

MEMORY SITUATION	STRATEGIES
Remembering birthdays, anniversaries, and appointments.	<ul style="list-style-type: none"> ✓ Use a large hanging calendar to note important dates and keep calendar in an appropriately visible location. ✓ Also, use a small pocket planner, mobile phone, or a memory notebook that allow you to keep the information handy at all times. ✓ Use different color highlighters to denote different dates. For example, birthdays can be blue, anniversaries can be green, and regular appointments may be yellow.
Remembering daily tasks	<ul style="list-style-type: none"> ✓ In addition to listing appointments, keep a list of the different things you have to do each day – people to call, items to buy, routine maintenance on car/home. ✓ Keep those to-do lists in your small pocket planner, mobile phone, or memory notebook.
Remembering names of people	<ul style="list-style-type: none"> ✓ When you meet someone new, use that person’s name in conversation. ✓ Think of people you know well who have the same name. ✓ Associate their name with an image.
Remembering where you put things	<ul style="list-style-type: none"> ✓ Keep items that you use regularly such as keys, glasses, in the same place. ✓ For other objects, make sure to look at the place where you put them and repeat aloud where you put them. ✓ If the object isn’t used very frequently, make a note of it’s location in your pocket planner, mobile phone, or memory notebook. ✓ Lastly, keep your living or work area organized so things are easy to find.

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Remembering contact information	<ul style="list-style-type: none">✓ Ideally, your planner or mobile phone should function as an address book.✓ Write down phone numbers, e-mail addresses, and other important pieces of information for all personal and professional contacts.✓ Make sure to keep your address book up-to-date by checking it regularly.
Remembering vital information	<ul style="list-style-type: none">✓ Keep important documents like insurance papers, medical records, and financial records in a file cabinet or other appropriate location.✓ Record important information in your pocket planner, mobile phone, or memory notebook so it is handy when you need it.✓ Keep a list of current medications, names of emergency contacts, names of doctors, etc. with you at all times.
Remembering locations	<ul style="list-style-type: none">✓ Keep maps of local areas in your car or at home.✓ Practice checking the map before going anywhere unfamiliar or new.✓ Visualizing where you are going can help reinforce your memory of the verbal directions you may have written down.✓ - Use physical locations to help cue information regarding directions. For example, remembering that your doctor's office is near a Baskin Robbins may help cue your memory.
Remembering errands/tasks Remembering deadlines	<ul style="list-style-type: none">✓ Write errands/tasks/deadlines in calendar. Access calendars habitually.✓ Prioritize errands and tasks by creating a list that indicates the order in which errands should be completed.✓ Check calendar/list before leaving to run errands AND cross off errands/tasks once they are completed.✓ Use physical objects as cues.

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	<ul style="list-style-type: none">✓ Write reminder notes.✓ Strengthen links between time and place, time and intention, and place and intention. For example, link the task of checking the daily planner to putting shoes on. Thus, every time you put shoes on, remember to check the daily planner.
Remembering all the items you need at the store	<ul style="list-style-type: none">✓ Create a list of items as you think of them.✓ Identify if you need to go to multiple stores. If so, create a list that reflects which items need to be bought at what store.✓ Check list before leaving for the store and before checking out of the store.✓ Cross off items once they are purchased.
Remembering to return library books/DVDs/materials on time.	<ul style="list-style-type: none">✓ After using materials, place them in a specific place (such as a box or table) near the door.✓ - Practice checking that particular area before walking out the door.
Remembering to take medicine	<ul style="list-style-type: none">✓ Place medicine in appropriately visible location. Link medication times to daily events such as breakfast, lunch, dinner, bedtime, etc. Consider using a timer or if all else fails an automatic medication dispenser. A home health care agency can help set one up as well as order prescriptions in advance and fill the box. Taking medications as directed is too important to leave to chance.
Remembering comments or questions during conversation	<ul style="list-style-type: none">✓ When talking to another person, maintain eye contact and listen closely.✓ Paraphrase what was said to make sure you understood it and to reinforce the information.✓ If you missed something, ask the person to repeat it or speak more slowly.✓ - If you tend to become distracted during conversations, try getting together with people in quiet areas that contain fewer distractions.

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Remembering casual, short-term intentions	<ul style="list-style-type: none"> ✓ Always rehearse the intention. ✓ Link intentions to specific times or places. ✓ - Use physical objects as cues.
Remembering promises you make to other people	<ul style="list-style-type: none"> ✓ Always write down promises or IOUs ✓ - Use environmental triggers to cue recall. For example, if you promised to buy a gift for someone, use trips to the store/mall as cues to remember to buy the gift.
Remembering routine chores	<ul style="list-style-type: none"> ✓ Always complete chores at the same time or after the same daily event. ✓ For example, clean dishes after dinner every night. Set aside a specific number of weeknights to do laundry.
Remembering new information	<ul style="list-style-type: none"> ✓ Remembering new information becomes easier if you repeat it to yourself out loud. For example, repeat new phone numbers to the person to make sure you got them right. ✓ - Discussing newly learned information with friends or colleagues is a great way to help reinforce it in your mind.
Remembering ideas	<ul style="list-style-type: none"> ✓ Write them down!! Keep enough room in your memory notebook to write down specific questions or ideas that need to be addressed later. ✓ - For example, make a list of all the questions you'd like to ask your doctor.
Remembering work and personal goals	<ul style="list-style-type: none"> ✓ - Utilize all or a combination of the strategies mentioned above to plan and organizes your time to meet personal and professional goals.



**Future
Memory**



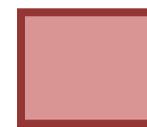
**Immediate
Memory**



**Attention
Failure**



**Names
Locations**



Medication