

Improving your memory----- 12 principles

PRINCIPLE	DEFINITION	TIPS
1. Selectivity	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"> • Notice topics or themes that are repeated • Use textbooks clues to determine important info
2. Association	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"> • Link new info to what you already know • Link info to mental images • Link info to a personal experience
3. Visualization	Making mental images or "movies" in your mind.	<ul style="list-style-type: none"> • Visualize yourself doing well on tests, etc. • When reading, try to visualize what you read. • Make visual images in your head of terms and definitions.
4. Elaboration	Working with info in new ways to make it more meaningful.	<ul style="list-style-type: none"> • Ask yourself questions as you learn. "How does this apply? Can I use this? Do I understand?" • Try to encode info in new ways, discuss it, draw a diagram, etc. • When possible personalize the information
5. Concentration	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"> • Choose a quiet, well-lit study area • Use active learning techniques to keep yourself engaged.
6. Recitation	Explain information out-loud, in your own words, in complete sentences	<ul style="list-style-type: none"> • Practice reciting info before class discussions • Recite key terms • Self-quiz by predicting test questions and reciting their answers
7. Intention	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"> • List your priorities • Set specific study goals • Create a plan to reach your goals • Tell yourself you should remember this information

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