

7 STEPS TO BETTER READING

Finding time for reading in a busy schedule can be tricky. And even if you do manage to free up an hour of your day, remembering what you learned can be just as difficult. Follow these 7 steps to read faster, learn more, and better retain new knowledge.

1

PERSONALIZE

Ask yourself what you want to learn from the content, how it might change your life and why you should read it. When you link things to your life, you will remember what you're reading better!



2

ZOOM OUT

Find out what the book is about and its main takeaway by spending 20 minutes skimming it or reading online summaries.

3

GET CURIOUS

When you have an idea about the book, prepare some questions to answer as you read. This will help you to retain more ideas from the book.



4

RE-STRUCTURE

Flip through the book to ID its key points, separate them into elemental chunks, and write them down. Don't forget to leave space for notes!

5

TAKE NOTES

As you read, pop your key insights into the structure you created, using your own words to make the ideas stick.



6

REVIEW

Now that you have your own summary, review it and try to recall details from the book that pertain to each key insight.



7

SHARE

Tell what you've learned to others to reinforce your learning.



Steps For Better Reading Skills

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