

EFFECTIVE MEMORY TECHNIQUES

1

Chunking

Break large amounts of information into smaller, manageable "chunks."

Example: Remembering a 10-digit number as three smaller groups: 123-456-7890.

Use this method for tasks, project phases, or meeting notes.

5

Storytelling

Transform information into a narrative.

Example: Remember a project timeline by turning it into a story with a beginning, middle, and end. Stories make details more relatable and easier to recall.

2

Mnemonics

Use acronyms, rhymes, or associations to remember information.

Example: For remembering key steps, create acronyms like **SMART** for Specific, Measurable, Achievable, Relevant, Time bound goals. Visual mnemonics can also help associate tasks with images.

6

Mind Mapping

Use mind maps to organise and connect related ideas visually.

Helpful for brainstorming sessions, project planning, and understanding relationships between concepts.

3

Visualisation

Create mental images of what you need to remember.

Example: Visualise a flowchart when recalling a process or imagine placing physical items in a specific location to represent steps in a task.

7

Association Techniques

Link new information to something you already know.

Example: Associate a new colleague's name (e.g., Alice) with an object (e.g. Wonderland).

4

Repetition and Spaced Practise

Revisit important information periodically rather than cramming.

Use spaced intervals (e.g. daily, weekly) to reinforce memory.

Repeat key points aloud or write them down for added reinforcement.

