Read faster, remember more
That stack of books and articles you still have to read before the end of the week...
That's not doable, right?
That's why we've listed four strategies that will help you read faster and remember more.
Put your book down, because we're going to start!
Always first decide why you need to read a text.
Only when your goal is clear, will you be able to choose your strategy.
Previewing is looking over the text without reading the body.
It gives you an overall idea of the content, so you can decide which parts you want to read more in-depth later.
When skimming, you read small fragments of the main text to quickly pick up key ideas from, say, a paragraph.
If you're looking for specific information, start scanning.
With a clear question or concept in mind, look at the table of contents, or move your eyes over the text to find relevant information.
Detailed reading is usually the final step.
You can only do this if you know which information is really important.
Read the sections you have to know or understand in detail.
This means you'll read certain sections more often while taking notes.
Be aware that a textbook or article is not a novel you'll have to read from A-Z.
Therefore, be selective.
Take the main point out of the lecture or assignments to determine your focus...
That way you will get through that pile!