

## Memory Strategies

- **You can not remember what you do not pay attention to.**

Pay close attention. When you are doing something, concentrate on it and do not let your mind wander to other things. Eliminate distractions so you may focus your attention.

- **You can not remember what you do not understand.**

Ask people to repeat themselves when you are presented with a lot of information or very detailed information. You may have missed something the first time.

- **Be well organized in your daily routine.**

This means putting things away, filing things carefully in their place, not allowing the place where you work or live to get cluttered, etc. This decreases the demands put on your memory.

- **Do things immediately.**

Do not put things off for later. You are less likely to forget.

- **Use simple memory aids such as the following:**

- Post a calendar in a visible place or carry it with you. Keep track of appointments, birthdays, and special events.
- Keep a pencil and paper handy for notes. Put them in your pocket, by your bed, and by the telephone.
- Keep a list of frequently called phone numbers handy. Also store important phone numbers in your cell phone.
- Use post-it notes for reminders. "Turn me off" by the oven, "mail me" on the bills.
- Put the date to be mailed on each envelope where the stamp is placed so bills are paid on time.
- Post a check list of items to do before leaving the house such as: check the stove, lock doors, turn off lights, etc.
- Keep a diary or journal.
- Make a list of where you keep important documents and items. Keep all documents in the same place.
- Set a watch with an alarm to help remind you of appointments or things to do.
- Carry a small cassette recorder to tape reminders.
- Put frequently used items in the same place each time you finish with them such as: keys go on a hook, purse goes in the closet, wallet goes on the nightstand, etc.

- Provided by: Amanda Lewis Stephens, VALB 2021