

# Speed & Goal Driven Reading Checklist

---

**Note:** Create an environment where you can give your undivided attention to the book. You'll need:  
Physical book, sticky notes, note cards/journal, pen, highlighter, tabs

1. **Journal a MIMIMUM of 7 reasons why (the purpose) you're reading this book. (Example below.)**
  - a. Why?
  - b. But, Why this book?
  - c. Really, Why should you spend THAT much time reading it?
  - d. Why do you think so?
  - e. Why is THIS the topic to read?
  - f. Why that author (and not someone else)?
  - g. Now that you've answered the question 6 times... are you really sure you need to read it? Why?
  
2. **Add a sticky note to the front of the book**
  - a. What is the **ONE THING** you anticipate learning from this book?
  - b. "I want to read \_\_\_\_\_ so that \_\_\_\_\_."
  
3. **First Reading (3-7 minutes)**
  - a. Read the front cover.
  - b. Review the author's name (and their credentials).
  - c. Review the spine (who published the book?).
  - d. Review the back cover (endorsements?).
  - e. Review the inside flaps.
  - f. Review summaries, conclusion, index (if applicable).
  
4. **Second Reading (8-12 minutes)**
  - a. Review every page of the book... JUST the titles, subtitles, sub-subtitles, bold print, side callout titles.
  - b. Journal themes that LEAP off the pages (i.e. What is the author's point of view? Do you need more?).
  
5. **Third Reading (30-60 minutes)**
  - a. Research the author's work OUTSIDE the book. Find audio, video, TED Talks, podcasts, slides, etc.
  - b. Read the first sentence (topic sentence) of every paragraph of every page. (\*JUST the first sentence!)
  
6. **Fourth Reading (20-45 minutes)**
  - a. Pick 1-3 sections to read (no more than 3 sections).
  - b. Read sections and take notes.
  - c. Journal a mind map (connect what you do and who you are to what you just read).
  
7. **Add to your "Books I Recommend List" (And, write an online review, if you'd like!)**
  - a. Title.
  - b. What the book meant to you (in your own words).
  - c. Other helpful information (hyperlink to the book, TED talks, etc.).

For more information please visit [leaders.getmomentum.com](http://leaders.getmomentum.com)

Special thanks to Michael Valdivia for developing this one-sheet!