HOW TO BECOME QUICK AT FIGURES: COMPRISING THE SHORTEST, QUICKEST AND BEST METHODS OF BUSINESS CALCULATIONS

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How to Become Quick at Figures: Comprising the Shortest, Quickest and Best Methods of Business Calculations by D. M. Garrett

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D. M. GARRETT

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HOW TO BECOME

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—COMPRISING—

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MEN WANTED.

"It has been truly said that the great want of the age is men. Men of thought; men of action. Men who are not for sale. Men who are honest to the heart's core. Men who will condemn wrong in friend or foe—in themselves as well as others. Men whose consciences are as steady as the needle to the pole. Men who will stand for right if the heavens totter and the earth reels. Men who can tell the truth and look the world and the devil right in the eye. Men who neither swagger nor flinch. *Men who are Quick at Figures.* Men who can have courage without whistling for it, and joy without shouting to bring it. Men through whom the current of everlasting life runs still, and deep and strong. Men too large for certain limits, and too strong for sectarian bands. Men who know their message and tell it. Men who know their duty and do it. Men who know their place and fill it. Men who mind their own business. Men who will not lie. Men who are not too lazy to work, nor too proud to be poor. When in office, the workshop, in the counting-room, in the bank, in every place of trust and responsibility, we can have such men as these, we shall have a christian civilization—the highest and best the world ever saw."

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DO SOMETHING.

Do not spend your precious time in wishing, and watching, and waiting for something to turn up. If you do, you may wish and watch and wait forever. You can do it if you wish, but you must put forth the effort. Idleness and indifference never accomplished anything. It takes energy and push to make headway in the world, and an active, energetic, persevering man is sure to succeed. If he can not do one thing he will do something else. If he can not succeed in one direction he will in some other. He will do something. He will not waste his time in idleness. There is no lack of work, no lack of opportunities. Do what comes to your hand, and do it well. True progress is from the less to the greater. You must begin low if you would build high. Work is ordinarily the measure of success. Quit resolving and re-resolving and go and do something. — *School Supplement.*

ADDITION.

The adding of one or more columns of figures should be done without mental labor, and may be acquired by anyone with a good deal of practice.

The art of adding quickly is acquired by learning to *read* a column of figures as you would a sentence composed of words, and those words composed of letters. By *Practice* we have become so familiar with letters that when we see them grouped together, it is unnecessary to separate them, or spell out the words, but we can tell at a glance what the word is.

By *Practice* we may become so familiar with figures that when we see a group of them, we can tell at a glance what the sum of them reads, without spelling the figures at all.

In practicing the reading of a column of figures in this way, we do not let the brain work at all, but simply pass the eye over the figures (see drill tables) as if you were reading a sentence, slowly at first, but increase the speed as proficiency is acquired.

A few minutes daily practice will produce astonishing results in a very short time; beginning with two figures, then three, four, and so on until finally we become able to write the *Sum* total of long columns. For example, when we see the figures 9, 8, 6, 4, we know at a glance that the sum is 27 without reading the figures themselves or spelling them out.

Reading a column of figures as the reading of a sentence, is done by dividing a large group of figures