



1. Be Selective

Think about what pieces of information are most important to learn

- When reading pay attention to anything printed in bold or underlined.
- Visual aids such as charts, tables and graphs are clues that this information is important.
- During classes if your lecturer emphasises something, it is important.



2. Make it meaningful

Think about the bigger picture – the details might make more sense:

- Organize by time: events in history or a novel flow in chronological order
- Organise by location: Addresses
- Organize by category: What type
- Organize by continuum: Such as grouping from lowest to highest order
- Organize by alphabet: From A – Z order



3. Create Associations:

- You can remember new information more effectively when you associate it with similar or related information.



4. Learn it once, ACTIVELY!

Action is a great learning enhancer:

- Use your body
- Sit up straight and on the edge of your chair as if your body is full of energy
- Act on your ideas
- Test your ideas in situations





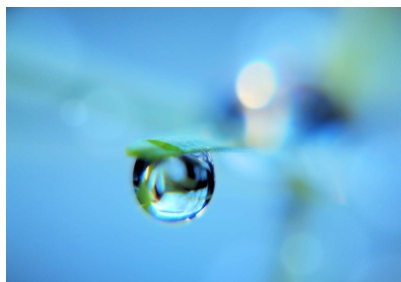
outside of the classroom

- Some people find standing up or pacing helpful when studying or reading material out loud
- Use your hands – get your body moving when you study

5. Relax

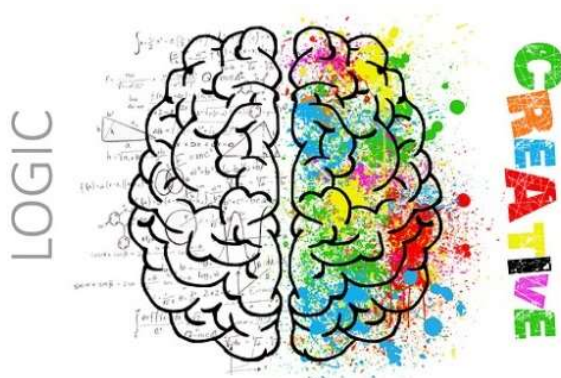
When you are relaxed you:

- Absorb new information quickly
- Recall it with greater ease



6. Create Pictures

- Associations are recalled more easily when they are visualised
- Draw diagrams, make cartoons, use images and visual aids to help you learn.
- The part of your brain that processes visual information is different from the information processing part of your brain. Therefore, when you picture a concept, you are using two parts of your brain which may increase your chances of recalling information.



7. Recite and Repeat

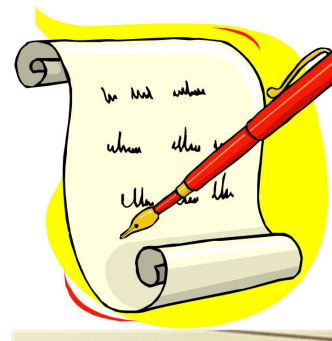
- Reciting silently is not as useful as making noise.
- When you repeat something out loud you use two senses:
 - Physical sensation: in your throat, tongue and lips when you use your voice
 - Hearing: you hear the statement repeated back to you
- Repetition works best when you repeat concepts in your own words.





8. Write it down

- Writing helps us to remember ideas.
- Writing uses a different kind of memory than speaking.
- Writing prompts us to be more logical, coherent and complete.



9. Engage your Emotions

- When you engage your emotions this sends a message to your brain:
"This information is important and useful, don't forget it"
- Your amygdala lights up with extra activity every time you feel a strong emotion.
- Emotions make you more likely to remember information.



10. Overlearn

- Pick it apart, examine it, add to it and go over-and-over it until it becomes second nature.

Overlearning

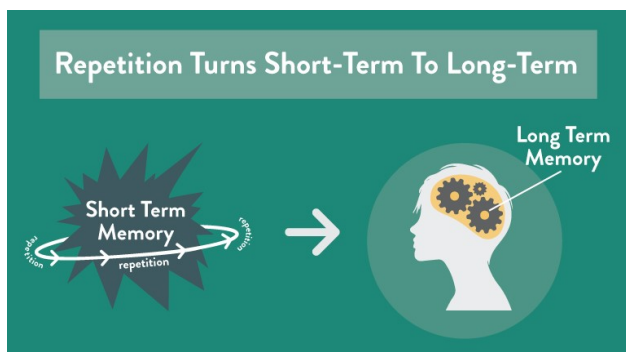
- When we read the same notes again and again, they become familiar





11. Move from Short-Term memory to Long- Term

- Review information again within a few minutes or hours of learning it.
- Review the information again in a week or two.
- This helps to move information from your short-term to your long-term memory.



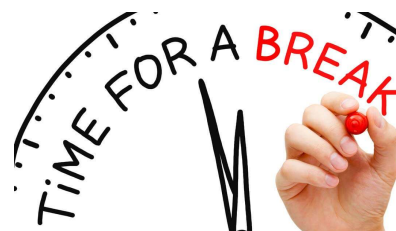
12. Use your times of peak energy

- Some people concentrate better in the morning, or afternoon or at night.
- Study your most difficult subjects when your energy peaks.



13. Distribute Learning

- Experiment with shorter, spaced-out sessions.
- You can get more work done if you take regular breaks.
- You can even use breaks as mini rewards!
- **Spreading out your learning is brain-friendly.**
- If you overload your brain, it will find a way
- to shut down and rest. It is better to plan breaks and give your brain a chance to rest.





14. Be aware of attitudes

- Acknowledge your attitudes about a subject and become aware of them.
- If you think a subject is boring, try to find connections between the subject and your own interests.



15. Discuss your learning with others

- For example, if you attend a class, then if you discuss the learnings from your class with another student, or a loved one about what points you agree or disagreed with or what stood out about the lecture to you, you have a better chance of remembering the information.
- If you mull over that conversation before going to sleep you might have an even better chance of remembering the information.



16. Combine Techniques

- Try to involve a combination of the techniques used on this sheet.
- Use your senses: Sight, sound and touch to help you remember information.





17. Recall it

- If you are stuck and cannot remember something that you are sure you know, then **think of something else that is related to it.**
- *For example*, if you can't remember your aunt's name think of your uncle's name.
- *For example*, if you can't remember facts from a class then think about examples or case studies the lecturer discussed during the class.



18. Notice when you do remember

- Notice when you recall information easily.
- *Ask yourself:*
what is helping you to remember this information?
- *Ask yourself:*
what techniques are you naturally using?
- This will help to inform how you best remember information.



19. Use it before you lose it

- To remember something, access it regularly:
 - o Read it
 - o Write it
 - o Speak it
 - o Listen to it
 - o Apply it





20. Change your Language

- If you cannot recall something, instead of saying “I cannot remember”, *you could say “It will come to me”.*
- This develops the attitude that you can retrieve this information – just not right now.
- This is also helping to promote more positive self-talk.

