PhotoReading Tips for Faster Reading 1.0
Get More From Your Reading in Less Time
and Have More Time for Everything Else!

An eBook by
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Paul R. Scheele, is the author of “The PhotoReading Personal Learning Course.” Paul has taught tens of thousands around the world to read with greater speed, comprehension, and enjoyment.

He are some of his tips for improving your reading:

1. Instantly Improve Your Reading Efficiency
2. Get More Out of Trade Journals and Magazines: Tip 1
4. How to Read the Reports You Love to Hate
5. Keep up with the Daily News in 15 Minutes: Tip 1
6. Keep up with the Daily News in 15 Minutes: Tip 2
7. Further Study

To learn more about PhotoReading techniques, check out the
PhotoReading Personal Learning Course.

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How to Instantly Improve Your Reading Efficiency

Before reading a difficult piece of writing, take a few moments to close your eyes and relax while taking two or three deep breaths. Say to yourself that you can read with full concentration, recognize key information, and achieve high comprehension quickly to accomplish your needs. Believe you can, and you will.

This may simply sound like “positive mental attitude”. Yet if you do not purposefully affirm the positive, you may be shutting off your true capacities by subtle anxieties about the task.

For example, if the material is dense and difficult to read, any anxiety about getting through it can cause lowered performance. The secret is to see the material simply as new and different, not dense and difficult...and be relaxed about it. Early confusion can create curiosity that guides you to search for and recognize the information you need. Your comprehension and overall reading performance can increase--all with just a few seconds of preparation.

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How to Get More out of a Trade Journal/Magazine

Tip #1: Browse and Play

Browse through the publication--frontwards or backwards--so that you get to know whatís in it and where it is located. Notice the layout and how the information is presented. Notice the table of contents and any special sections. Don’t be too serious--it’s best to be playful.

Notice which articles pique your interest, but don’t read them yet. Catch titles, subtitles, pictures, and charts. When you find something interesting, think of how you can use it--reading for information should be a goal seeking activity. Decide how much time you can afford, and then go for it.

Follow this tip and your reading will become purposeful, active, questioning and goal oriented...this means you save time and get more information from the time you spend reading!
How to Get More out of a Trade Journal/Magazine

Tip #2: Locate the Most Important Articles...and Be Smart

Get 80% of the information in 20% of the time by simply reading the title, subtitle, bold type, last paragraph and first paragraph--spend only 30-45 seconds. Then reflect on the relevance of the information for you. If it is important to read more, go to the next step. Otherwise, find another article.

Take 1-2 minutes to skim through the article to find the core idea. Know what is being expressed. Do you need more details? If not, find another article.

Read lightly and flexibly. Know what you need. Slow down to fulfill your purpose, answering questions that are most important to you. Since very few words carry the meaning, speed up to pass redundant or useless information.

Tip #3: File important articles, pass them on, or re-cycle the publication.
How to Read the Reports You Love to Hate

In just 11-13 minutes you can get 80% of what you must know from even the most difficult reports. Here's how you can do it now, quickly and easily:

At the end of your work day, take 2 minutes to glance through the report’s layout, table of contents and ending. Decide on 3 things you must know from this report.

STOP! Do not read further. Flip the pages in front of your eyes like a fan 2 or 3 times. Make a guess where you will find your answers. Leave it alone until tomorrow.

In the morning take no more than 7 minutes to search for and read the key points you felt you had to know.

Double check to determine if there are any additional “life or death” needs associated with this report. If yes, spend no more than 4 more minutes now and maybe 5-7 minutes the next day.
How to keep up with the Daily News in 15 minutes

Tip #1: Disregard redundant information to save time now.

News is redundant: previewed yesterday...detailed today...summed up tomorrow.

When reading news, whether from a report, newspaper, magazine or newsletter, skip what you already know. Make sure to you get the new information you need.

Look for the most pertinent information to match your purpose for reading. A strong purpose immediately increases your reading speed and comprehension. Be clear about what you want, then quickly search to find it. Donít just read for the sake of reading unless you have chosen to pass leisure time.

Give yourself just 10-15 minute in the morning to review the news. This time constraint gently forces you to get focused. Come back in the evening to get whatever you have to or want to. You may discover it to be ancient history by evening.
How to keep up with the Daily News in 15 minutes

Tip #2: Read headlines and first paragraphs only.

Review headlines and select articles you want to read based on your interest or purpose for reading. Read the first paragraph to preview the article.

Reporters present 80% of the key information in the opening paragraph. The subsequent supporting text should be read only as needed. Follow this strategy:

Ask yourself what other specific details you want. Let it go if there are none.

Skim the article for the desired details. “Dip” into the article and read those paragraphs. Don’t read all the words unless you have the luxury of unlimited time.

When finished with an article go on to the next. This whole process should not take more than 10-15 minutes.
Further Study

T.D. Mischke, talk show host on KSTP radio in St. Paul, challenged Pete Bissonette, President of Learning Strategies Corporation, to PhotoRead a book and be quizzed live on the radio.

Mischke was astounded.

At one point he said, “You are almost re-reading this page. That is page 97 randomly pulled out of the book. That’s exactly what it says there.” Later in the show he said, “It sounds like I have the author on.”

The tips listed in this e-book are based on the same techniques Pete used to astound T.D. Mischke that day. These tips, if applied faithfully, will help you achieve reading speeds far faster than once thought possible.

To truly master PhotoReading, you should try the PhotoReading Personal Learning Course. This comprehensive course will teach you to master these and far more effective techniques to increase your reading speed up to 25,000 words per minute or more.