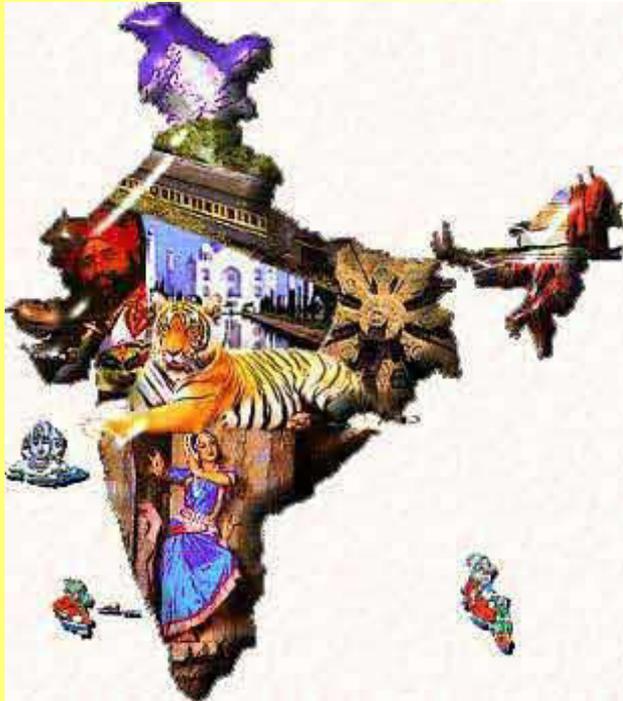


RESOURCE WORLD

EDUCATION



FREE

Memory Tips & Techniques

Book for Various Competitive Exams

(Like KPSC technical Post C, KSRTC, PDO, RRB, SSC, FDAA, SDAA, PSI, PC, CET, etc..)





www.amkresourceinfo.com

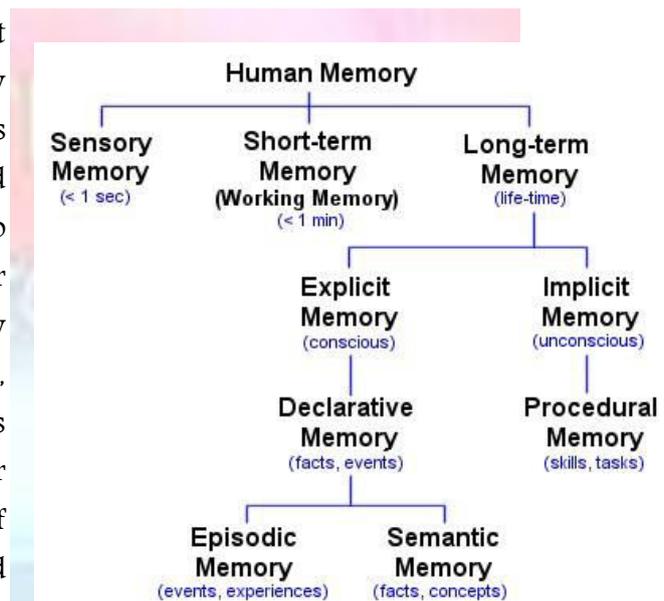


Enhance Your Memory

INTRODUCTION

Memory is our ability to encode, store, retain and subsequently recall information and past experiences in the human brain. It can be thought of in general terms as the use of past experience to affect or influence current behaviour.

Memory is the sum totals of what we remember, and gives us the capability to learn and adapt from previous experiences as well as to build relationships. It is the ability to remember past experiences, and the power or process of recalling to mind previously learned facts, experiences, impressions, skills and habits. It is the store of things learned and retained from our activity or experience, as evidenced by modification of structure or behaviour, or by recall and recognition.



Etymologically, the modern English word “memory” comes to us from the Middle English *memorie*, which in turn comes from the Anglo-French *memoire* or *memorie*, and ultimately from the Latin *memoria* and *memor*, meaning “mindful” or “remembering”.

SENSORY MEMORY

Sensory memory is the shortest-term element of memory. It is the ability to retain impressions of sensory information after the original stimuli have ended. It acts as a kind of buffer for stimuli received through the five senses of sight, hearing, smell, taste and

touch, which are retained accurately, but very briefly. For example, the ability to look at something and remember what it looked like with just a second of observation is an example of sensory memory.

SHORT-TERM (WORKING) MEMORY

Short-term memory acts as a kind of “scratch-pad” for temporary recall of the information which is being processed at any point in time, and has been referred to as “the brain's Post-it note”. It can be thought of as the ability to remember and process information at the same time. It holds a small amount of information (typically around 7 items or even less) in mind in an active, readily-available state for a short period of time (typically from 10 to 15 seconds, or sometimes up to a minute).

LONG-TERM MEMORY

Long-term memory is, obviously enough, intended for storage of information over a long period of time. Despite our everyday impressions of forgetting, it seems likely that long-term memory actually decays very little over time, and can store a seemingly unlimited amount of information almost indefinitely. Indeed, there is some debate as to whether we actually ever “forget” anything at all, or whether it just becomes increasingly difficult to access or retrieve certain items from memory.

DECLARATIVE (EXPLICIT) & PROCEDURAL (IMPLICIT) MEMORY

Long-term memory is often divided into two further main types: explicit (or declarative) memory and implicit (or procedural) memory.

Declarative memory (“knowing what”) is memory of facts and events, and refers to those memories that can be consciously recalled (or “declared”). It is sometimes called explicit memory, since it consists of information that is explicitly stored and retrieved, although it is more properly a subset of explicit memory. Declarative memory can be further sub-divided into episodic memory and semantic memory.

Procedural memory (“knowing how”) is the unconscious memory of skills and how to do things, particularly the use of objects or movements of the body, such as tying a shoelace, playing a guitar or riding a bike. These memories are typically acquired through repetition and practice, and are composed of automatic sensory motor behaviours that are so deeply embedded that we are no longer aware of them

EPISODIC & SEMANTIC MEMORY

Declarative memory can be further sub-divided into episodic memory and semantic memory.

Episodic memory represents our memory of experiences and specific events in time in a serial form, from which we can reconstruct the actual events that took place at any given point in our lives. It is the memory of autobiographical events (times, places, associated emotions and other contextual knowledge) that can be explicitly stated. Individuals tend to see themselves as actors in these events, and the emotional charge and the entire context surrounding an event is usually part of the memory, not just the bare facts of the event itself.

Semantic memory, on the other hand, is a more structured record of facts, meanings, concepts and knowledge about the external world that we have acquired. It refers to general factual knowledge, shared with others and independent of personal experience and of the spatial/temporal context in which it was acquired. Semantic memories may once have had a personal context, but now stand alone as simple knowledge.

HOW TO IMPROVE YOUR MEMORY

DON'T SKIMP ON EXERCISE OR SLEEP

Just as an athlete relies on sleep and a nutrition-packed diet to perform his or her best, your ability to remember increases when you nurture your brain with a good diet and other healthy habits.

When you exercise the body, you exercise the brain

Treating your body well can enhance your ability to process and recall information. Physical exercise increases oxygen to your brain and reduces the risk for disorders that lead to memory loss, such as diabetes and cardiovascular disease. Exercise may also enhance the effects of helpful brain chemicals and protect brain cells.

Improve your memory by sleeping on it

When you're sleep deprived, your brain can't operate at full capacity. Creativity, problem-solving abilities, and critical thinking skills are compromised. Whether you're studying, working, or trying to juggle life's many demands, sleep deprivation is a recipe for disaster. But sleep is critical to learning and memory in an even more fundamental way. Research shows that sleep is necessary for memory consolidation, with the key memory-enhancing activity occurring during the deepest stages of sleep.

MAKE TIME FOR FRIENDS AND FUN

When you think of ways to improve memory, do you think of “serious” activities such as wrestling with the New York Times crossword puzzle or mastering chess strategy, or do more lighthearted pastimes—hanging out with friends or enjoying a funny movie—come to mind? If you’re like most of us, it’s probably the former. But countless studies show that a life that’s full of friends and fun comes with cognitive benefits.

Healthy relationships: the ultimate memory booster?

Humans are highly social animals. We’re not meant to survive, let alone thrive, in isolation. Relationships stimulate our brains—in fact, interacting with others may be the best kind of brain exercise.

Research shows that having meaningful relationships and a strong support system are vital not only to emotional health, but also to brain health. In one recent study from the Harvard School of Public Health, for example, researchers found that people with the most active social lives had the slowest rate of memory decline.

There are many ways to start taking advantage of the brain and memory-boosting benefits of socializing. Volunteer, join a club, make it a point to see friends more often, or reach out over the phone. And if a human isn’t handy, don’t overlook the value of a pet—especially the highly-social dog.

Laughter is good for your brain

You’ve heard that laughter is the best medicine, and that holds true for the brain and the memory as well as the body. Unlike emotional responses, which are limited to specific areas of the brain, laughter engages multiple regions across the whole brain.

Furthermore, listening to jokes and working out punch lines activates areas of the brain vital to learning and creativity. As psychologist Daniel Goleman notes in his book *Emotional Intelligence*, “laughter...seems to help people think more broadly and associate more freely.”

Looking for ways to bring more laughter in your life? Start with these basics:

- Laugh at yourself. Share your embarrassing moments. The best way to take ourselves less seriously is to talk about the times when we took ourselves too seriously.
- When you hear laughter, move toward it. Most of the time, people are very happy to share something funny because it gives them an opportunity to laugh again and feed off the humor you find in it. When you hear laughter, seek it out and ask, “What’s funny?”

- Spend time with fun, playful people. These are people who laugh easily—both at themselves and at life’s absurdities—and who routinely find the humor in everyday events. Their playful point of view and laughter are contagious.
- Surround yourself with reminders to lighten up. Keep a toy on your desk or in your car. Put up a funny poster in your office. Choose a computer screensaver that makes you laugh. Frame photos of you and your family or friends having fun.
- Pay attention to children and emulate them. They are the experts on playing, taking life lightly, and laughing.

KEEP STRESS IN CHECK

Stress is one of the brain’s worst enemies. Over time, if left unchecked, chronic stress destroys brain cells and damages the hippocampus, the region of the brain involved in the formation of new memories and the retrieval of old ones.

The stress-busting, memory-boosting benefits of meditation

The scientific evidence for the mental health benefits of meditation continues to pile up. Studies show that meditation helps improve many different types of conditions, including depression, anxiety, chronic pain, diabetes, and high blood pressure. Meditation also can improve focus, concentration, creativity, memory, and learning and reasoning skills.

Meditation works its “magic” by changing the actual brain. Brain images show that regular meditators have more activity in the left prefrontal cortex, an area of the brain associated with feelings of joy and equanimity. Meditation also increases the thickness of the cerebral cortex and encourages more connections between brain cells—all of which increases mental sharpness and memory ability.

EAT A BRAIN-BOOSTING DIET

Just as the body needs fuel, so does the brain. You probably already know that a diet based on fruits, vegetables, whole grains, “healthy” fats (such as olive oil, nuts, fish) and lean protein will provide lots of health benefits, but such a diet can also improve memory. But for brain health, it’s not just what you eat—it’s also what you don’t eat. The following nutritional tips will help boost your brainpower and reduce your risk of dementia.

- Get your omega-3s. More and more evidence indicates that omega-3 fatty acids are particularly beneficial for brain health. Fish is a particularly rich source of omega-3, especially cold water “fatty fish” such as salmon, tuna, halibut, trout, mackerel, sardines, and herring. In addition to boosting brainpower, eating fish may also lower your risk of developing Alzheimer’s disease. If you’re not a fan of seafood, consider

non-fish sources of omega-3s such as walnuts, ground flaxseed, flaxseed oil, winter squash, kidney and pinto beans, spinach, broccoli, pumpkin seeds, and soybeans.

- Limit calories and saturated fat. Research shows that diets high in saturated fat (from sources such as red meat, whole milk, butter, cheese, cream, and ice cream) increase your risk of dementia and impair concentration and memory. Eating too many calories in later life can also increase your risk of cognitive impairment. Talk to your doctor or dietician about developing a healthy eating plan.
- Eat more fruit and vegetables. Produce is packed with antioxidants, substances that protect your brain cells from damage. Colorful fruits and vegetables are particularly good antioxidant "super food" sources. Try leafy green vegetables such as spinach, kale, broccoli, romaine lettuce, chard, and arugula, and fruit such as bananas, apricots, mangoes, cantaloupe, and watermelon.
- Drink green tea. Green tea contains polyphenols, powerful antioxidants that protect against free radicals that can damage brain cells. Among many other benefits, regular consumption of green tea may enhance memory and mental alertness and slow brain aging.

GIVE YOUR BRAIN A WORKOUT

By the time you've reached adulthood, your brain has developed millions of neural pathways that help you process and recall information quickly, solve familiar problems, and execute familiar tasks with a minimum of mental effort. But if you always stick to these well-worn paths, you aren't giving your brain the stimulation it needs to keep growing and developing. You have to shake things up from time to time! Try taking a new route home from work or the grocery store, visiting new places at the weekend, or reading different kinds of books.

Memory, like muscular strength, requires you to "use it or lose it." The more you work out your brain, the better you'll be able to process and remember information. The best brain exercises break your routine and challenge you to use and develop new brain pathways. Activities that require using your hands are a great way to exercise your brain. Playing a musical instrument, juggling, enjoying a game of ping pong (table tennis), making pottery, knitting, or needlework are activities that exercise the brain by challenging hand-eye coordination, spatial-temporal reasoning, and creativity.

The brain exercise you choose can be virtually anything, so long as it meets the following three criteria:

1. It's new. No matter how intellectually demanding the activity, if it's something you're already good at, it's not a good brain exercise. The activity needs to be something that's unfamiliar and out of your comfort zone.
2. It's challenging. Anything that takes some mental effort and expands your knowledge will work. Examples include learning a new language, instrument, or sport, or tackling a challenging crossword or Sudoku puzzle.
3. It's fun. Physical and emotional enjoyment is important in the brain's learning process. The more interested and engaged you are in the activity, the more likely you'll be to continue doing it and the greater the benefits you'll experience.

USE MNEMONIC DEVICES TO MAKE MEMORIZATION EASIER

Mnemonics (the initial "m" is silent) are clues of any kind that help us remember something, usually by helping us associate the information we want to remember with a visual image, a sentence, or a word.

MNEMONIC DEVICE	EXAMPLE
Visual image – Associate a visual image with a word or name to help you remember them better. Positive, pleasant images that are vivid, colorful, and three-dimensional will be easier to remember.	To remember the name Rosa Parks and what she's known for, picture a woman sitting on a park bench surrounded by roses, waiting as her bus pulls up.
Acrostic (or sentence) - Make up a sentence in which the first letter of each word is part of or represents the initial of what you want to remember.	The sentence "Every good boy does fine" to memorize the lines of the treble clef, representing the notes E, G, B, D, and F.
Acronym – An acronym is a word that is made up by taking the first letters of all the key words or ideas you need to remember and creating a new word out of them.	The word "HOMES" to remember the names of the Great Lakes: Huron, Ontario, Michigan, Erie, and Superior.
Rhymes and alliteration - Rhymes, alliteration (a repeating sound or syllable), and even jokes are a memorable way to remember more mundane facts and figures.	The rhyme "Thirty days hath September, April, June, and November" to remember the months of the year with only 30 days in them.
Chunking – Chunking breaks a long list of numbers or other types of information into	Remembering a 10-digit phone number by breaking it down into three sets of numbers.

smaller, more manageable chunks.	555-867-5309 (as opposed to 5558675309).
Method of loci – Imagine placing the items you want to remember along a route you know well or in specific locations in a familiar room or building.	For a shopping list, imagine bananas in the entryway to your home, a puddle of milk in the middle of the sofa, eggs going up the stairs, and bread on your bed.

TIPS FOR ENHANCING MEMORY AND LEARNING SKILLS

- Pay attention. You can't remember something if you never learned it, and you can't learn something—that is, encode it into your brain—if you don't pay enough attention to it. It takes about eight seconds of intense focus to process a piece of information into your memory. If you're easily distracted, pick a quiet place where you won't be interrupted.
- Involve as many senses as possible. Try to relate information to colors, textures, smells, and tastes. The physical act of rewriting information can help imprint it onto your brain. Even if you're a visual learner, read out loud what you want to remember. If you can recite it rhythmically, even better.
- Relate information to what you already know. Connect new data to information you already remember, whether it's new material that builds on previous knowledge, or something as simple as an address of someone who lives on a street where you already know someone.
- For more complex material, focus on understanding basic ideas rather than memorizing isolated details. Practice explaining the ideas to someone else in your own words.
- Rehearse information you've already learned. Review what you've learned the same day you learn it, and at intervals thereafter. This "spaced rehearsal" is more effective than cramming, especially for retaining what you've learned.

5 SIMPLE TRICKS TO SHARPEN THINKING AND MEMORY SKILLS

1. Repeat

One of the golden rules of learning and memory is repeat, repeat, repeat. The brain also responds to novelty so repeating something in a different way or at a different time will

make the most of the novelty effect and allow you to build stronger memories. Examples of using repetition include:

- Taking notes.
- Repeating a name after you hear it for the first time.
- Repeating or paraphrasing what someone says to you.

2. Organize

A day planner or smart phone calendar can help you keep track of appointments and activities and can also serve as a journal in which you write anything that you would like to remember. Writing down and organizing information reinforces learning.

- Try jotting down conversations, thoughts, experiences.
- Review current and previous day's entries at breakfast and dinner.
- If you use a planner and not a smart phone, keep it in the same spot at home and take it with you whenever you leave.

3. Visualize

Learning faces and names is a particularly hard task for most people. In addition to repeating a person's name, you can also associate the name with an image. Visualization strengthens the association you are making between the face and the name. For example:

- Link the name Sandy with the image of a beach, and imagine Sandy on the beach.

4. Cue

When you are having difficulty recalling a particular word or fact, you can cue yourself by giving related details or "talking around" the word, name, or fact. Other practical ways to cue include:

- Using alarms or a kitchen timer to remind you of tasks or appointments.
- Placing an object associated with the task you must do in a prominent place at home. For example, if you want to order tickets to a play, leave a newspaper ad for the play near your telephone or computer.

5. Group

When you're trying to remember a long list of items, it can help to group the items in sets of three to five, just as you would to remember a phone number. This strategy capitalizes on organization and building associations, and helps to extend the capacity of our short-term memory by chunking information together instead of trying to remember each piece of information independently. For example:

FOOD for BRAIN

Eating well is good for your mental as well as your physical health. The brain requires nutrients just like your heart, lungs or muscles do.

OPT FOR WHOLEGRAINS

Like everything else in your body, the brain cannot work without energy. The ability to concentrate and focus comes from the adequate, steady supply of energy - in the form of glucose in our blood to the brain. Achieve this by choosing whole grains with a *low-GI*, which release glucose slowly into the bloodstream, keeping you mentally alert throughout the day. Opt for 'brown' cereals, wheat bran, granary bread and brown pasta.

EAT OILY FISH

Essential fatty acids (EFAs) cannot be made by the body and must be obtained through diet. The most effective omega-3 fats occur naturally in oily fish as *EPA and DHA*. Good sources include linseed (flaxseed) oil, soya bean oil, pumpkin seeds, walnut oil and soya beans. They are good for healthy brain function, the heart, joints and general wellbeing. Oily fish contains EPA and DHA in a ready-made form, which enables the body to use it easily. The main sources of oily fish include salmon, trout, mackerel, herring, sardines, pilchards and kippers. Low DHA levels have been linked to a higher risk of developing Alzheimer's disease and memory loss.

BLUEBERRIES

Evidence accumulated at *Tufts University* in the United States suggests that the consumption of blueberries may be effective in improving or delaying short term memory loss. Widely available, so there's no excuse.

EAT MORE TOMATOES

There is good evidence to suggest that lycopene, a powerful antioxidant found in *tomatoes*, could help protect against the kind of free radical damage to cells which occurs in the development of dementia, particularly Alzheimer's.

ADD VITALITY WITH VITAMINS

Certain *B vitamins* – B6, B12 and folic acid – are known to reduce levels of homocysteine in the blood. Elevated levels of homocysteine are associated with increased risk of stroke, cognitive impairment and Alzheimer's disease. *A study* of a group of elderly patients with mild cognitive impairment found that after two years of intervention with high doses of B6, B12 and folic acid there was significantly less brain shrinkage compared to a subset given placebo treatment.

BLACKCURRANT BOOST

Vitamin C has long been thought to have the power to increase mental agility. One of the best sources of this vital vitamin are *blackcurrants*.

PUMPKIN SEEDS

Just a handful of pumpkin seeds a day is all you need to get your recommended daily amount of zinc, vital for enhancing memory and thinking skills.

BROCCOLI

A great source of vitamin K, which is known to enhance cognitive function and improve brainpower.

SAGE

Sage has long had a reputation for improving memory and although most studies focus on sage as an essential oil, it could be worth adding fresh sage to your diet too.

NUTS

A study published in the *American Journal of Epidemiology* suggests that a good intake of vitamin E might help to prevent cognitive decline, particularly in the elderly. *Nuts* are a great source of vitamin E along with leafy green vegetables, asparagus, olives, seeds, eggs, brown rice and wholegrains.

EXERCISES for BRAIN**PASCHIMOTTANASANA.**

To do the paschimottanasana, sit on the floor, legs spread straight and hands placed on the floor besides the body. Bend your body in the forward direction from your hips. Lengthen your tailbone, lean forwards and stretch your hands forward towards your toes. Relax.

**PADMASANA.**

This is the best asana to relax, calm your mind and thus sharpen your memory skills. Sit on the floor with your legs spread straight out in front of you. Bend your right knee, lift it up with your right hand and place it on the outer side of your left thigh. Bend your left knee, lift it up with your left hand and place it on the outer edge of your right thigh. Place your hands on your knees, palms down. Close your eyes and concentrate. Relax.

**PADAHASTASANA.**

This pose is also known as hands-to-feet pose. Stand on the floor in a straight position. Exhale and bend downwards from your hips until your hands reach your toes. Hold the toes with your hands and remain steady.



SARVANGASANA.

Sarvangasana is an advanced yoga pose and should not be practiced by beginners. Lie down on the floor on your back. With several jerks, try lifting up your legs in the upward direction. Rest your hands on your back so that it supports your position. Lift up your legs upwards until they become perpendicular to the floor. Rest your head/ shoulder on a cushion so that it becomes comfortable for you to perform this activity.

**HALASANA.**

This is an advanced yoga pose and should not be practiced by beginners. Lie down on the floor. Lift up your legs in the upward direction until they become perpendicular to the floor. Now bring your legs downwards from over your head until they touch the ground. Rest the palm of your hands on your back in order to support your position.

**CRANE POSE.**

This is also known as Bakasana. Here one has to stand on the floor in a straight position. Exhale and bend forwards to touch your feet. Place your hands on the floor in front of your feet. Exhale and with a slight jerk lift your left leg off the floor. Fold it from your knees and try to rest your left knee on the outer side of your left arm. As you balance your position, lift up your right leg too, fold it and place the right knee on the outer side of the right arm. Look straight in the front direction.

**TREE STAND POSE.**

Stand on the floor in straight position. Stretch your hands up in the air and bring them down. Fold you left leg from the knee and place it on the inner side of your right thigh. Look straight. Join your palms together in prayer position and place them in front of your chest. Close your eyes and relax.



SUKHASANA.

This is the best asana to relax your mind, body and soul. Sit on the floor with your legs spread straight in front of you. Bend your left knee and fold it in such a way that the sole of your left foot is placed on the inner side of your right thigh. Bend your right knee in such a way that the sole of your right foot is placed on the outer side of your left calf muscle. Place your hands on your knees. Do not stretch your body. Keep back straight, close your eyes and relax.

**VAJRASANA.**

Kneel down on the floor. Your knees, big toes and ankles should be parallel to each other and should touch the ground. Place your palms on the knees. Keep your spine straight. Look in the front direction, close your eyes.

**RECLINING HERO POSE.**

This is also known as Supta Virasana pose. Place your body in Vajrasana pose (refer to the pose mentioned above). With a slight jerk, try to bend your body backwards until your head touches the ground. Keep your hands on the floor at a comfortable distance from your body, palms up. Rest your head on either side of the body or just keep it in the centre. Close your eyes.

**IMPROVING CONCENTRATION****"HERE I STUDY"**

Get a dedicated space, chair, table, lighting and environment

Avoid your cellphone or telephone

Put up a sign to avoid being disturbed or interrupted

If you like music in the background, OK, but don't let it be a distraction.

STICK TO A ROUTINE, EFFICIENT STUDY SCHEDULE

Accommodate your day/nighttime energy levels

FOCUS

Before you begin studying, take a few minutes to summarize a few objectives, gather what you will need, and think of a general strategy of accomplishment

INCENTIVES

Create an incentive if necessary for successfully completing a task, such as calling a friend, a food treat, a walk, etc.

CHANGE TOPICS

Changing the subject you study every one to two hours for variety

VARY YOUR STUDY ACTIVITIES

Alternate reading with more active learning exercises

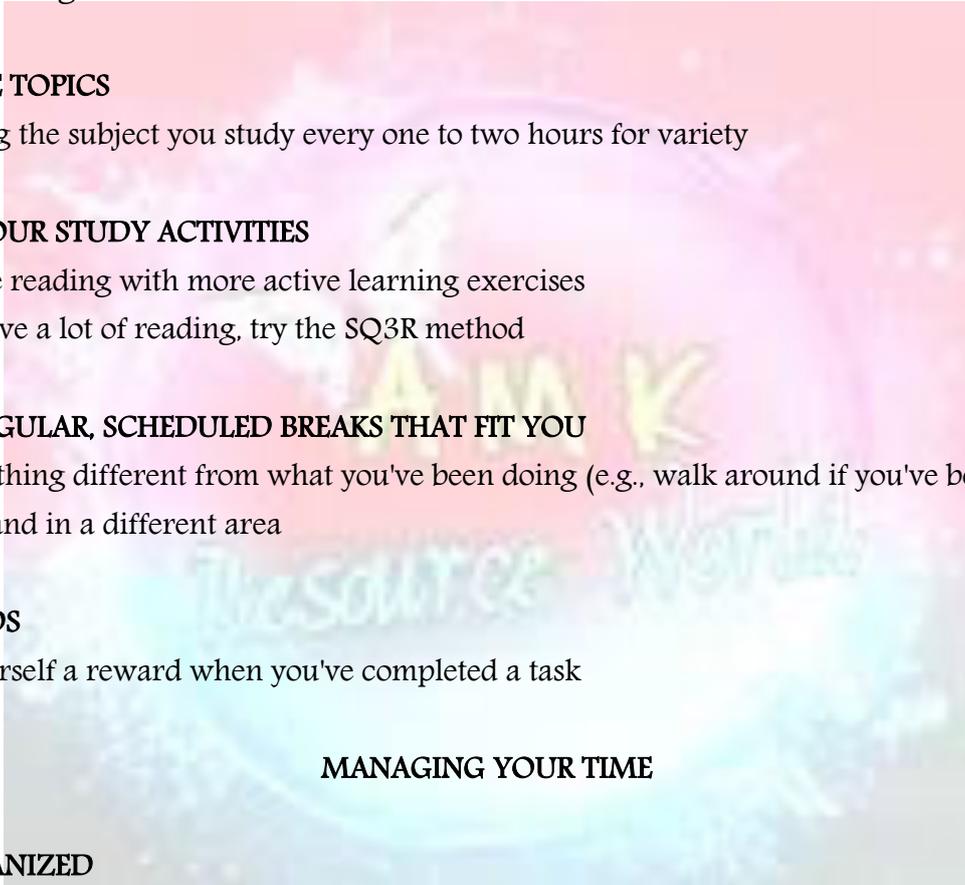
If you have a lot of reading, try the SQ3R method

TAKE REGULAR, SCHEDULED BREAKS THAT FIT YOU

Do something different from what you've been doing (e.g., walk around if you've been sitting), and in a different area

REWARDS

Give yourself a reward when you've completed a task



MANAGING YOUR TIME

BE ORGANIZED

- Use time saving tools: appointment calendars, "to do" lists, e-mail, answering machines, file folders, etc.
- Have an organized workplace (don't waste time constantly looking for your work).
- Use your appointment calendar for everything, including listing study time.
- Use "to do" lists for both long-term and for

	URGENCY		
	High		Low
IMPORTANCE	1 Urgent and important Do it now	2 Important not urgent Decide when to do it	
	4 Urgent not important Delegate it	3 Not important not urgent Dump it	
	Low		

each day/week.

PLAN AHEAD (SCHEDULE IT AND IT WILL HAPPEN!)

- Determine how long your tasks will take (do this before agreeing to take on a task!)
- Consider whether any activities can be combined.
- Determine if big tasks can be broken down into smaller tasks that may be easier to schedule (such as studying for exams and visiting the library as part of an assignment to write a term paper).

PRIORITIZE YOUR TASKS

- Use an A-B-C rating system for items on your "to do" lists with A items being highest priority.
- Set goals for both the short term and long term as to what you want to accomplish.
- Look at all of your "to do's" to gauge the time requirement and whether additional resources will be needed to accomplish them (if yes, schedule time to obtain those resources). Don't postpone the small tasks

AVOID OVERLOAD

- Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule.
- Take short breaks during study and work periods.
- Don't put everything off until the last minute (for example, don't cram for exams).
- Learn to say "no" when appropriate and to negotiate better deadlines when appropriate.

PRACTICE EFFECTIVE STUDY TECHNIQUES

- Have an appropriate study environment.
- Split large tasks into more manageable tasks.
- Read for comprehension, rather than just to get to the end of the chapter.
- Be prepared to ask questions as they come up during study, rather than waiting until just before an exam.

- Do the most difficult work first, perhaps breaking it up with some easier tasks?
- Don't wait until the last minute to complete your projects.
- Read the syllabus as soon as you get it and note all due dates (and "milestone" times) on your calendar.
- Be a model student! (be attentive and participative in class, and punctual, prepared, and eager to learn)

BE ABLE TO BE FLEXIBLE

- The unexpected happens (sickness, car troubles, etc.); you need to be able to fit it into your schedule.
- Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it).
- Know who to ask for help when needed.

HAVE A VISION (WHY ARE YOU DOING ALL OF THIS?)

- Don't forget the "big picture" - why are you doing the task - is it important to your long-term personal goals?
- Have and follow a personal mission statement (personal and career). (Are your activities ultimately helping you achieve your goals?)
- Know what is important to you. (What do you value most?)
- Have a positive attitude!

HOW TO PREVENT FORGETTING

Intend to remember. Remembering well requires that you want to remember. If you have not made a decision to remember what you are reading/studying, you will forget almost immediately.

Describe the place where you usually read. (Is it quiet? No TV? No stereo? No talking?)

Are you motivated to remember what you read/study? For example, can you give a reason for remembering these ideas:

- score of the football game
- directions for "jumping" a dead battery - when your battery is dead
- directions for getting to a job interview

- textbook material for a test

Even though you are not interested in the subject you must read about, are you willing to use good reading strategies?

- Do you preview before you read?
- Do you ask questions and then read to answer your questions?

Don't overload the memory. Seven items is the most our memories can comfortably handle in one bite, but even seven is too much for most people. Your memory prefers to have only three, four, or five things at one time. Therefore, if you need to remember something that has more than four or five items in a group, you will have to break up the group into smaller bites.

Understand before you try to remember. If you don't understand something, your memory will have difficulty storing it. Work on understanding before you try to remember.

Select the most interesting points. You can't expect to remember everything you read. Select the most important points by looking for answers to questions you have formed. No one can remember everything. If you try to remember every idea, you will probably not remember much of anything.

Organize the material to be learned. Your memory works best when the information is organized. Organize first. Use formal or informal outlines or use mapping, and your memory will work for you. You may understand something when you see it, but if your mental filing system isn't working, you may not be able to find the right information when you need it.

Relate the ideas to what you already know. Your memory will store new ideas if you relate them to old ideas. Make an association, create a mental picture, or use mnemonic devices to relate unknown information to information you already know.

Use mnemonic devices. These memory devices aid memory, but should be simple, clear, and vivid. You remember the unusual, the funny, or both.

Rhymes — This method uses rhyming words to help you remember.

Example: "I before E, except after C, or when sounded like A, as in neighbor and weigh."

ACRONYMS — A word made from the first letters of other words aids memory.

Examples:

"**I. R. Soul**" from the 6 strategies for better memory

I — Intend to remember

R — Relate the information

S — Select important ideas

O — Organize the details

U — Understand the ideas

L — Limit the amount

"**PRELIMINARY**" to help police officers remember what steps to follow when called to the scene of a crime

P — Proceed to the scene.

R — Render assistance to the injured.

E — Effect the arrest of the perpetrator.

L — Locate and identify witnesses.

I — Interview complainant and witnesses.

M — Maintain the scene and protect evidence.

I — Interrogate suspects.

N — Note all conditions, events, and remarks.

A — Arrange for collection of evidence.

R — Report the incident fully and accurately.

Y — Yield Responsibility to detectives.

Sentences — Memory sentences are made where the first letters of words in the sentence are the same as the first letters of words that need to be recalled.

Examples:

"**I Remember So Little Unless Organized.**"- from the first letter of each of the 6 strategies of memory (listed previously).

"**Please Excuse My Dear Aunt Sally.**"- for the order of operations in a math problem (parentheses, exponents, multiplication, division, addition, subtraction).

Mnemonic devices are handy when studying for tests, but they should not be used as a substitute for understanding.

Test yourself repeatedly. Memorize the material through repeated self-testing. Look at the first item in your notes; then look away and try to repeat it to yourself. After you learn each new item, go back and test yourself on all the previous items.

Over learn the material. If you study a subject beyond the time needed for perfect recall, you will increase the length of time that you will remember it.

Study before going to bed, but not ON your bed! Study thoroughly the material to be learned. Then go right to sleep without watching a late movie or allowing other activities to interfere with your new learning. Your mind will work to absorb much of the material during the night. In the morning spend a few minutes reviewing to solidly fix the material in your memory.

READING SKILLS

In the modern age of information, reading truly is a fundamental survival skill. Here are ten tips that anyone can use to improve their reading skills.

You don't have to be a great reader to get the point.

Some people read fast and remember everything. Others read slowly and take a couple of times to get all the information. It doesn't matter, really, so long as when you read, you get the information you're seeking.

Know WHY you're reading.

Are you reading for entertainment or to learn something? Decide why you're reading before you start and you'll greatly improve your comprehension and your enjoyment.

You don't need to read everything.

Not every magazine, letter, and email you receive contains information you need. In fact, most of it is simply junk. Throw it away, hit the delete key! Just doing this will double the amount of time you have available to read.

You don't need to read all of what you DO read.

Do you read every article of every magazine, every chapter of every book? If so, you're probably spending a lot of time reading stuff you don't need.

Be choosy: select the chapters and articles that are important. Ignore the rest.

Scan before you read.

Look at the table of contents, index, topic headers, photo captions, etc. These will help you determine if, a) you have a real interest in this reading, and b) what information you're likely to get from it.

Prioritize your reading.

You can't read everything all at once (and wouldn't want to). If it's important, read it now. If it's not, let it wait.

Optimize your reading environment.

You'll read faster and comprehend more if you read in an environment that's comfortable for you.

Once you start, don't stop!

Read each item straight through. If you finish and have questions, go back and re-read the pertinent sections. If you don't have questions, you got what you needed and are ready to move on.

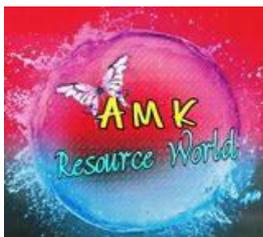
Focus.

Remember, you're reading with a purpose, so focus on that purpose and the material. If you lose interest or keep losing your place, take a break or read something else. You can keep track of where you are by following along with your hand. This simple technique helps you focus and increase your concentration.

Practice!

The more you read, the better reader you'll become (and smarter, too)! So, feed your mind. read!

Visit our Website



www.amkresourceinfo.com

-----JOIN US by CLICK here-----



Important Links in our Website

A M K – Free E Resources

<http://amkresourceinfo.com/free-e-resources/>

Daily Newspapers : <http://amkresourceinfo.com/daily-newspapers/>

Job Notifications : <http://amkresourceinfo.com/job-notifications/>

E Books : <http://amkresourceinfo.com/e-books-2/>

E Magazines : <http://amkresourceinfo.com/e-magazines-2/>

Online Buy Books : <http://amkresourceinfo.com/online-buy-books/>

RRB – Group D : <http://amkresourceinfo.com/rrb-group-d/>

And many more...

Keep visiting for more updates

"Your Success, Our Motto"