

## **Suggestions to Improve Your Memory**

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### **1. Use Paraphrasing** (Repeating information in your own words)

#### ***How to Paraphrase:***

- *Pause at key groups of sentences*
- *Repeat the information in shorter form*
- *Write in the book margin or on another sheet of 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*
- *Underline as you read*
- *At the end of each page, re-read what you have underlined*
- *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 post-it notes on books that cannot be written in.*

### **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.*