



Department of the Treasury

Internal Revenue Service
Communications Division
Leader's Digest

8 Ways to Manage Your Professional Reading

8. Tap key information sources that supply you directly with what you need to know, versus passive sources—the daily newspaper.
7. Visit web sites that summarize or encapsulate information for you.
6. Use library resources: *Business Periodicals Index*, *Magazine Index* and *Newspaper Index*.
5. Identify key newsletters which boil down the essence of what's important for their readers. *The Oxbridge Newsletters Directory* lists several thousand newsletters.
4. Retain book review services, i.e., Audio-Tech Business Summaries (800-776-1910) and SoundView Executive Book Summaries (800-521-1227).
3. Read at a desk with a pen, envelopes, scissors, ruler, fax and photocopier at hand.
2. Skim—peruse the first few lines of paragraphs within articles to see if the information within those paragraphs relates to your immediate quest.
1. Scan—with large-volume materials, review the table of contents, index, chart or exhibit list and chapter subheads to quickly determine what material interests you.

*Reprinted material of Jeff Davidson, professional speaker and the author of **Breathing Space: Living and Working at a Comfortable Pace in a Speed-up Society**. For tips on being more effective, or for information on Jeff's keynotes, seminar presentations and speech availability, visit <http://www.BreathingSpace.com>*