

SCHNELLESEN FÜR ALLE:

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Introduction: Why speed reading is more important today than ever

Mastering the flood of information

We are bombarded with countless pieces of information every day. Emails. News. Professional articles. Books. So much reading material and so little time. Speed reading is not a fad, but a vital survival skill in the digital age. If you read faster, you gain time. If you stay attentive, you gain knowledge.

Misconceptions about Speed reading

Many people believe that speed reading is just a superficial skim. Or even a trick that comes at the expense of understanding. But the opposite is true. If you speed-read properly, you not only increase the speed, but also the efficiency of your reading. Because speed reading does not mean less comprehension, but more targeted comprehension.

What this book really brings you

This book shows you how to increase your reading speed and sharpen your attention at the same time. It provides you with clear techniques, simple exercises and practical tips to unlock your full potential. Whether you're just starting out or already experienced, you'll find the tools to take you to the next level.

Chapter 1: What is speed reading and what is not

Definition and Goals

Speed reading means grasping texts at increased speed while retaining the meaning. It's about understanding more in less time. Instead of reading word for word, you learn to grasp larger units of information. The goal is efficiency without loss of understanding.

The science behind it

Our brain can process information much faster than we normally read it. The bottleneck often lies in reading itself. Subvocalization, i.e. speaking along in our heads, slows us down. Visual perception and the number of eye movements per line significantly determine how quickly we read. Fixations - the points at which our eyes stop - also play a decisive role. If you consciously train these processes, you will not only read faster, but also smarter.

Typical reading speeds compared at

Reading style	Words per minute	Description
Subvocalize	approx. 250	Reading with inner speech
Auditory reading	approx. 450	Inner hearing of words
Visual reading	approx. 700	Recognizing as word images
Trained speed reading	800 to 1500	With technique and focus

These figures show how much potential there is in conscious reading.

Reading types: Where do you currently stand

Before you dive into training, it's helpful to know what type of reader you are.

- Are you a thorough reader who analyzes every word
- A scanner who searches specifically for information
- Or a visual reader who absorbs whole groups of words

A short self-test will help you measure your current reading speed and better classify your type. You need this basis to be able to track your progress.

Chapter 2: Getting started for beginners

2.1 The pointer method: How your finger becomes your turbo

A simple trick with a big effect. If you move your finger or a pen below the line while reading, your eyes automatically follow the movement pattern. This prevents unnecessary skipping backwards in the text and promotes a smoother reading rhythm. The movement creates speed. And speed creates focus. The more evenly you move your line guide, the more your reading speed adapts to it.

2.2 Skimming and scanning: when not everything is equally important

Not every text requires attention to detail. When skimming, you skim over paragraphs to capture key ideas. You pay attention to signal words, bolded terms or summaries. When scanning, on the other hand, you search specifically for

specific information such as numbers, names or technical terms. Both techniques help you to separate the important from the unimportant. And this is precisely the foundation of fast, selective reading.

2.3 Chunking and reading blocks: From word to mind reading

Instead of reading word for word, you train reading in units of meaning. A short sentence can often be broken down into two or three "chunks". If you consciously grasp these, your eye fixations are reduced and you read more fluently. Chunking trains your visual perception and turns linear reading into pictorial comprehension.

Example:

Instead of "Speed reading is an effective technique for increasing reading speed", enter "Speed reading is / an effective technique / for increasing reading speed".

2.4 Reduce subvocalization: Reading without an inner speaker

Most people subvocalize internally while they read. This is normal, but slow. If you manage to muffle this inner speaker, you will dramatically speed up your reading process. Start by consciously not saying words. Concentrate on the imagery of the text or count rhythmically in your head to interrupt the linguistic voice.

2.5 The perfect reading environment: focus with atmosphere

Good light. A tidy desk. And as few distractions as possible. All this is part of the basic equipment for effective reading. Background noises such as soft sounds of nature or instrumental music can help to block out your surroundings. Make sure your cell phone is out of reach and that you have a clear time frame for your reading block. The external conditions often determine your inner focus.

Chapter 3: Advanced techniques for speed and depth

3.1 Visual Span Enhancement: See more per glance

Your eyes perceive not only the word below the fixation point, but also the words to the left and right of it. This "peripheral vision" can be trained. Through targeted exercises with columns, groups of lines or quick text changes, you can learn to see several words at once. The larger your visual range becomes, the faster your eye moves through the text.

3.2 Avoid regressions: Stop skipping back

Regressions in text are a real speed killer. They often result from uncertainty or distraction. With targeted training, you can learn to trust your reading flow. Make a point of reading each paragraph in full before skipping back. Many programs and apps help to make regressions visible and reduce them in a targeted manner.

3.3 Structured preview: See through the architecture of a text

Before you start reading, get an overview. Read headings, subheadings and summaries. Look at graphics or tables. This preview technique gives your brain a framework. When you then read, new information is anchored more quickly because you have already set points of reference.

3.4 Memory aids deluxe: mind maps and memory palaces in the reading flow

Reading quickly is of little use if you forget the content immediately. That's why it's worth combining reading techniques with memory methods. Visualize key information as a mind map. Or link it to places in your inner memory palace. These methods make content tangible, storable and, above all, retrievable.

Chapter 4: Increase focus and attention in a targeted manner

Reading meditation and breathing techniques

Before you open a book, take a deep breath. Reading meditation is not an esoteric extra, but a proven focus booster. Close your eyes for a few seconds. Feel how you breathe in. Feel how you exhale. Set a clear intention: "I am now reading carefully." This conscious centering slows down your flood of thoughts and focuses your concentration on the here and now. Even while reading, you can always bring yourself back with your breathing if you notice that you are wandering off.

Pomodoro and Reading sprints

The Pomodoro technique is the classic time block. Set a timer for 25 minutes. Read with full concentration. Then take a 5-minute break. After four such sprints, take a longer break of 15 to 30 minutes. This method combines speed with pause intelligence and protects you from cognitive exhaustion. Alternatively, you can start with 10 minutes and build up. The decisive factor is clarity: now is reading time. And that's what counts.

Active reading: Underlining, taking notes, Reacting

Passive reading is like watching TV with your eyes closed. Active reading, on the other hand, activates your brain on several levels. Underline important terms. Write notes in the margins or highlight questions. React to what you have read with your own thoughts. What does it mean to you? How would you explain it to someone else? This dialogical reading not only ensures better memory, but also more inner presence.

Digital diet: How to break the cell phone pull

The biggest obstacle to reading is usually not the text, but what's next to it. The smartphone. The notifications. The eternal temptation. Therefore: flight mode on. Cell phone out of sight. Use apps like "Forest" or "Focus Keeper" that reward you for staying focused. Make sure your reading time is a digitally free space - a quiet window just for you and your thoughts.

Chapter 5: Daily training - exercises with effect

Self-diagnosis: WPM test with repetition

WPM stands for "Words per Minute". Measure your current reading speed with a short text and a stopwatch. Read normally for one minute. Count the words you read. This is your baseline. Repeat this test once a week with a similar text. This is how you recognize progress. And that motivates you.

Reading block training with progression plan

Start with three reading units of 10 minutes each per week. Increase by 5 minutes each week or increase the frequency. Incorporate specific techniques from chapter 2. Use the pointer method one day, chunking the next, then skimming. This rotating technique training ensures versatility and effectiveness.

Weekly challenge: Track focus, speed and retention

Set yourself small goals for seven days. Example:

Monday - Focus on breathing while reading

Tuesday - Applying the skimming technique to a newspaper article Wednesday -

Tempo exercise with pointer

Thursday - Memory test after reading Friday -

Review: What did I learn Saturday - Review of a

difficult text Sunday - Free reading and reward

Track your progress with a simple reading diary. One sentence is enough: What did I read, how quickly, how well did I retain it.

Example workouts from 5 to 30 minutes

5 minutes

Quick skimming of an article. Write down three key ideas.

10 minutes

Pointer method with focus on steady pace.

20 minutes

Chunking plus active underlining.

30 minutes

Reading unit with visual span training, plus subsequent mind map creation on the content.

Regularity beats intensity. Less is more - as long as you keep at it.

Chapter 6: Digital helpers - tools, apps and audio training

Recommended apps

Your smartphone can be your worst enemy when reading - or your best trainer. It depends on how you use it. There are numerous apps to help you speed read.

Spreeder offers interactive training for speed and focus. You can insert your own texts and run through them in a controlled manner.

Reedy works in a similar way and lets you play texts word by word or in blocks - perfect for eye and focus training.

Acceleread is ideal for iOS users. The app creates a training program based on your starting speed.

These digital helpers remind you that speed reading is not just a method, it's training - and training needs tools.

Audiobooks and language speed as a transfer bridge

Listening is also reading. Audiobooks train your brain to process fast speech. Start at 1.25 times the normal speed and increase slowly. This will teach you to grasp complex content faster - visually too. Non-fiction books, podcasts with a clear flow of speech or interviews are ideal. They train your concentration, listening comprehension and mental resonance.

Highlighter apps and tracking tools

Apps such as **Notion**, **Evernote** or the **Kindle Reader** allow you to mark passages of text, make notes and sort your thoughts.

With tracking tools such as **Readwise** or **Blinkist Premium**, you can regularly incorporate repetitions to consolidate content.

The goal is clarity. What have you read? What was important? What do you want to keep? Digital markers help you to visualize the essentials.

E-reader Hacks

E-readers such as the **Kindle** offer valuable functions that you can use for your speed-reading training.

- **X-Ray** shows you at a glance which terms, characters or concepts occur particularly frequently in the text.
- **Vocabulary Trainer** helps you to remember difficult terms.
- You can set the font size, line spacing and background so that your eyes can read with maximum comfort - important for long reading sessions.

An underrated hack: Activate flight mode to avoid push notifications.

Chapter 7: FAQ - Your questions, our answers

I don't understand anything anymore - is speed reading nonsense?

No. Speed reading works. But not immediately. In the initial phase, your comprehension of the text may drop for a short time because your brain can't keep up with the new pace. It's like jogging in new shoes - unfamiliar, but not wrong. With a little practice, your comprehension will level out again. And in the long term, it will even improve because you will learn to read more specifically.

How do I stay motivated ?

By making your progress visible. Measure your words per minute regularly. Record what you have read and understood. Reward yourself for mini-goals. And remember: speed reading doesn't just save you time. It gives you quality of life.

Does this also work with specialist texts?

Yes, but with the handbrake on. Speed reading only works to a limited extent with complex texts such as legal commentaries or scientific articles. Preview techniques, chunking and targeted focus exercises are helpful here. You don't necessarily read faster, but more strategically.

How do I find my optimal technique?

Try out different methods and observe yourself. What is easy for you? What costs you energy? Combine what works. Some readers benefit particularly from the pointer, others from skimming. There is no one-size-fits-all solution - but many

possibilities. Your goal is not the perfect system. Your goal is your personal flow.

Bonus chapter: The 5-minute routine for every day

Speed reading is like a muscle - if you train it, you strengthen it. And you don't need to spend an hour at your desk to do this. Five minutes a day is enough. This routine works like an espresso for your reading focus. It wakes you up, gets you moving and gives you a sense of progress.

Quick Warm up up

Before you start reading, get your brain up to operating temperature. Here's how:

1. **Breathing focus**

Sit up straight, close your eyes for 15 seconds. Breathe in deeply through your nose and out slowly through your mouth. Turn your attention inwards. Say to yourself: "I am now reading clearly and with concentration."

2. **Eye training**

Move your eyes in an imaginary rectangle over a page of paper or your screen. Two passes are enough. This mobilizes your eye muscles.

3. **Pointer test**

Take a short paragraph, use your finger or pen as a line guide and read it silently. Pace: Slightly faster than comfortable. Don't rush, but challenge yourself.

Microtraining in everyday life

You can read for five minutes anywhere:

- On the train
- While waiting for your coffee
- During your lunch break

Use these moments for targeted exercises:

- Read headlines in skimming style
- Recognize key statements in blog articles
- Scan technical texts for numbers or arguments

The more often you read quickly and consciously in your everyday life, the more you will anchor the new speed in your natural reading style.

Weekly review and success diary

At the end of the week - on Sundays, for example - take another five minutes:

- **What did I read this week?**
- **Which technique worked well?**
- **Where was I unfocused - and why?**
- **What are my plans for next week?**

You can record these thoughts in a small notebook. Or record them as a voice memo. The main thing is that you reflect. Because progress starts with attention.

Tip: Mark your favorite exercise of the week with a star. And repeat it regularly. What's good for you belongs in your toolbox.

This 5-minute routine is not an extra. It is the foundation. A daily check-in with yourself. And the start of something big.