

Memory Tips

Ensuring information is put into your memory

- Information presented should be short, clear and concise.
- Simple language should be used when presenting information.
- Keep information organised – i.e. put things into categories.
- Repetition, say it over and over.
- Keep it short and simple – pick out what is most important and focus on that first.
- Understand what is said to you – ask questions if you don't and also ask questions so you become more interested as this helps to remember.
- Focus your attention – tell yourself to pay attention, don't do two things at once such as talking and watching TV.

Keeping the information in your memory

- Write things down – diary, notebook, memo-boards, calendars.
- Organise information – using headings or categories.
- Plan in advance as this helps you to remain organised.
- Repetition.
- Elaborate – put information into a context

Being able to pull the information back out of your memory.

Write things down

- Use a post-it note and stick it somewhere that's easy to see.
- Make a list (i.e. for shopping).
- When going to an appointment, if you have to remember the name of person you are going to see, write it down.

Put things in a special place

- Keep keys near the door you go out by.
- Put things you have to take with you in your bag, or by a door.
- Choose a special spot to leave things you have to take with you.
- Put a hook near the door to hang things on.
- Put a noticeboard on the back of the door where you can pin messages for yourself.
- It's easier to remember if you have routine, put things in the same place every time.

Make a reminder for yourself.

- Put things in an unusual place, which will make you think...why is that there?
- Use your mobile phone or watch with an alarm to set alarms to go off to act as reminders e.g. Set an alarm for one hour before an appointment so you will remember to get ready.
- Turn your watch face down. When you look at the time this is a reminder that there is something you had to remember.
- If you're interrupted, take something with you as a reminder, i.e., if you are cooking and the phone rings, take a bag of rice to the phone. This will remind you that you were cooking before the phone rang.