

Names

- When you meet someone, repeat the person's name as soon as it's said. For example, "It's nice to meet you, Marla Green." Ask the person to spell his or her last name, even if it's easy to spell.

Try to focus on one key feature to aid in recall. For example, *Mr. Bush has bushy eyebrows* or *Paul Allport lives near the airport*.

Try to form a ridiculous picture in your mind, such as Mr. Finn swimming around in your fish tank with a big fin on his back.

- When you leave a situation where you've just met someone, end the conversation by saying the person's name ("It was great meeting you, Jeremy."). As soon as you leave, jot down the person's name and where and when you met. When you are going to be with this person again, review your notes first.
- Make up a sentence that includes names and places to remember and say it out loud. For example, "I'm going to meet with Albert Biggs, who is the vice president of the Booster's Club."

Items

- To look for something you've lost, return to the last place you had it, either visually or physically, and look for the object or retrace your steps chronologically (*What did I do first? Next? etc.*).
- Make up a silly sentence that includes items to remember and say it out loud. For example, "Pour detergent on the bananas in the envelopes" to remember to buy detergent, bananas and envelopes at the store.
- Use the same grocery store each time you shop. Make up a grocery list according to how the store is laid out. As you mentally go down each aisle, you can jot down items that you need.
- To remember the due date of a library book, write the due date in large numbers on a self-stick memo and attach it to the front of the book. Don't put your library books with your other reading materials, such as on your bookshelf or in your magazine basket. Leave them in plain sight on a table or counter so you can always see the due date reminder. Use the same system for rented videotapes.
- Establish a spot or box near the door to place objects you need to take with you, such as school books, keys, packages, etc.
- Keep things in the same place at all times, such as keys hanging on a hook by the door, an address book and stamps in a drawer by the phone, scissors in a sewing box, etc.

- To remember where your car is parked, look for permanent visual cues and describe them out loud. For example, "I'm parked in the next-to-the-last row directly across from the basketball hoop." When you leave the parking lot, turn around and look at your car, taking a mental picture of how the lot will look as you walk toward it when you return.
- Paint objects like keys, tools, umbrella handles, etc., with iridescent paint colors or mark your possessions with a certain label, color of ribbon, your initials, etc.

Events and Intentions

- Use symbols to help you remember an important event. Here are some sample ideas you could try:
 - turn your watch over
 - switch your watch or ring to the opposite wrist or hand
 - put a paper clip or a safety pin in your buttonhole
 - put a rubber band on your wrist
 - put a piece of tape or a bandage on your finger
 - switch your wallet to your other pocket
 - switch your purse strap to your other shoulder
- Position something oddly or out-of-place as a reminder to do something. For example:
 - leave the blinds in your room or office down
 - leave something on the driver's seat of your car
 - leave your toothbrush in the sink
 - leave the pliers on the top shelf of your refrigerator
 - leave a piece of paper sticking out of your briefcase or your purse
- Do activities on the same day each week or month. For example, pay bills on the last day of the month, go to the bank every Wednesday, go to the library every other Saturday, etc.
- Use direct deposit and direct bill paying services available through your bank to ensure that your checks are deposited and that important bills are paid on time.
- Make a checklist of steps to perform an activity or a daily "to do" list. Check your daily list each hour or so and monitor your progress.
- Use verbal rehearsal to help you remember things as you do them. For example, "I'm putting the scissors in the top drawer so the baby can't reach them" or "I'm checking the burners on the stove and turning on the porch light before I go upstairs."

Personal Information

- Write your name and address and the directions to your house or apartment on an index card and tape it to each of your phones. If you need to remember this information in an emergency, you can just read it off the card.
- If you have trouble remembering your license plate number, get a vanity plate with an easy-to-remember word or name on it.
- Keep a memory diary in which you record all the important information you need to remember, such as names, birth dates, important dates, addresses and phone numbers, repair companies, location of important papers, directions to places you visit often, dates when warranties expire, etc. Refer to this diary every day. Keep a copy of the diary somewhere in case you misplace your original diary.

Telephone Use

- To help recall telephone numbers, turn the numbers into letters or practice singing the phone number to music, such as the first seven notes of "Twinkle, Twinkle, Little Star." You could also visualize tracing the pattern the numbers make on the number pad of the phone, such as vertical or horizontal lines, geometric shapes, or alphabet letters. Use the diagram of a phone pad on page 170 to practice.
- When you take a phone message, focus on the most important information in the message. First, write down the caller's name and phone number. Then, write the content of the message. Note the date and time of the call. With all this key information, the person to receive the message will be able to phone back for further information, if necessary.
- Keep a notebook by your phone and keep a log of who called, what time, and what each person wanted. This log will help you when questions come up about payments, appointments, etc.

Directions

- When you drive, pay special attention to landmarks to help you remember directions. Comment on these landmarks out loud as you pass them. It may be easier to remember to turn right at "the big pink house" than to turn right at "the third street past the intersection."
- Keep directions to places you visit on separate index cards in the glove compartment of your car. Write the name of the place in large letters at the top of the card. Put a stick-on clip on your dashboard and place the appropriate card in the clip before you set out.

Conversations

- During conversations, comment on what the other people are saying. Restate

their comments in your own words. Actively participating in the discussion will help you remember the main points of the conversation later.

Reading

- To try to remember what you read, stop at the end of each paragraph or page and think about what you've read. Summarize it aloud.
- Use highlighters to mark key information as you read. Keep a tablet handy to jot down questions and comments as you read instead of waiting until you are done and perhaps have forgotten them.

Memory Aids

- Buy memory aids and use them to help you remember information and tasks:
 - pill reminder boxes
 - sticky notes to stick on objects
 - appliances and lights with automatic shut-off features
 - a phone that stores important telephone numbers
 - an instant (electronic) speller
 - a hand-held computer to store messages and key information
 - a daily appointment notebook with a calendar
 - a beeping key chain
- If you frequently forget your keys and get locked out, have deadbolt locks installed that can only be locked with a key from the outside. Then, if you walk out without your keys, you can't lock yourself out.
- Buy combination locks that you can set to your own combination. Choose a number associated with a significant event in your life, such as the numerals of your birth date.

Other Tips

- Decide what's important to remember and what's not important. Don't expect to be able to remember six or seven things at once.
- Keep in mind that people of all ages forget a name or misplace their car keys from time to time. Be easy on yourself when you forget. When you do forget something, ask for help (e.g., "I know we've met several times, but I can't remember your name. Please tell me once again.") or ask someone to help you remember an important upcoming task or event.