

How *to*  
**READ** *a* **BOOK**  
*in a*  
**WEEK**

Plan | Read | Execute



**SRINIVAS REDDY**

## Introduction

Thank you for signing up for this report. I congratulate on making a decision to finish reading a book in next 7 days. Most of the people in the world never finish reading a book in a year. You will do it in a week.

From last 10 years, I have been reading at least a book a week. If time permits, I read a book a day. During this period, I have read almost all types of books, from easy short stories to highly technical books. I have also read almost all the major books on learning and reading.

I have complied everything I have learned in last 10 years in to simple steps, so you can also read a book a week. I will teach you the same in this report.

## Day 1

### Purpose:

My purpose with this report is simple:

**To give you step by step system with will enable you to finish reading an entire book in a week**

### **Simple isn't it?**

Like I said above, I have been reading at least a book every week from past 10 years. I know every excuse that you can have, which will stop you from not finishing the book. I will not let any excuse stop you from finishing the book this week. **All I want from you is a commitment to follow the system I am sharing.**

### Promise of this report:

If you follow the system I lay down, you will finish reading a book in a week. By the end of the week, you will not only have finished the book, you will also have identified the important points from the book and make a plan on how to put what you have learned in action

If you follow my advice in this report, you will know how to

- Eliminate distractions
- Select the right environment to read the book
- Set purpose to read the book.
- Become motivated to finish the book.
- How to preview the book
- How to identify important points from the book

## **How this report is designed?**

This report is divided into 7 lessons. One lesson per day.

Here is an overview what you will do each day:

**Day 1** (today): You Prepare and make important decisions

**Day 2 - 6**: You read the book

**Day 7**: Make notes, evaluate and revise

To teach you the system properly, I will follow my own system along with you. I will read a book and do all the action steps as well. I will share my experiences with you in these lessons.

The book I have selected to read this week is:

*"Presentation Secrets of Steve Jobs by Carmine Gallo"*

I've previewed the book "Presentation Secrets of Steve Jobs". I found the book to be interesting. I will read it for the first time and share my experiences and insights as I go along.

## **Select a book to read this week**

Ok, I have shared the book I will read this week. Now is the time for you to select the book.

To complete the report successfully, I recommend you to **select a non-fiction book which has around 250 pages.**

If you don't have a reading habit or didn't finish a book last year, I recommend you to select some light non-fiction book. Don't select a tough, complicated book. You will be de motivated if you don't finish the book.

In case, you are not sure which book to select, here are few books I recommend:

- Think and Grow Rich by Napoleon Hill

- 7 habits of highly effective people by Steven Covey
- How to Win Friends and Influence People by Dale Carnegie
- Influence: The Psychology of Persuasion by Robert B Cialdini
- I will Teach you to be Rich by Ramit Sethi
- The Power of Your Subconscious Mind by Dr. Joseph Murphy.

I have read all the above books and all of them are amazing. You won't go wrong with any of them.

**Action step:**

Select a non-fiction book.

Don't proceed further if you haven't selected a book. You can't finish reading a book, if you don't have one.

## **Reasons for not completing a book**

Over the years, I have talked with many people who don't have reading habit. I have asked them about the reasons for not finishing the book. Most of the reasons can be categorized in to this 5 points.

### **1. No proper environment**

You can't read a book with 100% focus if there are 100 people around you are talking, mobile phones ringing, children playing etc. You can't do serious reading at these places.

You read and learn at your best when the environment you are reading is conducive to learning. You will learn at your best when you there are no or minimum sounds when you are reading.

So for this report, I ask you to select a place which is best for reading. The place should have no/minimum sounds. It is preferable to have no objects on your desk when you are reading.

### **Action step:**

Select a place to read which is learning friendly.

### **2. Distractions**

Imagine this:

Your friend recommends you to read a book and you are motivated to read it. You buy the book, come home and start reading it. After 5 minutes of reading, your friend calls you for something. You decide to talk to him for 5 minutes and come back to the book. In no time, 5 minutes' turn into an hour. After an hour, you are not in a mood to read and you decide to read the book tomorrow. Only this time, that tomorrow never comes. That book stays in the shelf for years. Sounds familiar.

To avoid situations like above, I recommend you to eliminate distraction before you even open the book. Before you open the book, anticipate the distractions that could come your way and think of a solution to avoid it.

Possible distraction could be:

1. A friend calling
2. Family member disturbing you when you are reading
3. Notifications in your mobile phone (SMS, emails, WhatsApp etc.)

Etc....

To avoid them, you can put your mobile phone on silent mode when you are reading. Tell your family members not to disturb you for next 1 hour. Etc. **You do this before you start reading.**

Got it...

When I am reading a book, **I make sure that 100% of my focus is on reading the book and nothing else.** Everything else can wait. This attitude will help you finish more books.

### **3. No clarity on whether you are reading a right book or not**

Did this ever happen to you?

You start reading the book, after reading the 1st chapter you realize you have no clue what you are reading or why you are reading the book.

To avoid this from happening, I recommend you to do preview of the book before you start reading.

Previewing the book will help you set right expectation form the book and the author. You will know whether the book is right for you or not.

### **How to Preview a Non-Fiction Book**

1. Read the title, sub title of the book, name of the author, info on back cover
2. Check the publisher's name and the copyright date. For few books, publication date is very important. Information may be outdated.
3. Read the Table of Contents. You will get how information is organized.
4. Read the Introduction, Preface, Foreword, etc.
5. Thumb through the book and look if there are any graphics, diagrams etc.
6. **After you do the above steps, spend 3-5 seconds on every page looking at headings and for any information that stands out.**

It will take 5-8 minutes to preview the entire book. If it takes more than that you are reading the book and not previewing it.

#### 4. Lack of motivation

This is probably the number 1 reason, why most people don't finish the books they start. They are not motivated to finish the book.

Did this ever happen to you?

You start reading the first chapter with great enthusiasm and the enthusiasm goes away by the time you reach second chapter and you stop reading by the time you reach 3 chapter.

You are not alone.

If you are not motivated to finish the book before you start, how can you expect to actually finish it. It would be next too impossible. While reading, 100s of excuses will come up to stop reading. It would be easy to quit.

If you want to avoid this, I have a solution for you:

A. **Set a purpose** before you start reading the book. - Have a strong **WHY**. The stronger the why, more motivated you will be to read the book.

My purpose for reading this book (Presentation secrets....):

- I want to know how Steve Jobs prepares his presentations and how can I implement his strategies in my speeches.

I want you to know that, I was blown away when I read his biography. I read the book 3 times back to back. I am highly impressed by the way he thinks and does things. I want to know more about his presentation skills as well. So, I am highly motivated to read the book.

**What is your purpose for reading the book you have selected?**

**To set the purpose, ask the question "why do you want to read the book?" Come up with as many reasons as possible.**

B. Formulate questions you want the answer to from the book.

By now you have previewed the book and know what to expect from the book. You know what information is covered in the book. You may not know the specifics, but you do know the overview. In this step, you spend few minutes to write down the questions you want the answers to from this book.

My questions are:

- How does Steve Jobs prepare his speeches and launches?
- How does he frame the numbers in his speeches?
- How does he decide what goes in the slides and what doesn't?
- how does he rehearse the speeches?

## **5. Not making a commitment**

**If you don't make a commitment to finish the book, you won't do it.**

In this step, I want you to make a **commitment** to read the book for an hour or till the target chapters are finished (next section).

Decide now at what time you will read the book for next 7 days. I want you to schedule it in your calendar (you can do it in your mobile phone).



## **Planning**

People who don't finish the book generally look at it as a huge book with 250 pages. They become overwhelmed with the size and never start reading.

I recommend you to take a different approach this week. Instead of seeing the number of pages to read, I recommend you to see the number of chapters you need to finish from the book (number would be way less than 250 pgs.). The number would seem easy and achievable.

The number of chapters' in

- Presentation secrets of Steve Jobs have around 250 pages (including preface, introduction etc.) and it has 18 chapters.

### **Set daily target**

Next I want you set a daily target. Divide total number of chapters by 5.

### **Why 5 days?**

You will start with actual reading from tomorrow (2nd day). Today you are setting up for winning  
You will spend 7th day on evaluating, revising and finishing up. So, you have 5 days to do the actual reading.

So, my daily target is 4 chapters.

Now, it seems easy and achievable. Right?

What is your daily target?

## Action steps:

Calculate your daily target by dividing total number of chapters by 5.

**Here is the summary of Action steps you must take today (Day 1)-**

1. Select a book to read - A nonfiction book with around 250 pages.
2. Select the right environment to read the book. A place where you can read for an hour with few disturbances.
3. Anticipate distractions and think of a solution to eliminate them.
4. Set purpose - Think of multiple reasons why you must read this book now. It will take less than 2 minutes
5. Preview the book for 5 minutes
6. Formulate questions that you want answers to from the book. Spend 5 to 10 min in this step.
7. Make a commitment to read for at least an hour for next 7 days. Schedule it in your calendar.
8. Fill up the template in the next page.

Stop reading the guide here. Take the above action steps now. Continue with the guide tomorrow.

Take printout of this page and fill the following details:

**Template:**

**Day 1:** Planning Template

Title of the book:

Author:

**Purpose:**

*(Why do I want to read this book)*

**Questions I want to get answers by the time I finish the book:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Number of chapters in the book: \_\_\_\_\_

Number of chapters I need to finish in a day: \_\_\_\_\_

(Number of chapters / 5 days)

## Day 2

We have taken first steps yesterday. Let's recap what we have done so far

Yesterday (Day 1), You have done the following action steps:

1. Selected a book to read
2. Selected the right environment to read the book.
3. Anticipated distractions and think of ways to eliminate them.
4. Set purpose for reading and completing the book
5. Previewed the book for 5 minutes
6. Formulated questions that you want answers to from the book.
7. Made a commitment to read for at least an hour for next 7 days and Schedule it in your calendar.

In case you haven't done them, I recommend you to stop reading the guide now and do the action steps.

Let's get started with important ideas you need to follow to read the book

### **Preview if necessary.**

On day you have set a daily target number of chapters you wish to finish in one day. Yesterday, you have also previewed entire book and you have more clarity about what is covered in the book.

Today, before you start reading anything just have a look at table of contents and see the name of chapters you have to read today. This will help you become mentally prepared.

If you want more clarity and comfort you can also preview these chapters again. Don't spend more than two minutes previewing.

### **Block time**

This is one of the best tips I have learned in my life to finish large amount of work and be more productive. The technique is simple - before you start the task, you decide how much time you are going to spend on the task - uninterrupted and work for that duration.

You rarely get things done because there are too many interruptions after you have started your task. Blocking the time ensures you focus 100% on the task and finish lot of work.

Here is what you should do before you start reading. Set a timer for one hour and eliminate all the possible distractions that could come up when you are reading. (Refer day 1 for possible distractions)

After you started reading make sure you don't you don't get up until the time rings.

You need to give your mind time to focus on just reading without any other distractions. If you follow this, you will end up reading a lot more one-hour.

### **Action steps:**

1. Put your phone on silent mode.
2. Start timer and set it to 1 hour.

### **Don't underline or highlight when you are reading.**

One of the biggest mistakes an average reader makes when they are reading is they underline or highlight the important points when they are reading. I used to do the same as well. If you look at the earlier books I have read, you will notice that I used to underline on almost every page. As I started reading more and more books, I realized that underlining important points while reading is actually counterproductive.

When you underline while reading, it breaks your learning state and thus your focus as well.

Just take a moment and think for yourself, what is the purpose of underlining important points?

### **It helps in separating important points from others.**

Can you achieve the purpose without underlining/ highlighting?

Here is what I would recommend:

Instead of underlining or highlighting, **put a light Mark on the margin** of the important point you have read or **put a tick mark** at the beginning of the sentence. This light mark on the margin reminds you that there is an important point and thus your purpose is solved.

### **In long run this strategy saves lot of time.**

## **Mindset**

Read for ideas and not for words

Its ok if I skip words or paragraphs. I can always come back to it later  
One thing we're taught in school was to read every word of the book. This is one of the most ineffective strategies when it comes to reading books in 21st-century.

Most ineffective readers try to read every word of the book, with the fear that they might miss out something important.

I have an alternative strategy for you which is way better. Instead of reading words, read for ideas the author wants to convey. This is a completely different way of looking while you are reading your book.

If you're trying to read every word in the book, it means, either  
You are not taught how to effectively read or  
you think, if you skip words or sentences, you might miss out something important.

Believe me you won't.

Even if you do, you can always come back to the book again and read it again. Reading a book now is not same as reading a text aloud in class. Your teacher is not punishing you if you skip any words.

Just think for a second, how the author writes a book. He has an idea that wants to convey to his readers. To convey that idea, he puts them in words and sentences. If you really think about it, author has written an entire book based on ideas you wanted to convey to his readers. **To get most of the book, you have to identify these ideas the author is conveying to you.**

If you follow the mindset of "read for ideas and not words" you are not afraid to skip what is not important in the book. You finish the book faster and your reading will be much smoother.

So, now the more important question is how do you decide what to what to skip and what to read.

There are many ways you can approach this.

### **Here are the important ways:**

1. If you are clear about the concepts, you can **skip stories**, anecdotes, metaphors author uses to explain the concept.

2. Decide what to read according to your **purpose**. You can skip everything that won't help you in achieving the purpose.

Few years back I was reading a book called "Four-Hour Body" by Tim Ferris.

The book covers a lot of things related to health - weight loss, weight gain, diet etc. My purpose behind reading this book was how can I reduce my weight. There were many chapters which taught topics other than weight loss. They were important chapters but not for me. They won't help me in achieving the purpose. So, I skipped these chapters.

In this example, I was reading a book where I skipped entire books. There are many books where I skipped certain paragraphs or pages. For eg. In Think and grow rich, in one-chapter author explains how America got independence. He explained in 3-4 pages. I couldn't see how this story will help me so I skipped those pages when I was reading the chapter. (after finishing the book, I went back and read those pages for knowledge).

3. When you are previewing, you would have noticed **authors style** and how he organized books. You can decide a strategy accordingly. Here is an example:

In the book 'The Power of Positive Thinking' by Norman Vincent Pele.

Author follows the following style

He introduces a concept at the beginning of the chapter and for the rest of the chapter he goes on sharing stories and case studies of people who used the concept and got results. Once you notice that, you can read first part of the chapter clearly (introducing concept) and few case studies to get more clarity. Once you get clarity on the concept, you can skip reading the rest of chapter.

Or if you have time, you can choose to read the entire time.

4. **Intuition:** You can use your intuition to decide what to read and what to skip. Developing intuition while reading takes practice. You will develop it after reading few books.

## Recap of Day 2

Let me recap what you have learned in day 2

When you are reading a book from now, follow these 3 insights:

1. Block the time before you read. Make a decision to spend next 1 hour only reading the book. Set the timer of 1 hour and block of all the distractions.

2. When you are reading the book, don't underline or highlight. Just put light marks on the margins of important points.

3. Read with the mindset "I am reading for ideas in the book."

Okay. You have learned enough. Now pick up the book and start reading keeping the insights in mind.

Once you finish reading the target chapters, fill up the template in the next page.

After reading chapters,

One more mistake an average reader makes is after reading he doesn't reflect on what he has learned from the book. He doesn't come back to the book

It is important to spend some time in analysing and thinking what you have learned.

I recommend you to spend 5-10 minutes writing down what you have learned from the chapters you have read. You don't have to list down all the ideas, you have to write down only main ideas.

I have designed a template which you can use to fill up the main ideas from the chapter



## Main ideas I learned from this book.

Date:

Title of the book:

Author:

| Sr. No. | Chapter | Main ideas I learnt from this chapter | How can I implement it my life |
|---------|---------|---------------------------------------|--------------------------------|
| 1       |         |                                       |                                |
| 2       |         |                                       |                                |
| 3       |         |                                       |                                |
| 4       |         |                                       |                                |
| 5       |         |                                       |                                |
| 6       |         |                                       |                                |
| 7       |         |                                       |                                |
| 8       |         |                                       |                                |
| 9       |         |                                       |                                |
| 10      |         |                                       |                                |

I have told you on day 1 that I would be reading a book along with you as well. I have picked up the book "Presentation secrets of Steve Jobs "

There are in total 18 chapters. And my target for today was to read first 4 chapter (along with prologue). There were 55 pages and I spent around 30 minutes to read the same.

I had previewed the book yesterday and have a fairly good idea about the how the book is organized and authors style of writing and organized.

The book has lot of stories and case studies which make it more fun to read. Generally, you can read stories faster than technical stuff.

The chapters I read are:

1. Plan in Analog
2. Answer the One Question That Matters Most
3. Develop a Messianic Sense of Purpose
4. Create Twitter-Like Headlines

I have followed the same principles I have mentioned in this lesson.

I had set a timer for 45 minutes (I knew I could finish it in this time).

My purpose was clear. "I want to know how Steve Jobs prepares his presentations and how can I implement his strategies in my training and presentations."

Because my purpose is clear and because of the mindset of "read for ideas". I spent time on important ideas and skipped what isn't relevant for me.

To save your time, I will not go into detail about what I learned in each chapter. I will list down important points for you

Here you go:

### **Chapter1: Plan in Analog**

*Main ideas I learned from this chapter:*

- Start planning on paper
- Focus on creating an experience. Don't give presentation to deliver information
- Involve yourself in every part of the presentation
- Focus on your story and not on PowerPoint

*How can I implement it my life?*

Before I plan for any presentation, I should start with these questions

- What experience do I want my audience to have?
- What is my story and how is it relevant to presentation I am giving?

## **Chapter 2: Answer the One Question That Matters Most**

*Main ideas I learned from this chapter:*

Answer the question " Why should I care?"

It's about them and not about you

Explain the 'Why' before 'How'?

*How can I implement it my life?*

During the planning stage, I must ask the question "Why should audience care about what I am saying?"

## **Chapter 3: Develop a Messianic Sense of Purpose**

*Main ideas I learned from this chapter:*

What is your core purpose? Once you identify it, speak about it enthusiastically.

You won't be an inspiring speaker, if you don't love what you are doing

## **Chapter 4: Create Twitter like headlines**

*Main ideas I learned from this chapter:*

Create one-line description or headline to describe your product/ topic

Write it from the perspective of the user

*How can I implement it my life?*

Create a one-line description for every topic I speak. Make sure it includes benefits.

## Day 3

From Day 3 to day 6, you repeat the same process you learned in day 1 and 2. Here are the steps in brief:

1. Read in an environment which is reading friendly.
2. Identify the possible distractions and set systems to avoid them.
3. Refer to the purpose you have set and questions you have written down. It will motivate you read the book.
4. Preview the chapters you need to read for the day (refer your planning template)
5. Block the time to read the chapters.
6. Don't underline or highlight when reading
7. Read the mindset "Focus on the ideas author is teaching".

**Once you finish reading target chapters, fill up the template writing down the list of main ideas you learned from the chapter.**

Here is what I have done on day 3.

Today, I read 3 chapters (Chapter 5 to 7). It will be finish part 1 of the book. I spent around 25 minutes. I really liked the concept I learned in chapter 5 so I spent more time in that chapter.

### **Chapter 5: Draw a road map**

*Main ideas I learned from this chapter:*

1. Power of 3
2. He outlines three or four points, returns to the first point, explains each one in more depth, and then summarizes each point. This is a simple recipe for ensuring your audience will retain the information you are sharing.

*How can I implement it my life?*

Categorize the list of ideas I want to cover into 3 main points.

### **Chapter 6: Introduce the antagonist**

*Main ideas I learned from this chapter:*

Introduce the antagonist (problem) at the beginning of the presentation.  
Use classic storytelling in my presentation.

*How can I implement it my life?*

Ask rhetoric questions to introduce the problem.

### **Chapter 7: Reveal the conquering hero**

*Main ideas I learned from this chapter:*

After introducing the antagonist (problem), introduce the hero (solution).  
Avoid using the technical jargon, data.

## Day 4

I hope you have followed all the instructions so far and read all the chapters according to the plan you have made on day 1

For day 4, repeat the same steps you followed yesterday.

### My Journal

Today, I read 4 chapters (Chapter 8 to 11) from the book. I spent around 30 minutes reading the chapters. I really enjoyed the part where author explains the way Steve Jobs designs his slides. I had some knowledge before but loved knowing it in detail.

Here are the main ideas I learned from these chapters.

#### **Chapter 8: Channel the inner Zen**

*Main ideas I learned from this chapter:*

- This chapter covers designing slides. Avoid bullet points in slides.
- Focus on one theme per slide.
- Create visually appealing slides.

*How can I implement it my life?*

Implement the above ideas when I design the slides for my next presentation.

#### **Chapter 9: Dress up your numbers**

*Main ideas I learned from this chapter:*

- Make the numbers specific, relevant and contextual.
- Use analogies to dress up your numbers.

#### **Chapter 10: Using “amazingly zippy” words**

*Main ideas I learned from this chapter:*

- Speak simple, clear, direct language, free of jargon.
- Create analogies to describe your point.

#### **Chapter 11: Share the stage**

*Main ideas I learned from this chapter:*

Share the stage with other relevant people (customers, suppliers, developers etc.)

## Day 5

By now you have understood the process. I will start directly with my experience.

Today, I read 4 chapters.

### **Chapter 12: Stage your presentation with props**

*Main ideas I learned from this chapter:*

- Build a demo in your presentation.
- Focus on one thing in the demo
- Connect with all type of learners

*How can I implement it my life?*

I need to plan a demo in my presentation.

### **Chapter 13: Reveal a “Holy shit” Moment**

*Main ideas I learned from this chapter:*

- Have one thing in presentation which will be memorable to everyone
- Build the presentation to the big moment.
- Rehearse this moment.

### **Chapter 14: Master stage presence**

*Main ideas I learned from this chapter:*

- Improve your body language. Use Eye contact, open posture and hand gestures.
- Use voice modulation.
- Record yourself and get feedback.

*How can I implement it my life?*

Record myself and see my body language.

### **Chapter 15: Make it look effortless**

*Main ideas I learned from this chapter:*

Practice. Practice. Practice.

*How can I implement it my life?*

Practice my speeches multiple times

## Day 6

I will start directly with my experience. Today, I read 3 chapters and it completes the entire book.

### **Chapter 16: Wear the appropriate costume**

*Main ideas I learned from this chapter:*

- Wear a little better than everyone else, but appropriate for the culture.
- Dress like a leader

### **Chapter 17: Toss the script**

*Main ideas I learned from this chapter:*

Don't read from the notes.

If you must read from notes, write no more than 3 or 4 bullet points on a piece of paper/note card

### **Chapter 18: Have fun**

*Main ideas I learned from this chapter:*

- Treat presentations as infotainment.
- Even best plans go awry

*How can I implement it my life?*

Have fun



## Day 7: Evaluate and review

Congrats, you are on the final day of this guide. IF you followed the plan you have made on Day 1, you would have successfully finished the book. You have also spent some time in thinking and listing down important ideas in each chapter.

If you have followed everything I have shared in this report, you would have read the book way better than most of the people. Even if you stop now, your purpose would have been achieved.

But, we won't stop now. We will take it to other level.

Today, you will focus on Evaluating and reviewing the book.

Here is what I recommend you to do today:

1. Look at the purpose you have set on day 1 and see if it is achieved.
2. Look back at the questions you have written down on day 1 and see how many can you answer them.
3. Go back and read all the main ideas you have written down. It will help you recap all the main points from the book.
4. **Take action:** Ask yourself this question: From what I have learned in this book, what action can I take **TODAY?**"

The above steps are applicable mainly to nonfiction books (especially How to books). Reading a book and not taking action is as good as not reading the book in the first place.

I have made the mistake of reading a book and not taking action for years. My life never took a better turn because I was just focusing on reading more and more books and not taking any action. Do you want to be in the same boat?

### My Journal

I spent around 20 minutes revising the ideas I jotted down and am very happy with the book.

Regarding taking action: I created a checklist with all the ideas from the book and I will implement them in my next presentation.

One of the best ideas I learned from the book is to video record my presentation. Looking back at the recording will tell lot about what I am doing right and where I can improve. I recorded my presentation (for

about 5 minutes) and I sent the videos to few of my friends for their feedback. I received some amazing feedback.

I went back to the questions I have written down and noticed that I got clarity in all the questions. I am very happy with the book and my purpose for reading the book is achieved.

What is your experience with the book you read? Write me an email at [expertlearnersacademy@gmail.com](mailto:expertlearnersacademy@gmail.com)

I recommend you to keep continuing reading a book a week. Benefits you receive from the books are invaluable.

I look forward to hearing from you.

All the best  
Srinivas Reddy

## ABOUT SRINIVAS REDDY

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Srinivas Reddy is founder of Expert Learners Academy, a company specializing in enhancing learning skills, including reading, note taking and Memory development.

He is developer of:

**Expert Reading System** – A complete reading system which gives you step by step approach for reading any book. With this system, you can read faster, understand the text better, recall the text

**Expert Note Taking system** - A strategic way of summarizing what you have read and effective way to revise any text.

**Expert Memory System** - A complete system with the single goal - help you memorize entire books.

He is a voracious reader and can read a book in few hours. He reads at least one book per week. Having trained himself to read faster and strategically has helped him to read *over 2000 books* in last 10 years. The topics include mind power, mind mapping, NLP, Public Speaking, Stock Market, Personality Development, Emotional Freedom Techniques (EFT), Time Management, Goal setting, Success literature, Silva Mind control, Meditation *to name a few*. He is a certified Neuro Linguistic Programming (NLP) Trainer and certified Memory trainer.

His Mission is to help you achieve your full learning potential. Learning about philosophy and techniques of “how to learn” has helped him to become an above average student from below average student.

He is a commerce graduate and completed Chartered Accountancy course (India) at the age of 21. He lives in Mumbai (India).

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