

BUSINESS SPEED READING, MIND MAPPING & INFORMATION MANAGEMENT

2 Days

OBJECTIVE:

- To increase reading speed, improve comprehension and understanding, and remember longer.
- To master the world-renowned SQ3R study technique.
- To apply mind mapping techniques to studying and office information management.
- To gain total mastery over all business information in any reading medium .

COURSE CURRICULUM:

Day 1

- Test your reading speed and comprehension
- The reading overload problem and its effect on your career
- Nature & cause of the 3 main bad reading habits
- General influences that slow your reading speed
- Personal and business impact of inadequate adult reading skills
- Identifying your personal reading speed potential
- What it feels like to read quickly and efficiently
- Book mechanics and calculating your reading speed
- Introducing the eye-page pacer
- Speed acclimatisation training and exercises
- Speed-controlling drills and comprehension push
- Reading Speed and comprehension test
- Concentration Skills and avoiding mind-drift
- Comprehension Skills – understanding what you read
- Understanding how the brain processes reading matter

Day 2

- Introduction of new pacing techniques
- Speed, comprehension and memory stabilisation exercises
- How memory works and the feedback recall process
- Mastering the powerful “Pegging” technique and methods of enhancing general memory
- 6 all-purpose mind maps for business and study applications
- The SQ3R study technique and mind map integration
- Power reading and total mastery of the speed-comprehension envelope
- Total office reading and the *Document Management Technique*
- Speed reading newspapers, magazines and light novels
- Speed Reading information on computer screens
- Final speed booster drills and exercises
- Final speed and comprehension evaluation - how fast can you read now?

- Setting future speed goals and targets
- Low maintenance high impact drills for future improvement