Muscle Reading

Approach reading in three phases, just as you should approach getting in shape (stretching, exercising, and resting).

1. **Before you read**
   - **Preview**: Survey the entire assignment. Look for summary statements, headings, subheadings.
   - **Outline**: Create a brief outline of reading passage.
   - **Question**: Determine what you want to learn from the assignment.

2. **While you read**
   - **Read**: Stay focused but avoid marathon reading sessions. Form mental pictures of the concepts presented.
   - **Underline**: Underline/highlight important passages—but wait until you have finished the chapter/section. Less than 10% should be highlighted.
   - **Answer**: Answer the questions you had before you started reading.

3. **After you read**
   - **Recite**: Talk to yourself (or someone else) about what you just read.
   - **Review**: Completely review the material within 24 hours of your first read-through. A short, 15-minute review is fine!
   - **Review again**: Review again in a week and after a month (5 minutes or less) to help make the information easier to recall.