

# Tips and Tricks to Improve Your Memory

Brought to you by: [ConsultingSecretsClub.com](http://ConsultingSecretsClub.com)

In cooperation with [ProjectMagazine.com](http://ProjectMagazine.com)

**For Project Managers only...**

# Increase your income with 65% AND spend more free time with your family

By doing exactly what you already do today – just a little smarter

Tell me, what conclusions can you draw from this table?

Income category (Project Management Consultants)	Hourly bill rates (USD)	Yearly income based on 2,000 working hours per year	
		100% billable hours	60% billable hours
Low-end	\$60	\$120,000	\$72,000
Average income	\$105	\$210,000	\$126,000
High-end	\$150	\$300,000	\$180,000

Table 1 - Hourly bill rates for project managers taken from hotgigs.com

**From this table you can draw the following conclusions:**

1. A project managers consultant's hourly rate is **2-3 times higher** than a regular income for project managers
2. At 60% billable hours you can still earn more than on a regular job – by working at an average **only 4.8 hours per day** for your client

Becoming a highly paid consultant is as easy as A.B.C when you know the little secrets how to start your own consulting business.

 Click link for more: [ConsultingSecretsClub.com](https://ConsultingSecretsClub.com)

# Memory Tricks

Memory techniques when applied correctly they are so powerful that can improve your memory many times. Don't worry, they have nothing to do with your mind - they are just tricks how to better remember information.

Memory techniques are very simple. The best part - they can be applied in just minutes. Memory techniques go deep in the history - even ancient people used them. They were especially used by ancient orators to remember long speeches.

Think about it. How could someone remember a two hour long speech without memory techniques? I couldn't and I think you couldn't either. But with memory techniques everybody can do that. Doesn't matter how bad you think your memory is - you CAN remember a two hours long speech with memory techniques.

You probably have watched memory experts on TV performing mind blowing memory stunts like memorizing phone numbers or names of 400 people audience. You can do that, too - when using memory techniques. Actually it's very doable.

Memory techniques can improve your life in many ways. You can remember more with them, cut your learning time and never forget things you need to remember. You can also impress your friends with your excellent memory and get a raise in salary at your workplace. There are many ways in life how memory techniques can be applied.

Some of the tricks are discussed as followed.

## Accelerate your Learning

Have you ever wondered why some people are so much quicker at learning things? How they seem to remember complex things with ease?

Despite popular belief, it is NOT because they are smarter! No, it's because they know (and use) 2 simple learning techniques that help them to learn quicker.

No-one wants to spend extra time studying. Luckily these 2 techniques don't take much time at all. While other's may have to study for hour upon hour, only to get average results, people using these techniques can get outstanding results from just a few minutes a week.

The techniques aren't just for academic study either. They can be used for anything, by anyone. Perhaps you are taking ballroom lessons? Then use these techniques to quickly dance your way to the top of the class! Or maybe you are studying a martial art?

Basically, these techniques will dramatically accelerate how well you learn ANYTHING.

The 2 key techniques to accelerate your learning are reinforcing, and reviewing.

### Reinforcing

5 to 10 minutes after you have learnt something (say right after you have had a lesson), you should write down what you just learnt. This reinforces the learning, and improves how well you will recall it later. If you don't do this, the lesson will quickly fade from your memory. You won't forget everything, but you won't remember anywhere near as much as you would by writing down some quick notes.

You DON'T have to write an encyclopedia. Sometimes just a single word will do. No- one understands you better than you do! Which bit of the lesson did you struggle with? Which bit do you think you'll have trouble remembering? Write THAT down!

Don't worry about it being 100% accurate either. If you learnt something new, but you can't exactly remember it, just write it down the best you can. You can always fix it later if you need to. Writing down something wrong is better than not writing down anything at all.

## Reviewing

You should skim over your notes periodically. How often is up to you, but I find that once a week works well for me. The better you know the material the less often you have to review it. Things from a year ago may only need reviewing every 3 months, but something hard that you only just learnt may need reviewing every day until you start to really understand it.

It's also worth reviewing right before a lesson. If you are anything like me, you spend the first 5-10 minutes of any lesson trying to remember where you were up to in the previous lesson. By doing a quick review before hand, you can get up to speed before the lesson, and hit the ground running. You won't waste any of your time during the lesson playing catch-up.

## Tools for Reinforcing and Reviewing

Stated below are some best tools for reinforcing and reviewing?

### Paper-Based

This is the simplest option. Just buy a little notebook, and write into it. Use a page per subject. The biggest disadvantages to this option are that you can't edit, and you can't search. Despite the disadvantages, this is still a good option, and definitely worth considering if you don't have access to a computer.

### Word-Processor

This option requires a computer. Just use any standard word- processor( even Microsoft notepad would do), and type your notes into it. You may want to have different subjects in different files, otherwise the file will get very long. This option has advantages over paper, because you can edit what you have written, and you can search. The biggest disadvantage is that it isn't very organized. You either end up with one big file, or lots of files scattered around all over the place.

## Don't Forget Your Memory

I remember a birthday party I went to as a child. There was a contest that involved looking at a table covered in 15 various items. After a few minutes, the things were taken away, and then we each got a piece of paper and a pencil. The object was to write down as many items as we could remember. I struck out after seven or eight, but one little boy got all 15 items, and won the prize.

Only years later did I learn why he was able to do that. His father had taught him a simple technique that none of us other kids knew. All you have to do is tie the items together in an imaginative story. Imagine, for example, that you want to remember a list of the following things: milk, soap, forks, honey, and flowers.

Create a story, and see it vividly in your head: You are in front of the bathroom sink, and you reach for the soap. The soap dish is filled with milk, so you wash your hands with that, then comb honey into your hair with a fork, pick up a bouquet of flowers and smile at yourself in the mirror. Say each item as you review this "movie" in your imagination, and you'll remember all five things, even the next day.

## Some Other Memory Tricks

Start telling yourself to remember. If you just learned a person's name, for example, tell yourself, "remember that". This signals the unconscious mind to rank this input higher in importance.

Tell yourself why you want to remember something, and how you will remember it. To remember a person, think about how that person will be important to you in the future, where you'll see them next, and anything you notice about them. Clearly seeing the importance of remembering will help a lot, and the additional associations (where you expect to see the person next, for example) will set the memory more firmly in your brain.

Have you ever forgotten where you set down your car keys? You have probably tried retracing your steps, or at least doing it in your imagination. This works fairly well, but do you ever create the scenario beforehand, so you won't forget? Try it.

When you set down the keys on the chair, see yourself walking in and setting the keys on the chair. You'll remember where they are if you do this.

### Create Good Memory Habits

Do you know what the biggest problem with memory techniques is? Remembering to use them. No joke. Many popular methods work, but if you don't have the habit of using them, you'll forget to when you need them most. So if you take the time to learn a technique, make a conscious effort to use it until it becomes automatic.

### Improve Memory Up To 10 Times

I'm going to give you some hints how to use memory techniques to make things easier to remember. I will only explain each thing in one sentence just to give you general idea. When you use memory techniques you completely eliminate rote memory. No rote memory is needed - only imagination. The best part - remembering things with memory techniques is interesting and you have extra motivation to do so.

Remembering shopping lists or long list of items with memory techniques is a breeze. What you need to do is associate each item with the next one in the list. You need to associate the two items in some unusual way that stays in your mind.

### Curse Rule

- The first is **Connection method** and an extremely strong one. You are creating meaning for an item by connecting it to something you know already. Do you have to remember somebody's address is 1225 Memory Lane? Isn't it easier to think Christmas (12 - 25/ December 25th) than just four separate numbers? Now we have something that has meaning. We can take our story-telling technique and associate it to Memory. It may take some imagination, but that just comes with practice.

Another strong point with the Connection technique is that it allows you to utilize information you already know.

- The second is Repetition. This is a very simple technique and probably the one most used to remember something. However - look closely at what you're really doing when you are repeating something. You are forcing yourself to focus attention on something. That is one of the most important steps in memorization. You forget most things simply because you didn't remember them in the first place.
- Storytelling is another method. The Greeks were great for this - remember the story of Narcissus and Echo. They would take phenomena from everyday life and create a story around it. By creating a story they are forcing your attention (see how important that is) plus they are creating a link mechanism which I just mentioned above. All good memory techniques play off each other and use the brain's natural memory ability. Remember - these are techniques, not tricks!
- Rhyming is another technique. Admittedly it takes some creative energy and a talent for forming rhymes, but if you have that ability it is a very good way to remember things. The rhyme can have a story as well.
- The last method is by Linking - linking one item to something you already know. Remember how memory works. How often a smell can bring back the memory of a certain afternoon a long time ago. Linking or association is a way that was devised to utilize the way memory naturally works. You're not forcing it - it's something you do naturally.

## Remembering Numbers

With memory techniques you can remember long digit numbers in minutes. The trick is to convert numbers into words. There is a special phonetic alphabet with 10 sounds - one for each number. No number is too hard to remember when you apply this technique.

Knowing how to remember numbers is a huge advantage. You can remember telephone numbers, style numbers and prices in minutes. No more taking notes, now you can keep telephone numbers in your mind.

### Remembering people Names

With memory techniques it's a very doable task. The trick is to associate each person's name with his face. Each time when you see a person's face you will remember his name. To do so you need to find one unusual feature of the persons face and associate it with person's name.

### Remembering Everyday Details

Have you sometimes forgotten where you left your car keys or in which pocket do you keep money? With memory techniques you can completely eliminate this problem. The trick is to be originally aware - concentrate on what you are doing and you'll never forget a thing.

### Memorizing Long Speech

With memory techniques this can be done in minutes. The trick is to give keywords for each paragraph or logical part of the speech and then link the keywords in a list. This way you will always know about what to talk.

### Memorizing Foreign Vocabulary

With memory techniques memorizing sophisticated foreign words is very doable. The trick is to substitute the foreign word with a word in your own language that sounds similar. Then associate the meaning of the foreign word to the substitute word. This way you'll be able to remember even the most sophisticated foreign words really fast.

## Remembering Weekly Appointments and Meeting Times

The trick is to associate the meeting with the time of the day. This may sound quite confusing when expressed in one sentence but is very doable when you know how to do it.

## Remembering Anniversaries and Historical Dates

Again it can be done with memory techniques. The trick is to associate the historical date with the event. It can be done when you know how to remember numbers. Again, it may sound confusing when said in one sentence but is very doable when you know how to do it.

As you understand, memory techniques can make you life much better. With them you don't need to struggle to remember vital information. You can apply memory techniques and remember everything effortlessly and much faster.

## Are you Getting the "Memory Full" Message?

Lynn was tapped to head up the project team for a major company restructuring. She began her first team meeting by delegating steps and due dates to the various department heads. That's when she noticed that one member, Bob, wasn't writing anything down. Lynn knew Bob was a competent guy. Yet given the importance of this project his casual approach concerned her.

So, after the meeting she pulled Bob aside. "I don't want to tell you how to do your job," Lynn began, "but I noticed you weren't writing down any of your assignments." "Oh, don't worry," Bob replied pointing to his head "it's all right up here." Lynn was hardly reassured. "That's great Bob. But what happens if you lose your mind?"

You may not lose your mind, but are you getting the mental "memory full" message a bit more often these days? With a computer there is always the option to add memory or get a bigger hard drive. Even if we could rely on memory, besides not being fool proof, there's the problem of brain clutter, a

concern that led Albert Einstein to conclude that one should, "Never bother to memorize anything that is easily accessible." So, what can you do?

Since the closest analogy to the human brain is the computer it makes sense to look to it for solutions to the problem of brain overload. But first it's important to fully understand the problem.

Here are some of the unwelcome things that can happen when a computer's hard drive gets too full. As you can see, when people try handling more information and performing more functions than we're "programmed" to handle similar things can happen:

### **A too-full computer versus a too-full brain**

Computers give you error messages. We make mistakes, forget to do something, things start "slipping through the cracks". Computers run slower. We take longer to process tasks and information, slow down, become mentally or physically sluggish, become uncreative, and become unproductive. Computers freeze. We procrastinate, become indecisive. Computers crash. We get stressed out, experience a total mental break down (extreme cases).

The problem of a too full hard drive lends itself to a variety of solutions. These same solutions can apply to the problem of a too full mind. Here are five overwhelm-busting techniques human's can borrow from the computer:

#### **Reboot**

If you're getting lots of error messages or your computer is running slow sometimes simply restarting or "rebooting" can help. This same technique works well for people. Sometimes the best thing you can do when you feel overloaded is to take a break. Go for a walk. Find a quieter or just different space to work. If you're experiencing major "brain strain" it may be time for a vacation.

### Delete unnecessary files

With a computer you can free up space by sending unnecessary files to the trash. How about all those "junk files" on your mental hard drive? Do you keep reminding yourself to do things that you think you "should do" but don't really need or want to do - like arranging your vacation photos into a photo album, alphabetizing your bookshelf, sending out holiday cards? When you "should on yourself" you're not only piling guilt onto the overload but all this extraneous stuff is taking up valuable mental real estate. Do yourself a favor and delete them.

### Call the help desk

When you experience a major computer glitch you can always call some kind of help desk. The same is true with mental overload. Delegate whenever you can. Don't manage anyone at work? If you live with anyone over the age of five, you can almost always delegate more at home.

### Download

Many "must keep" files that don't need to reside on your hard drive can be downloaded onto a disk. You may not be able to download your mental To-Do list onto a disk (at least not yet!) but you can achieve the same effect by getting it out of your head and onto paper. The way to keep your mind from getting overloaded in the first place is to immediately download things as they pop up. Or in other words as we say at Time/Design: If you think it, ink it.

If your mental hard drive is exceptionally full you'll want to start with a complete Brain Download. The Brain Download is an exercise in which you fully and completely empty your mind of all the things you need or want to do both in your work and personal life. Big stuff, little stuff. Things you have to do now, things you don't have time to get to right now but are none-the-less taking up precious mind space.

To do a thorough download you should allow at least 30 minutes. At some point in the process you might hit the "overwhelm wall." Seeing how much you have to do can make you want to throw down your pencil in despair. But if you push through this wall and continue writing, ultimately you'll experience the benefits of

a well-functioning computer: Faster processing of information, fewer errors, less need to call the help desk, and a greatly diminished risk of that your system will crash.

But here's where humans have a definite edge on computers. Downloading our brain allows us to enjoy additional benefits like less likely to procrastinate, greater creativity, and the peace of mind of knowing that nothing will slip through the cracks.

### Defragment

The defragmenting function on a computer rearranges files so your programs run faster. Right now the "files" on your Download list are a jumbled list of To-Dos. You'll want to "Defragment" your list by first organizing them into their proper category, for example, work projects vs. home projects, things you need to do on a certain day verses those that are due by a certain day and so on.

Next, put things into perspective by prioritizing your list. After all, on the same list you probably have things like buy new collar for Fluffy next to develop strategic plan. The simple process of sorting through your list and putting each item into its proper priority "file" can be tremendously freeing.

Finally, just as the defragmenting process on a computer checks the drive for errors, taking the time to organize your activities helps ensure that nothing will slip through the cracks!

In today's world, mental overwhelm is a fact of life. Fortunately, by applying some simple techniques from the computer world, you can avoid some of the costly consequences of a too full brain!

**For Project Managers only...**

# Increase your income with 65% AND spend more free time with your family

By doing exactly what you already do today – just a little smarter

Tell me, what conclusions can you draw from this table?

Income category (Project Management Consultants)	Hourly bill rates (USD)	Yearly income based on 2,000 working hours per year	
		100% billable hours	60% billable hours
Low-end	\$60	\$120,000	\$72,000
Average income	\$105	\$210,000	\$126,000
High-end	\$150	\$300,000	\$180,000

Table 2 - Hourly bill rates for project managers taken from hotgigs.com

**From this table you can draw the following conclusions:**

1. A project managers consultant's hourly rate is **2-3 times higher** than a regular income for project managers
2. At 60% billable hours you can still earn more than on a regular job – by working at an average **only 4.8 hours per day** for your client

Becoming a highly paid consultant is as easy as A.B.C when you know the little secrets how to start your own consulting business.

 Click link for more: [ConsultingSecretsClub.com](http://ConsultingSecretsClub.com)