

LEARNING TO REMEMBER

Research studies show that people forget about fifty percent of what they read or hear with about 24 hours of having learned it. Forgetting begins as soon as learning ends. Here are some tips for remembering what you read and hear.

WAYS TO IMPROVE YOUR SKILL IN REMEMBERING

- ◆ **INTEND TO REMEMBER**
There's a big difference between a positive and negative attitude. If you expect to be bored, you will be and will tend not to remember.
- ◆ **GET CORRECT FIRST IMPRESSIONS**
Ideas, facts, and relationships learned incorrectly or superficially will remain faulty unless later revised. It's hard to change mistaken first impressions, so get things right the first time.
- ◆ **UNDERSTAND HOW MATERIAL IS ORGANIZED**
Facts can be remembered more easily if fit into a larger framework. See how ideas tie in and relate. Organize information into meaningful categories.
- ◆ **RECITE AND REVIEW**
This is a very important point. Recite what you have learned as soon as possible, and be active when you recite and review. go over information in your head, talk aloud and/or write things down, using as many senses as possible. Try to answer questions and recite from memory.
- ◆ **DISTRIBUTE LEARNING PERIODS WISELY**
Use short practice periods for review. give full concentration for a short period of time. Review information soon after you have learned it, always within 24 hours. Continue to review periodically.
- ◆ **OVERLEARN**
Studies have shown that memory is greatly improved when review is continued beyond "bare mastery." Don't stop thinking about information once you are able to recall it without error. Overlearning is your best insurance against "going blank".

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