

Suggestions to Improve Your Memory Nancy F. Barrett EdD

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*