

Guidelines for managing memory

- The introduction of more structure and routine to your day / week may help manage the cognitive demands you experience. Do not plan too much on any one day. Managing fatigue better will also help to reduce irritability and improve mood.
- Provide yourself with regular breaks when attempting tasks. By taking regular breaks it will help to give time (to problem solve and remember the information you were learning) and avoids unnecessary fatigue.
- Give yourself extra time to complete tasks to reduce levels of stress and fatigue.
- When you need to take in information it is important you try to remove distractions from your environment, for example using a quiet room to read important information.
- It would also be beneficial to try to reduce background noise when having a conversation, for example going into a quiet room and turning off the TV / radio.
- It is important that you focus on one thing at a time, especially if you need to remember important information.
- Having information repeated to you and also in written form will help you to process it and retain it.
- To help reduce cognitive demand it is recommended that you utilise aides to remember important information such as a diary, calendar, to-do list and shopping list, thus reducing your cognitive load.
- Make your environment work for you by keeping important things such as keys, wallet, important paperwork etc. in the same place at home, making it easier to remember where they are.
- Make sure you understand the information you want to remember. Think about what you need to remember and how you will remember it.
- Simplify and reduce the information.
- Put important things where they will be seen.
- 'Over-learn' new information, focus on learning one piece of information at a time. Then use 'expanded retrieval', test yourself 5 seconds later, then 10 seconds, then 20, then 40 and so on.