Limit distractions
Good memory skills are dependent on good concentration skills, so be sure to limit any and all possible distractions while you’re studying. By minimizing distractions you’ll be able to concentrate for longer periods of time, and will also be able to focus intently on whatever material you are studying.

Visualize
Remembering how the information is presented will help you recall the information when tested on it. Commit any tables, graphs, or images presented to help you prompt your memory.

Break it up
Not many students can study for long periods of time; so don’t set this unrealistic expectation for yourself. Your ability to concentrate and commit material to memory will improve significantly if give yourself short breaks while you’re studying or researching. Rather than setting aside 3 hours straight to complete readings or an assignment, split it up into 2 - 1.5 hour blocks over the span of 2 days.

Use your peak times
Knowing you natural prime time(s) for focusing is important. Generally speaking, the height of your concentration period occurs ½ way between when you wake up and when you go to bed. As much as possible, try to study and complete readings at least 2 hours after you get up, and 2 hours before you go to bed.

Survey first
Doing so helps prepare your mind for the more in depth information that you are about to learn. If you’re reading a text, skim over the chapter outline or read the headings. And, if you’re studying try writing out which concepts you need to review and which practice problems you want to complete.
Make use of tried-and-true memory techniques
The oldest technique for memorizing is flashcards – they are really helpful for learning definitions and formulas. And because you’re the one that writes out the key pieces of information, you are giving yourself a review as you create them. Remember that flashcards are portable and to bring them with you to make the most of your commute or waiting in lines time!

Review – twice if possible!
There are 2 good times to review – the 1st is right after you’ve learned the material (i.e. within 24 hrs of learning the material) and the 2nd is within a week. Then if you review every 2-3 weeks, you’ll ensure that you aren’t forgetting information as you progress through your classes.

Create a mnemonic
Many students find it helpful to take the 1st letter of each word that you’re trying to memorize in a list (i.e. the 5 personality types) and form a word or sentence that includes these letters. Then when you get this question on a test or exam, write out your mnemonic and fill in the blanks.

Stay engaged
Being motivated to earn a good mark and being interested in the material that you’re studying will help ensure that you’re focusing on learning material. The best way to ensure that you’re committing material to memory in class is to have completed the readings beforehand, and then write notes about important concepts in your own words. Participating in discussions, asking questions, and volunteering for experiments are also great ways to ensure that you stay engaged in the classroom.

Make an association
Link the material to a person, object or event; so that when you’re asked to recall it, you can remember your association will prompt you to remember the details.