

1. **Attention:** *Attend* to the material intensely and wholly. Nothing else should enter your mind. Later, not now.
2. **Interest:** *Ask* questions to stimulate interest. Take part or sides in the problem, issues or subjects you are reading about.
3. **Intention:** *Intend* to remember.
4. **Believe:** *Trust* and believe in your ability to remember. It will strengthen.
5. **Start Right:** *Concentrate* on accurate input, not speed, at the beginning.
6. **Select:** *Concentrate* on the most significant things, the essentials and the important. You can't expect to get 100%, so give your most intense attention to what is new, difficult, and must be remembered.
7. **Associate:** *The* more associations you can elicit for an idea, the more meaning it will have; the more meaningful the learning, the better one is able to remember it. People with good memories usually think over their experiences, real or vicarious, and systemically relate or associate them with previous learning.
8. **Background:** *Build* background. The more background you have on a subject, the more interest you will have and the better you can form associations and discern relationships new and old.
9. **Organization:** *A good* memory is like a well-organized and well-maintained filing system. When a new fact presents itself and you decide to keep it, you will associate (file) it with its natural or logical group. Bunch or associate ideas, facts, or details consistent with the organization of the chapter.
10. **Recitation:** *Quiz* or self-test yourself after every paragraph or natural break. Recite in your own words to serve a better memory and promote understanding.
11. **Notes:** *Take* brief notes in your own words and review them often.
12. **Review:** *Review* immediately after initial learning has taken place.
13. **Spaced review:** *Periodically review.* If intervals between reviews are too widely spaced, more forgetting will occur.
14. **Overlearn:** *If you can* recall it instantly, you have overlearned it. The more important and difficult the learning, the more you should over learn it.
15. **Study, then sleep:** *Freshly* learned material is better remembered by most people after a period of sleep or mental activity than after a period of daytime activity when interference takes place.