

Improving your memory----- 12 principles

<b>PRINCIPLE</b>	<b>DEFINITION</b>	<b>TIPS</b>
<b>1. Selectivity</b>	Sorting out the main ideas from the insignificant details. If you try to remember everything, you will overload your working memory.	<ul style="list-style-type: none"> <li>• Notice topics or themes that are repeated</li> <li>• Use textbooks clues to determine important info</li> </ul>
<b>2. Association</b>	Making connections between pieces of information. The more ways you've connected info, the more ways you can attempt to retrieve it.	<ul style="list-style-type: none"> <li>• Link new info to what you already know</li> <li>• Link info to mental images</li> <li>• Link info to a personal experience</li> </ul>
<b>3. Visualization</b>	Making mental images or "movies" in your mind.	<ul style="list-style-type: none"> <li>• Visualize yourself doing well on tests, etc.</li> <li>• When reading, try to visualize what you read.</li> <li>• Make visual images in your head of terms and definitions.</li> </ul>
<b>4. Elaboration</b>	Working with info in new ways to make it more meaningful.	<ul style="list-style-type: none"> <li>• Ask yourself questions as you learn. "How does this apply? Can I use this? Do I understand?"</li> <li>• Try to encode info in new ways, discuss it, draw a diagram, etc.</li> <li>• When possible personalize the information</li> </ul>
<b>5. Concentration</b>	Focus your undivided attention on studying. Unnecessary stimuli, such as TV, makes it more difficult for your brain to process info.	<ul style="list-style-type: none"> <li>• Choose a quiet, well-lit study area</li> <li>• Use active learning techniques to keep yourself engaged.</li> </ul>
<b>6. Recitation</b>	Explain information out-loud, in your own words, in complete sentences	<ul style="list-style-type: none"> <li>• Practice reciting info before class discussions</li> <li>• Recite key terms</li> <li>• Self-quiz by predicting test questions and reciting their answers</li> </ul>
<b>7. Intention</b>	Set the stage for learning by approaching studying prepared, and in a positive mental state. Set goals for your study time.	<ul style="list-style-type: none"> <li>• List your priorities</li> <li>• Set specific study goals</li> <li>• Create a plan to reach your goals</li> <li>• Tell yourself you should remember this information</li> </ul>

<b>8. Big and Little Picture</b>	Understanding main ideas and supporting details.	<ul style="list-style-type: none"> <li>• In your notes, use main ideas as headings, and list supporting details below them</li> <li>• Use visual mapping to show main ideas and supporting details</li> </ul>
<b>9. Feedback</b>	Testing your knowledge of the material.	<ul style="list-style-type: none"> <li>• Recite info without using your notes</li> <li>• Use flash cards</li> <li>• Cornell Note-taking</li> <li>• After reading a chapter, try to write a summary without looking back.</li> <li>• After reading a paragraph, try to recite the important info without looking</li> </ul>
<b>10. Organization</b>	Well-organized info is easier to remember	<ul style="list-style-type: none"> <li>• Categorize info into lists</li> <li>• Make tables or charts</li> <li>• Use time-lines or other visual organizers</li> </ul>
<b>11. Time on Task</b>	Spend sufficient time learning the material. Review material consistently	<ul style="list-style-type: none"> <li>• Use spaced practice. Review your old notes before class, or before reading the next chapter.</li> <li>• For each hour spent in class, plan on spending two hours studying outside of class.</li> <li>• Use 50 minute study blocks. Focus on one subject at a time.</li> </ul>
<b>12. Ongoing Review</b>	Practicing previously learned information	<ul style="list-style-type: none"> <li>• Continuously review the information you have learned to create stronger connections in your memory</li> </ul>