10 Tips for Improving Memory and Concentration
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1. Limit distractions
   Every time you are distracted from a task, you lose time dealing with the interruption, and getting back on track later becomes difficult. By reducing distractions, you improve your chances of being able to concentrate for longer periods of time. Avoid studying in environments where people or things are likely to distract you, and stay away from temptations that will lure you away from the task at hand.

2. Be engaged
   It’s harder to maintain a high level of concentration if you’re unmotivated to learn about the material/subject. Stay engaged by choosing sides in an academic argument or by making a concerted effort to study something you’re interested in.

3. Use a concentration counter
   You can actually help your mind to focus by becoming consciously aware of those moments when you’re having difficulty concentrating. While studying, monitor yourself by keeping a tally of every time you have a break in concentration. You’ll soon be amazed that the number of breaks decreases just by being aware of your own natural tendencies.

4. Mix it up
   Your ability to concentrate and retain material will improve significantly if you alternate periods of study or research with breaks. Rather than committing to one long study session and trying to absorb everything at once, spread the work out over shorter sessions on different days.

5. Choose the right time
   Some people prefer to work on assignments in the mornings because they feel they have more energy or there are fewer distractions. Others like to work later in the day or in the evenings when they’ve had time to get themselves in the right frame of mind. Both your memory and your ability to concentrate will improve if you choose a time to study when you know you are at your mental peak.

6. Teach it to someone else
   One of the most effective strategies for improving your memory is to teach the material to others. Teaching requires you to put complex concepts and ideas into your own words. This will strengthen your understanding of the material and will increase your ability to recall it.

7. Learn special techniques
   There are several techniques for memorizing information. If you’re having difficulty remembering material, consider using one of the following four techniques: (i) associate: mentally link the material to a person, object, or event (ii) use mnemonics: take the first letter of each item in a category to form a word or sentence that you can remember easily (iii) visualize: try to remember the way the information is presented on the page (iv) recite: write it in your own words to help transfer material from your short-term to your long-term memory.

8. Survey first
   Research shows that knowing what material is coming up next increases retention and improves memory. Before you begin an academic reading, take a few minutes to survey chapter headings, bolded terms, abstracts or section summaries, main points, and other general features of the text.

9. Use memory tools
   Flash cards, a popular memory tool, are essentially cue cards that contain key pieces of information. Flash cards are portable, can be used in combination with recitation techniques, and can help students effectively learn definitions and/or formulas.

10. Review immediately
    Research has found that your short-term memory has a limited capacity. The longer the time between hearing or reading information and reviewing it, the more you will forget. Review material within 24 hours of learning it to improve your chances of remembering it later.