

“ The Small Book on the long term memory

Memory: Student’s career depends upon three important Pillars.

1. Health
2. Character
3. Education

For educational success memory and learning mechanisms have to be excellent. Memory depends on good health, (both physical and mental) and also good sound character (i.e. truthfulness, abstinence, firmness, compassion, respect for family and nation etc.)

We now elaborate memory functions:

Memory can be divided as A. (1) Immediate

(2) Recent

(3) long term

B. Labile and fixed memory for subjects, events, names, Facies, numbers, persons etc.

Brain Capacity: Human brain has roughly 100 billion cells and we can store enormous facts e.g. 90 million books each having 1000 pages. We hardly use –3-10 % of our brain capacity. So it is proved that we severely underutilize our brain. He is called a ‘genius’, who use 10-20 % of brain capacity.

Even old age hardly our affects memory. At the age of 80 years, you may loose 3-5 % of brain cells.

The more we use memory, the more it is cultivated. The less we use the function dies off. Hence we have to use it, without undue taxing or stress. We can improve to 10-20 % utilization, very safely and then each one of us are genius.

However, there are certain gifted people. They have photographic memory. They read once and even read fast and still have total reprint e.g. Swami Vivekanand. We have to work hard, but systematically. Acquisition of memory require comprehensive efforts and nothing is given free like that. You have to work hard with firm determination

“ Height by great men-----

Before we go to main rules (PQRST, repetition etc.) lets make a precise and systematic approach . Each step is scientific and inter linked. In bonus you will get many more things apart from memory. Try yourself

(1) **Goal setting** : On the life, profession, rank, extracurricular etc.

(2) **Programming** : According to the goal program , your self program for the year, for the year, for the months, for the day. Plan really meticulously spend time. It requires real intelligence for planning and you have to stick to it . Determine, review daily; where you are. write daily notes.

(3) **Prerequisites** : **A)** You must have good nourishing diet with ample , fruits, cereals, nuts, milk and vegetables. Avoid short cuts, fast food, spicy food. Use satvik ahar, enriched with biological value
B) Active life style: keeping good curricular and extracurricular activities sports etc, friends with high morals and special

qualities or achievements. They keep us inspiring.

- C) Please don't waste your time in gossips, cheap TV serials, and movies, uncultured music. Select your relaxation with a few informative things (e.g. tour). Please remember 'you should be conscious for good use' of every minute Then automatically you'll become a great personality.
 - D) Develop organize thinking and organize working. Be systematic to living as well as nonliving things.
 - E) Enjoy good sleep 7 to 8 hrs. every night and be regular.
 - F) You must enjoy good health. If you don't have sound health, you can't really excel in your studies or life. If you have genuine learning memory problem, please have you doctor examined you and exclude Thyroid, Mental Subnormality, Liver, Kidney, Heart, Blood-diseases or any other Endocrine or Metabolic condition carefully.
 - G) Exercise : Yoga, Pranayam, Meditation, surely help learning
- (4) Conditioning** : Please keep your study as fixed and regular.
- * The room for study should have enough light .
 - * The room for study should have enough air circulation.
 - * But the room for study should not have sound distractions or disturbances.
 - * There should be good study table with a good straight chair, the height should be well adjustable.
 - * Maintain an upright sitting posture. Looking at TV, listening pop song, biting pizza with your teeth and simultaneously trying to read or solve problem is a joke to your self.
- (5) Mind setting** : **Concentration** – is the master key of memorization. It is(the) fundamental. There is no concession to total concentration. You have to learn to develop it, or you may improve it through meditation and determination .
- Confidence** -is must. You must be sure to your self, you must remember, .you have a capacity like all other normal persons. Positive thinking is the only thing that can help you to win success.
- Conviction** - you have to learn it and you have to know, why you have to learn.
- Incentive** - Give your self incentive and self suggestions. If you do this; if you Learn this; you will get this easily.
- Develop Genuine interest** – otherwise you tend to remember unusual things. So develop interest in your subjects, add some motive and you will develop interest.

Self discipline - Saiyam

Self control - Tap

Reduce stress - learn relaxation tactics. If you have any stress, Memorizing will be poor. cut down your stress by whatever standard methods including Meditation, Yoga, Naturopathy etc.

(6) **Warming up** : Now the real point of reading .you are already in driver's seat. Prepare your mind, body and soul for a flight. A short prayer or 2 minute's meditation and then take the text in your hand.

(7) **The main rules** :

Follow PQRST-----

P = Preview – first outline or preview the salient subtopics, or headings or points, that you are going to come across in this chapter.

Q = Question - Then prepare a few questions in your mind that are likely to be answered from this text.

R = Read - Read with full concentration, paragraph by paragraph. conceptualize each paragraph and make one or two important point from the paragraph and try to remember them carefully. You may underline with pencil, or outline with yellow marker pen or write with a pencil, a key word in the column of the text, or better in a rough book or a small nice pocket diary. All these points adds fixing up your memory. Some people just vocalise the point in whatever way, but with full concentration.

S = State - When you finish say 10 paragraphs, just review the points quickly in the text and then repeat those points either by speaking or by writing, without the text. It needs correction, check with the text again.

T = Test - 1-3 hours later; test your self, how much you retain. If you can reproduce 100% then you are genius, 80-90 % then you are intelligent and if less, you need to improve your concentration and find out where else you've done mistake.

Don't forget concentration and conceptualisation.

(8) **Now further rules** : It is recommended that continuous reading over several hours is not healthy for the brain. So make a break of 4-5 minutes at every 1 hour. During this, you leave your chair and then you may dance, sing, rejoice, phone up, stretching – relaxation, exercise – or whatever relaxes you.

But before you stop, you must spare 2 minutes, to go quickly over the Text, revising main parts, that you have read in last one hour. And the second rule is that when you come back to your chair, you must quickly again review at what you had left and recapitulate . this will take hardly one minute. Again read paragraph by paragraph and conceptualize further.

(9) The rules of repetition : Repetition is the key to fixing the memory permanently. Some people need more repetition, some less, For the most of us, following protocol gives a good assurance.

- 1) First repetition of points should take place at 1 hour of reading and can be finished in 2-3 minutes; as above.
- 2) Second revision should follow at about 24 Hours interval, over 3-4 minutes.
- 3) Third repetition should be done at 7 days interval over 3-5 minutes.
- 4) The fourth repetition should materialize at around 30 days. Over 4-6 minutes. Guarantee is that, the subject is then yours. It is a ribosomal memory.

Some people with better recall of memory; may need 2nd repetition at 4th day and the third on 30 days, thus omitting at least one repetition. Some of us, require only one repetition. Concentration . Isn't it?

If you have a ribosomal – fixed memory developed this way, then you are not likely to forget and whatever you want to reopen in later months or years; it will take hardly a few minutes to reproduce and correction if any will take only few seconds. It save time and increases confidence level. If without doing short repetition like this, if you reopen the subject later, everything is almost new. As if the labile or volatile memory is wiped off from your magnetic tape. This is the case of the systematic approach.

10 It's a good method, to write the points in that small, nice pocket diary and carry it with you over next few days. This will allow you to follow rules of repetition any where and you will not need to go through the text each time. You can test your self wherever, you get a chance; i.e. in travel, while waiting for school bell or waiting for the teacher to come. I find it a better habit to discuss or enumerate points of important subject to a co-student, rather than discussing about movies, cricket, dresses etc. with him all the time.

Please check your goal, if you want to excel, do this difficult subjects

11 For difficult subject or long list of things you may apply one of the followings.

- A. Mnemonics : e.g. PQRST is a mnemonic. VIBGYOR is a mnemonic for rainbow colors. It is way to unload or detax the memory. Make mnemonics your self. It sequence is important. You may take care of it, while creating a mnemonic.
- B. If you have a sense of music, then make difficult things musical or in form of rhythms.
- C. You may make symbols in your mind or use some other gimmicks to remember.

- 12 Another way is visualisation : Just plot the whole thing in a form of a picture or visual thing e.g. The story of a thirsty crow ; a child remember in form of sequences of visual pictures. Then he will not commit mistakes.
- 13 Association, comparison and contrast : While trying to remember a lot of points or articles; try any of above. E.g. A) association articles of toiletry, toothbrush, paste, perfume, handkerchief, comb, etc.
B) compare or contrast like big- small yellow-red .
that way brain has capacity to register and recall faster.
- 14 One of the best methods is also now multimedia approach, which may be applied when you use more than one senses. now the fixation of memory become more reliable.
- 15 While in classroom : almost same approach HAS to be used. However following things need noted. You should have a rough view from the text for the chapter that will be to be taught to day either at school or private class. That way you are ahead.of your colleagues by one step.

You may listen to your teacher with full concentration and with full respect

Attention: Make points and politely make few questions to him at end.

So as to grasp the subject firmly.

While at the home review the chapter taught in school or class and state points. Then the subject is yours for a long time.

- 16 Occasionally physiologically or under tremendous stress or strain or grasp or prolong reading you may get stuck up. You may get blank thought or blank spells. If so try to change the time or subject. If doesn't help, then best thing is leave your studies and get engrossed in something you like, something that relaxes. Don't tax your brain unnecessarily, otherwise you will get frustration. This will go away soon.
- 17 To train your memory further : Undergo - memory exercises
-puzzles
-map reproducing exercises
-readymade memory quiz or create memory test for your self. E.g. read the newspaper. Reproduce the news is sequence locate the news in appropriate place. Try to reproduce name etc.
- 18 Naming defect : For remembering names : you have to take points. You have to develop genuine interest in the person. You have to process your brain in a such a way that he is an important person for you and going to be useful to you. Also try to justify in what way his name is suitable to him or is exactly opposite to his qualities.
- 19 While remembering faces also almost similar rules apply. The difference is that for

defect, you know everything about the person, but not the name for faces defect, you just cant associate who is this man, where I met him, etc. Having once identified him, you may remember rest of the things.

Many a times, the defect is combined . once again, you've to reduce stress, and tell your memory carefully to remember the person, you are meeting and also tell it, why this man is important. You have to tell your self that this meeting is an important event. Particularly you can't afford to forget a VIP, influential man or the one who has helped you.

- 20 For business people or executives who forget there appointments or commitments the keys are as follows
- 1 Keep small pocket diary or electronic diary and program your, day, week and in this way.
 - 2 Its a time to reduce your stress level : Hence go to in a relaxation. Program teaching yoga, meditation etc.
 - 3 Reduce your commitments and just take a real holiday and go to a seashore and just lie down.

