

## Memory Strategies

A strategy is a good way to help you learn or recall information more fully or easily. Some strategies for the different stages of remembering are listed below.

### Strategies for learning and storing information

1. Tell yourself to pay attention when listening and reading.
2. Limit distractions that take your attention away from the important information.
3. Repeat information aloud for accuracy and retention.
4. Learn new information in more than one way by reading, listening, watching or doing. Then rehearse by saying or doing it again.
5. Ask yourself if you understand or can relate to the new information. Do you need to ask a question?
6. Relate new information to your own knowledge and experience.
7. Put new information into your own words.
8. Organize new information using a calendar, diagram, notecards or visual images.
9. Group items and numbers into chunks (i.e., group the first three and last four digits of a phone number).
10. Group related things together (i.e., dairy foods versus paper products needed at the grocery store).
11. When trying to remember a person's name:
  - Try to relate his/her name with another familiar person, a rhyming or similar word, or a visual image.
  - Repeat the name to yourself several times while you visualize the person's face.
  - Try to use the person's name often in your first conversation.

### Strategies for recalling information

1. Write down important information you need to remember.
2. Keep regularly used items in the same location.
3. Use key words to recall important main ideas of a topic.
4. Use mnemonics: use a letter or form a word to remember specific information (i.e., use the name "ROY G. BIV" to recall the colors of the rainbow).
5. Use knowledge of earlier experiences to help replay events and remember related information. Replay the setting in your mind in which the information was first received.
6. Refer to a calendar, outline or notecards of information that you organized earlier.
7. Ask questions of yourself to help recall information (i.e., When is the last time I used that key, book, etc.?).
8. Go back to visual images that you created earlier to remember related information, names, numbers, etc.