

SKILL BUILDING NO. 21

Study Smarter



3 minutes



use weekly sheet



repeat these items often

More techniques to help the information you read stick:

1. **Use audiobooks or have someone read to you.** This approach benefits people who learn through listening or are easily overwhelmed when faced with a page full of text.
2. **Use the physical copy of the book.** Reading on your computer cuts out some methods of learning. A paper book requires you to hold it, you can follow words with your finger, and you have to turn pages as you move along.
3. **Divide and conquer!** Break the material into smaller, more manageable chunks. Then take a minute and reward yourself after each section.
4. **Adapt your environment.** Figure out what works best for you: a quiet reading area or one with some background noise.
5. **Eliminate distractions.** Is your phone on silent? Is the door closed? Are you hungry? Are you too cold or too hot? Get rid of distractions that pull your focus from reading.
6. **Figure out when your brain wants new information, and read at the right time.** If you're tired or fatigued, it will be much harder to focus and absorb what you read. Go back to the physical ways to improve reading - get some movement or take a small break.
7. **Make a list of random thoughts that pop up, and set it aside for later.** Keep a pad of paper nearby. If you get distracted by other thoughts, write down the thought to get it out of your mind and return to it later.



Pick one item from the list and plan to try it out this week! Add it to your weekly sheet, and consider putting a note in the book to remind yourself to do it differently.