



Keeping Up is Easier than Catching Up

How can you keep up when you have so much reading to do?

Set a pace. Make a schedule for reading, much like you do to complete written assignments. **Reading is something that should be done every day.** Don't wait to get started until the day before a book or a long reading assignment needs to be completed.

- 1) **Make a list of the readings that you need to complete each week.**
- 2) **Schedule frequent reading sessions** of 30 minutes to 1 hour (dependent upon your ability to stay focused)
- 3) **Determine a reasonable number of pages to complete in each session.** If you have 100 pages to read in a couple of days you may complete the reading 20 pages at a time (or so.) The breaks in between sessions will help you stay focused on the content.
- 4) **Build in a process for summarizing what you read.** Five reading sessions of 20 pages each will allow you to read and briefly summarize in each session, and that will help your understanding and retention of what was read.
- 5) **If the reading is textbook reading, you may want to limit sessions to fewer pages at a time.** Textbook reading necessitates that you look at the major headings, charts and pictures, read the summary, and study the review questions. You are unlikely to be able to cover as many pages of this type of reading in one session.

If you organize and schedule your reading assignments, and if you apply a little self-discipline, you'll be able to keep up!

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