Suggestions to Improve Your Memory
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1. **Use Paraphrasing** (Repeating information in your own words)

   *How to Paraphrase:*
   
   - Pause at key groups of sentences
   - Repeat the information in shorter form
   - If reading printed material, make notes in the margin or on another sheet of notes
   - If reading off a screen, jot down or type notes
   - Break reading assignments into smaller segments

2. **Use Active Reading Strategies** (Awareness of what you are reading)

   *Active Reading Strategies:*
   
   - Scan first, carefully read, quickly review
   - Highlight as you read
   - At the end of each page, re-read what you have highlighted
   - For auditory learners, re-read into a tape recorder and listen to it later
   - Highlight important points by:
     - Indicating them with an asterisk (*)
     - Writing key words or brief comments in the margins
     - Using stickie notes on books for written material that cannot be notated otherwise

3. **General Organizational Strategies**

   - Develop a stepwise plan before engaging in a task
   - Verbalize and discuss serial steps in a procedure or chain of events
   - Cover material in stages
   - Check off various stages upon completion
   - Maintain an assignment notebook

4. **Other Strategies**

   - Repeat instructions to yourself
   - Use lists and notes to reduce the burden on short-term memory
   - Verbalize under your breath what you are doing while you are working
   - Take study breaks as needed
   - Make flash cards to test yourself
   - Use calculators and computer software as appropriate to facilitate organization
   - Carefully review material to check your understanding of important concepts, vocabulary or procedures
   - Look for ways to make learning meaningful by relating tasks to information that you already know

*Source: University of Illinois Urbana-Champaign, Cognitive and Psychological Disability Services.*