making any conscious effort to understand. As long as the words pass in front of your eyes, it doesn't matter whether you consciously see them or not. Trust that the information has gone into your non-conscious mind. Use the other conscious spd rdng techniques as before and gradually notice how much more information you know, as the downloaded knowledge comes to conscious awareness.

>29 Download books for 'direct learning'

Download (>28) several books containing strategies for a physical 'skill' you wish to acquire (eg improve golf swing) or information for a specific purpose (eg quiz night). Continue with your normal activities (playing golf, taking part in the quiz) and notice improvements.

>30 Read a book three or more times

Working with a book several times, using different techniques, gives you much more information than

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reading it only once. It should also still be much quicker than reading only once in the traditional way.

>31 Trust the process

Trust that the more you use the Spd Rdng techniques, the more effective your skills will become, and the more you will be able to trust the process – and your intuition in relation to books and reading.

>32 Use different techniques with different materials

Because you read different materials with different purposes, experiment with using the spd rdng techniques in different combinations.

>33 Ensure that physical factors are in your favour

When you're working with a book, sit comfortably at a table with pen and paper for taking notes, in good lighting. Hold your book at a 45 degree angle towards you (rather than flat on the table). Be in a good state.

A TOP TEN TECHNIQUE

>34 Set high expectations

Expectations (what you want) usually exceed actual results – which tends to lead people to reduce their expectations. But then actual results go down – until you're back to old, slow traditional reading habits. **Increase your expectations, set tighter time limits, strive for more, read faster** – and see results improve.

>35 Celebrate success

Your brain is programmed to notice when you fail or make mistakes – but if you train yourself to notice when you succeed, you encourage further success.

>36 Read more

Simply reading more of anything – particularly using spd rdng techniques – will make you a better reader. The more you read, the more words you will learn – the more words you know, the easier it is to read.

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>37 Read beginnings and endings

Very often key information can be found at the beginnings and endings of books or chapters. So look there first.

And finally ...

if you find a better way, use it ...

and tell us!

Excellent readers are constantly looking for ways to read and implement these techniques more effectively. We are always on the lookout for ways to improve our reading, the techniques, and the book. Please let us know if you have any suggestions – or if you would like to share successes. Contact us via our website – and check for updated information too: www.spdrdng.com

A TOP TEN TECHNIQUE (number 11!)

When these techniques become habits, you will be reading quickly and efficiently with good comprehension and recall.

However techniques only become habits if you put them into practice!

The full version of the book – with explanations of how all these techniques work in practice – is available in Kindle through Amazon. Look for

Spd Rdng - the Speed Reading Bible

by Susan Norman and Jan Cisek

www.spdrdng.com

Time to get up to speed with your reading



Jan Cisek
Spd Rdng and
PhotoReading Coach,
London UK

Jan Cisek was the first PhotoReading Instructor to be licensed in the UK in 1999 and since then he has taught the skills to thousands of people worldwide, as well as presenting at numerous conferences internationally. He teaches how to learn anything more effectively and how to use your intuition and creativity. Spd Rdng is his first book.
jan@spdrdng.com



Susan Norman
Spd Rdng Coach,
London UK

Susan Norman is an expert photoreader, Spd Rdr and speed reading instructor and teacher and has been running courses with Jan since 2004. She is a former Director of SEAL (Society For Effective Affective Learning), and author of more than 35 books on accelerated learning, language teaching and NLP (Neuro-Linguistic Programming).
susan@spdrdng.com

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>Spd Rdng Courses

**Process at least 10x more material
(get through 6 books during the 2-day workshop)**

Spd Rdng goes beyond traditional reading. It's quick and easy to learn whether you are a student or in business – or involved in personal development.

COME AND LEARN Spd Rdng

- 1 read faster – 2, 3, 4 times faster or even more – and process at least 10 times more material
- 2 remember what you read
- 3 mindmapping and rhizomapping for taking notes
- 4 syntopic processing – read four books in one hour
- 5 speed reading and photoreading techniques – everything you would learn on both speed reading and photoreading courses
- 6 improve your memory, concentration, understanding
- 7 absorb reports and technical information and relate the course to your specific circumstances (eg study, business)

**read
faster**

**save
time**

**remember
more**

TESTIMONIALS

'It would have taken me weeks to get the information I got in just one hour using syntopic processing!'
Shamshad Syed, Orthopedic Surgeon, London

'Four days after the course I processed 6 heavy academic tomes! No-one else managed to read more than one. Everyone was amazed!' Adam Hearn, Student, Spain

'Revolutionary! An outstanding course. Should be taught in every school.' Mark Trewren, Social Entrepreneur, London

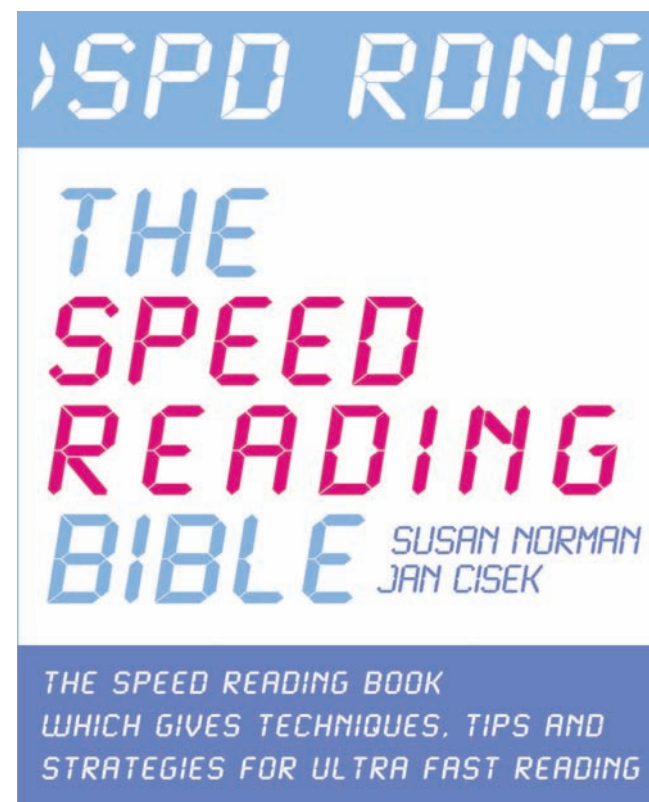
In a world of information overload wouldn't it be nice to get through textbooks, reports and manuals faster? And to remember more of what you read? With speed reading, you can.

YOUR TRAINERS

Jan Cisek – speed reading and photoreading trainer since 1999
Susan Norman – Spd Rdng coach and accelerated learning expert

BOOK YOUR SPEED READING COURSE NOW

Two-day courses (Sat-Sun) held every month in London
Check online for current price and occasional special offers.



**> Spd Rdng – The Speed Reading Bible
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For Ultra Fast Reading**

by Susan Norman and Jan Cisek

available as an ebook on Amazon Kindle (for PC/ Mac/
iPhone/ iPad/ iPod/ BlackBerry) £4.44

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