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## WEEK TWO HANDOUT: MEMORY AIDS AND STRATEGIES

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### How does memory work?

One way to think about memory is to distinguish between immediate memory, which holds the information that we see or hear for a few seconds, and long-term memory, in which we store information so that we can remember it the next day, the next week or the next year.



## **Make sure the information goes into your memory**

As we get older, and particularly if we have problems with our memory, so our long-term memory becomes less effective. We, therefore, have to make more of an effort to make sure that information goes into our long-term memory.

## **How to make things “stick” in your memory**

In order to remember new information, it helps if we do something with it in our mind rather than just hearing or seeing it. For instance:

- ✓ Organise the information in some way in your mind. For example, write it down. Even if you lose the paper, you will still have more chance of making it stick through the act of writing.



- ✓ Make a link between the new information and something familiar you already know. For example, if you meet someone called Peter, you might make the link “Peter Pan” if he looks young.
- ✓ A letter of the alphabet can be a cue – so “P” for “Pea” if Peter has a round face. Once you have the first letter of a name, it acts as a trigger to help you remember it.
- ✓ Repeat it to yourself – but gradually making the gaps between the repetitions longer and longer.

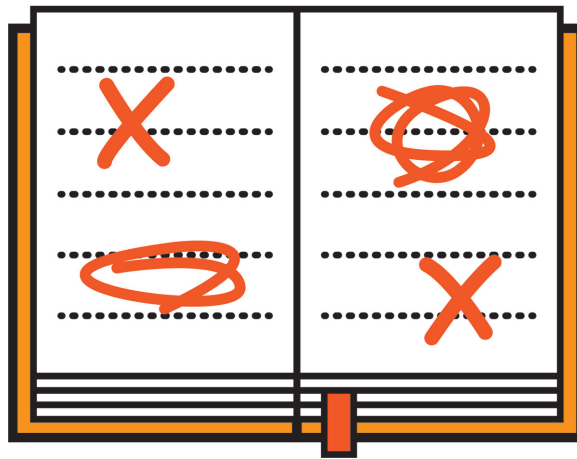
Getting it right the first time around will help to reduce mistakes later on.

## Memory aids

It is important to use a diary, calendar or notebook to help you to remember what you need. Writing out the day's events on a white board that you can clean off and renew is another excellent way to help your memory. Sometimes a simple change such as making sure that any glasses or hearing aids that you use work properly can make a great difference.

Do you have any suggestions as to how to help improve your memory?

Here is a space for you to list any ways of improving your memory that you think you would find useful:



- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_