

HOW TO REMEMBER

PROBLEMS

I. Tracking too many details and terms—

Teach yourself to review.

II. Figuring out what to study—

Teach yourself how to be selective and to question

III. Not remembering notes--

Teach yourself how to take notes and use them.

SOLUTIONS

1. Organize the information into meaningful groups with headings.
 2. Use associations to relate terms.
 3. Quiz yourself with flashcards, divided pages or maps, using them often but for brief periods of time.
 4. Repeat information aloud. Try to use all five of your senses with the information aloud. Visualize, taste, feel, using your body action if possible.
 5. Practice writing and condensing information. Try writing an outline.
1. Focus on the meanings of titles, terms, and emphasized points, the table of contents and the text.
 2. Construct probable questions and answer them from table of contents and chapter headings and subheadings.
1. Edit and review notes; quiz yourself.
 2. Combine notes and readings into a study outline. Compare them.
 3. Make connections and associations.
 4. Use visual or auditory practice.
 5. Read and review before you go to the lecture on it. Take lots of notes, write down all that's on the board, fill in missing words after class.

IV. Not remembering the readings –

Teach yourself to paraphrase and to summarize as you read.

V. Taking too long to memorize material—

Teach yourself to use time and study information from all angles, using all modalities

VI. Confusing similar terms –
Can't keep facts straight --

Teach yourself to over learn your material

VII. Not paying attention –

Teach yourself how to be an active learner.

1. Don't just underline, and don't underline your first time through. Take notes, write in the margins.

2. Be active. Quiz yourself at the end of each section; review main points from memory. Agree/disagree.

3. Repeat key terms and concepts aloud.

1. Expend more effort, spend less time.

2. Don't just repeat or reread; quiz yourself, be active.

3. Understand and organize material.

4. Make up associations or links.

5. Use normally wasted minutes to review notes during the day.

1. Study to recall, not just recognize.

2. Note differences between items.

3. Organize material.

4. Make up associations to help you recall differences; for example,

1. Ask questions.

2. Be active: hold yourself responsible for learning the key ideas from each page or section as you go by reciting.

3. Survey and make a map before you read, choosing a logical and reasonable amount.

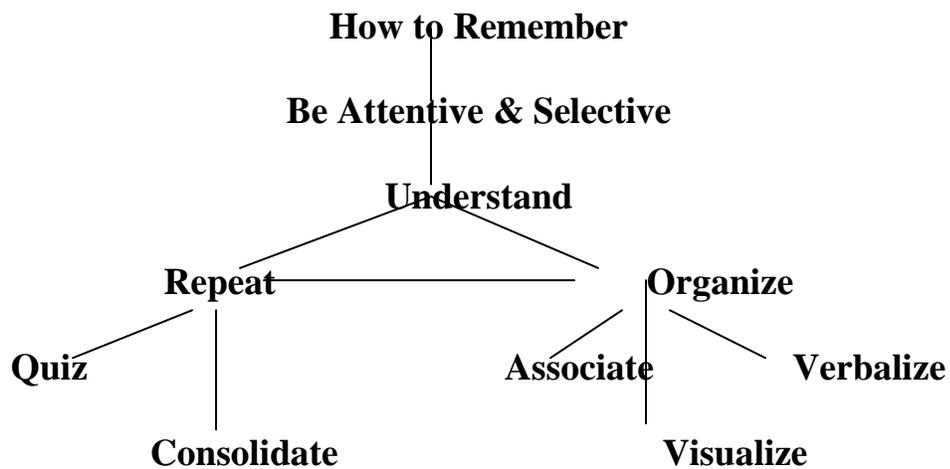
4. At the end of each section or page, review key ideas to yourself from memory. Think of the section or page as a whole.

5. Find a better place to do your work which is free of distractions.
- VIII. Trying to remember too much at once--
1. Budget your time, schedule the learning into numerous sessions, not just one.
 2. Classify and reorganize material. Connect information—that way you'll remember blocks of information, not bits.
 3. Think up associations (acronyms, links or rhymes) to cue your memory. Link the information to other classes or to other things you know well
- IX.. Confusing similar subjects -
1. Don't study similar subjects (i.e. French and German) back to back. Study another subject like Math in between, or take a long break.
- Use attention and visualization
2. Study two similar subjects in different places, (i.e. Chemistry in the library and Physics in the dorm study lounge).
 3. Study different subjects in separate study sessions, (i.e. study French in the morning and German at night).
- X. Not knowing how to choose the best answer, if 2 or more answers are true --
1. Be sure the answers you're considering are 100% true. Be suspicious of absolute modifiers such as "all", "none", "never", "every", etc.
 2. Relate the choices back to the stem. Pick the answer that relates most directly to the stem..
 3. Usually, choose the most general answer.

XI. Being anxious while taking tests --

Ask for help if anxiety becomes a major problem

1. Over learn material.
2. Practice taking similar tests while studying.
3. Learn relaxation techniques.
4. Practice attention control.
5. Engage in positive, not negative, self-talk.
6. Improve your test-taking skills: learn essay strategies and multiple choice guessing tips
7. Realize a little anxiety is normal and productive.
8. Don't drink coffee or other stimulants.
9. Talk with a counselor.



Adapted from a handout prepared by Mary Lundeberg and Susan Hipp