

Reading Planner

A guide to planning reading time, taking useful notes, and turning reading into stronger class participation and stronger writing.

Read with a purpose

- Know why you are reading: to gather evidence, understand a concept, compare ideas, or prepare for writing.
- Preview headings, questions, and key terms before reading closely.
- Annotate for meaning, not just decoration. Notes should help you think later.

Manage the workload

- Break larger readings into shorter sessions instead of waiting until the last minute.
- Track deadlines and pair readings with writing assignments when possible.
- Use simple note structures like summary, key quote, question, and possible connection to your essay.

Turn reading into writing

- Strong writing often begins with active reading.
- If you can summarize an author fairly and identify why the text matters, you are already building better analysis.
- Reading schedules become more useful when they include note-taking and reflection, not just page counts.