

## PRINCIPLES OF MEMORY

Memory Principle	When to do this	Why These Principles Are Important
Intend to remember or learn	before beginning study	Your intentionality is crucial. If you don't actively plan to remember something, you won't remember it very well. Take a few minutes before you begin any study assignment and mentally prepare yourself.
Get an "overview" of the task	whenever you begin a new learning project	Getting a preview of the whole process you're trying to learn will help you later as you read, practice, etc. You'll be able to fill in details of each part if you start with a simplified version of the whole task first.
Review immediately after learning	at the end of each study session	Most forgetting takes place immediately after learning occurs—not two hours or two days later. Therefore, review immediately, even if just for a few minutes. Use short periods of time to quickly review notes.
Learn <u>actively</u>	always	Most learning time should be spent actively in self-testing and practice rather than passively re-reading. Expose as many senses as possible to the material. Avoid simply putting off the important task of learning—DO IT NOW!
Use an hour or two	when you're trying to read a whole chapter	Complex learning, such as understanding new relationships or learning how to solve a problem, requires longer periods of time for efficient. Most people can actively learn for 40 to 50 minutes and then need a 10-minute break. Break up large reading assignments into smaller parts—spread out the task.
Utilize short periods of time, two to ten minutes	when you have a simple mechanical task or rote-memorization tasks	Simple tasks and, especially, anything you have to memorize are better learned in short, frequent practice sessions rather than in sessions of an hour or two.
Practice what you have learned	between the time you first learn something and the time you're tested on it	Most forgetting takes place because people haven't periodically practiced or reviewed what they learned. Try to do <u>some</u> review before beginning each new assignment.
Learn in an organized way	always	You'll remember much more easily when you have a systematic, orderly view of what you have learned. Avoid studying concepts as isolated events. Plan ahead so that you are well organized.
Set and understand the goals/objectives for your study	at the beginning of any learning or review sessions	This gives you a complete overview of each study session and will help you become a more systematic and organized learner. This process goes right back to Step One!