

***Memory: College courses require you to memorize, understand, and apply information. These 3 tips, when practiced regularly, can help!***

## 1. Keep up!

*Memorizing academic material does not happen in one massive study session. Learn new material and review old material early and often.*

How to do it:

- ✓ Review notes daily
- ✓ Stay current in reading
- ✓ Solve problems when they arise
- ✓ Apply new material to old material
- ✓ Quiz yourself

## 2. Take breaks!

Be honest – how long can you really concentrate on one topic? That is how long your study session should be. When your mind starts to wander, it's time to do something different. Best practice is to take a ten minute break for every hour that you study.

How to do it:

- ✓ Stand up and move around
- ✓ Get a snack or a drink
- ✓ Change to a new subject
- ✓ Try a different way of studying, like using a textbook website, doing some problems, or quizzing yourself on what you know

## 3. Experiment!

There are lots of different ways to memorize. Try a variety of methods for different subjects.

How to do it:

- ✓ Associate: relate information to something you already know
- ✓ Visualize: organize the information by creating a picture, drawing, chart or graph
- ✓ Verbalize: summarize information aloud, quiz with a friend
- ✓ Use Mnemonics: a creative, easy way to memorize information

## ***Retention: Think you have a ‘poor memory’? Try this three step process for better retention of information!***

### **1. Concentrate**

Deal with **internal distractions** (daydreaming, negative thoughts) by:

- ✓ Keeping a notepad handy to jot down things that you can do later.
- ✓ Making the distraction a reward. (*“I am going to read 5 more pages, then reward myself with a half hour of TV/snack.”*)
- ✓ Identifying the reason for your lack of interest/boredom/inability to pay attention. Then find a way to deal with it. (*Meet with your professor, seek study skills help, and seek counseling if a personal problem.*)
- ✓ Recognizing when you need a break, and taking it.

Deal with **external distractions** (physical environment) by:

- ✓ Changing your study spot. (*A spot that is only for study.*)

### **2. Comprehend**

To comprehend means to make **something meaningful to you**. In order to comprehend, try to:

- ✓ Fully understand the material. Get help if you need it.
- ✓ Try to connect old material with new material – get the big picture.
- ✓ Do something with the material – create a chart, drawing, timeline.

### **3. Remember**

Think of your memory as an **office filing system**:

- ✓ Sensory (momentary, very limited) – like a pink ‘While You Were Out’ slip. Deal with the information and move on.
- ✓ Short term memory (a few minutes, limited) – like the ‘In-Box’ on a desk. Process the information, and decide how/where/if to store it.
- ✓ Long term memory (relatively permanent with unlimited capacity) – like file cabinets. Study the information, Think about what it connects to, what you need to do with it. Do what needs to be done (read, solve problems, etc), and then File it correctly with other similar pieces of information. Think about why you filed it there, so you can retrieve it when you need it!