

Sprint Reading for Busy People – “Read a Book Like a Movie”



Great Inputs create Great Outputs (**GIGO**). Better Reading = Better Thinking!
“**Sprints**” of Intense, Prioritized, Active (IPA) Reading make you **Mind Strong**.
Learn to Read Select Books, Journals, Magazines, Articles “**Like a Movie**”
Twelve Tips to **Read 50+ Books a Year**. Your Competitive Advantage!

1. **Limit Reading Time. 2-3 hours per book. 4-6 Intervals (Sprints and Breaks) per book.**
2. **Be a Mental Athlete. Sprint Read for 20-40 mins**, then take a **~10 min Reflection & Recovery break**. Then start again. Do this until the 2-3 hours are done. Focus on your intervals, not on “finishing” the book.
3. **Priority Read** vs “Speed” Read. **Scan, Choose, Skim, Read (SCSR)**. Alternately *fast/slow*. **Create a mental movie**. Make it **emotionally interesting and useful**. Seek **knowledge**. Read the **best things, for you**. **Continually ask** and **decide** what to read **next**. Be **conscious** of your **choices** and **path**.
4. **Get Critical, Curious, and Emotionally Involved**. Ask where the author’s argument might be weak. Read those sections early to see if so. **Chastise** where you disagree. **Congratulate** where you agree.
5. **Find Quiet and Sustenance**. Pick a nice, distraction-free place. Use a chair not too hard or soft, or a standing desk. Bring good quality food and stimulating (ice, carbonation, caffeine, tea?) drink.
6. **Books over ebooks**. For speed, annotation and recall, hardback books and print mags are still the best.
7. **Annotate**. Mark up book/ebook. **Underline. Highlight. Cross out** junk. **Star** great insights and data.
8. **Make a “Personal Index”** inside jacket. Add a (**page number**) after each entry. Use **annotation codes** (see below). Stick white **half-page labels** (5.5” x 8.5”, **Avery 5126**) in front cover of magazines for your index. **Summarize** thoughts about book in one sentence at the top of index page, or end of book.
9. **Scan Order**: Cover and Back, Jackets, then TOC. Circle 1-3 **Top Chapters** most worth skimming. Back Index. Circle, then read, at least ten items that either seem vital or are new. Go read those. Top Chapters. Read 1st & last pages. Still top? Read. No? 1st & last pages of other chaps. Reevaluate.
10. **After the Interval**, put book in a “**To File**” **Stack**. Congratulate yourself. *Now order another book!*
11. **Reflect**. Later in the day, as you fall asleep, or on waking, ask: *What did I learn?*
Two to three weeks later, reread **Personal Index** in “**To File**” **Stack**. It needs to “**age**”, like good wine. Move items you’re **still** excited about into your **Day Planner’s Tasks**. Leave the rest in the book.
File away the book, alpha by title for easy finding. **Read the book slowly later only** if it “**calls to you.**”
12. **Share and Teach**. Do a **5-min Lightning Talk**, “*What I got out of this book*” with a teammate or spouse. **Assign** your **direct reports** to do **weekly lightning talks**. **Accelerates group learning**.

Annotation codes for your **Index Notes** (inside jacket):

D: Do this thing (**Next Action**, priority activity).

R: Review these **info** sources (books, videos, tools).

Look at them **online** later for potential usefulness.

O: Orgs to study. Peek at their **websites** when you can.

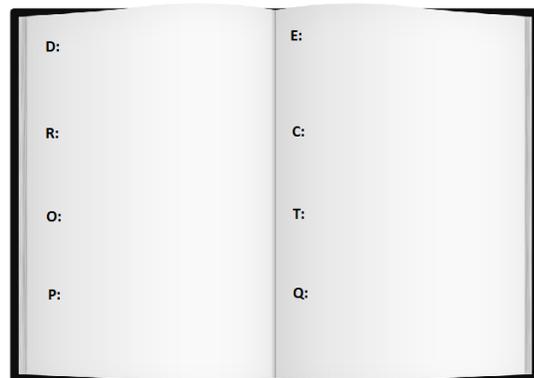
P: People to look up on social media. To **Ask/Share/Do** something, add your A/S/D ideas after their **name**.

E: Evidence, statistics, or data that seem helpful, surprising, clarifying, disturbing, or exciting.

C: Claims, assertions, models, ideas you find helpful, surprising, clarifying, or important.

T: Tips, habits, behaviors, tactics, ideas, things you’d like to try or share with your team.

Q: Questions. Stuff you’d like to know. Someday/maybe ideas & actions you might or might not do.



“**DROP Everything & Create Total Quality**”
(in your reading experience)