



Maximizing memory: Strategies to help your memory

General tips

Reduce distractions: Turn off the TV or radio when you are listening to someone speak, or when you are reading. This will put less pressure on the brain's attention resources and help you to remember information.

Ask people to speak slowly to you. This enables the brain more opportunity to process information.

Buy a mini tape - recorder and use it whenever being presented with important information. This way you can label tapes and play them when you need to recall important information.

Use a diary or calendar: Use a diary or calendar to write important information down, to plan your days and to record important information such as appointments and phone numbers.

Prompts and cueing strategies

Some memory failures occur due to an inability to 'retrieve' information. That is, information has been committed to memory but it is difficult for your brain to find where it has stored it. In this case, your ability to 'recognize' previously learned material is intact and using prompts will help to 'jog' your memory.

Memory is a little like a filing system. Information has been filed somewhere but it may be difficult for you to find it unless you know which drawer to look in. If you are given a clue or prompt, it will help you to find it.

1. Use reminders

- Use an alarm, watch, mobile phone or timer to remind you when to do important things.
- Use visual cues such as photos, pictures, diagrams, flowcharts or maps.
- Ensure reminders are in an appropriate place so that you can see or hear them.

2. Use checklists

- Use written materials such as checklists and flowcharts to help you to perform difficult tasks that involve multiple steps.

3. Use to - do lists

- Keep a to-do list where you can easily use it and add to it.
- Your to-do lists could be written in a diary, post -it notes or on a whiteboard.
- Prioritise tasks by marking an "A" next to important tasks, "B" next to less important tasks, and "C" next to tasks that you can't forget to do, but that can wait until later.
- Make a specific time of day to read the list, for example, read the list everyday at the middle and end of the day.
- To-do lists can include general tasks such as paying bills, as well as other tasks such as shopping lists and phone-calls to make.





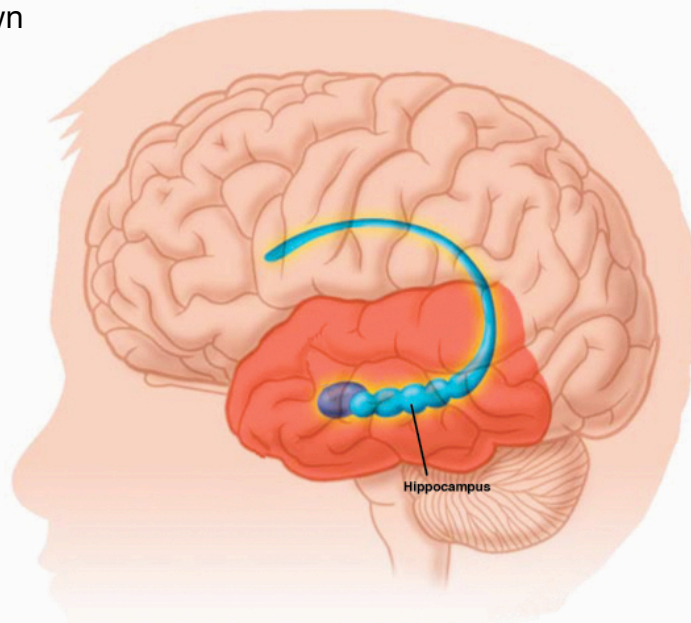
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Learning New Information

Some memory failures occur because people have more difficulty learning or absorbing new information. Information can only be retrieved from memory if it is learned properly in the first place. There are a number of strategies you can try in order to maximize your learning capacities.

- * Identify the time of day when you feel most alert. Learning of new information will be most beneficial then
- * Schedule regular rest breaks
- * Use strategies. For example, group items into categories or headings that are meaningful and form associations (ie, name / face associations)
- * Write information down
- * Keep your mind active (eg, reading, crosswords, 'Sudoku' puzzles)
- * Identify & use your strengths
- * Record information in a way that is meaningful for you
- * Break the task down into steps so that the task is not too overwhelming. Move on to the next step only when you have mastered the former
- * Sometimes, repetition of information is necessary for learning. Ask others to repeat information to you, or write it down as soon as you have heard it
- * If you have difficulty keeping up with the pace at which information is presented, ask people to slow down

Memories are stored in the hippocampus. Sometimes, the hippocampus is working, but the connections to the hippocampus are disturbed, or information has not been stored there properly. Using memory strategies can help.



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