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# Goals/Teachability Index/ Rules



## Goals

Unless you know what you where you want to go, how will you know when you have got there.?

My main goals are: -

- Being able to remember people's names.
- Being able to remember dates (historical)
- Remembering tings I've alread learned.

## Teachability Index

This is an indication of how effective this course is going to be. It is a simple equation.

It is: Desire to Learn (between 0 and 10) x Willingness to change ( between 0 and 10)

Mine is  $8 \times 8 = 64$

These techniques are not new, there are over 2000 years old.

They are based on how your brain naturally functions.

Don't judge the process, judge the results

## Ground Rules (section 1, lesson 4)

No notes

Note that it is the start of a journey - you will get better.

Requires regular use - no complicated revision timetable.

Have fun, less stress is better for memory.

# Rule of Seven / Memory is Perfect



## Rule of Seven

Working memory can hold 7 +/- 2 items/numbers

Our brains are hard wired to remember the start (primacy) and end (recency) of lists.

So if you have a long piece to remember - you will more than likely remember the first bit and the last bit. If you split this up into several chunks you are more likely to remember the first bits of each chunk and the last bits of each chunk - thus you'll remember more.

Your attention span is around 13 minutes - so if you have a 1 hour revision session - you are best splitting it up into 4 x 14 minute chunks.

Your attention span is like a cup, once you start remembering stuff - it starts filling up - once it is full - it flows over and you disregard the bits that spill out

## Memory is Perfect

Every person you have met, every book you have read is in your head somewhere.

Finding the information is the key.

Proof: If you have given a list of 20 numbers. You might not be able to remember every number - but if prompted - was this in the list - you will probably remember them. Not only do you know what was in the list but also everything which was not on the list.

The trick is recalling the information not storing it.

# Association



## Association

Your memory works in images all the time.

If you are given a list of things to remember, the trick is to associate them with a list you already know - for example - a list of numbers.

If you associate something with the number 1, when you think of number 1 - the image of the item will appear in your head.

You associate an image with the number - the image does not have to make sense - and you can think of as many as possible. You have to picture the image in your head - make the association.

- 1 <picture of a head of a unicorn> - 1 horn
- 2 <power outlet> - 2 pins of a power outlet
- 3 <tricycle> - 3 wheels
- 4 <truck> - 4 wheels
- 5 <hand> - 5 fingers
- 6 <beer> - 6 pack
- 7 <hockey stick upside down>
- 8 <spider> - 8 legs, 8 eyes
- 9 <jersey with number 9 on it>
- 10 <dime> - 10 cents
- 11 <chopsticks>
- 12 <dozen roses>
- 13 <black cat>
- 14 <gold> - 14 carat
- 15 <dollar sign> - looks like a 1 and 5
- 16 <candles> - birthday
- 17 <wizard> - age becomes a wizard in Harry Potter
- 18 <golf green> - 18 holes
- 19 <sauna> - age to enter sauna
- 20 <dart in dartboard>

All you are doing is creating a trigger

After 10 - have a break - do a review.

After 20 - have a break - do a review of last 10.

Do a mental pretest of all 20 - skip the items you can't recall.

Remember Stress affects memory significantly.

# Chain of Visualisation



Basically - you create a story - the story does not have to make sense or follow normal laws or rules. The mind remembers stories better.

I was driving a quad bike (quadratic equation) when the handlebars turned into an axe (X) going over railroad tracks (=) shot an arrow at a bee (-b) who was wearing a t-shirt (+) and shot another arrow (-), I took cover in a shed (sqr root), there was another fat bee wearing a tutu ( $b^2$ ) who shot an arrow (-). I ran into a 4x4 (4) and turned the air conditioning on (ac), I drove over a long bridge (divided by) and bumped into 2 apples (2a).

quadratic equation...

$$X = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Pros are that it is fun, quick and fast but not practical if you are talking to someone. You can't get to the 7th item easily - if you miss an item - the story falls apart.

Good for driving directions and mathematical equations.

# Mental Filing System



Basically this is **FIG**. File/Image/Glue.

**File**, anything can be a file, files are static, they can move around - you don't know where they are stored - this is the trigger - this is typically the thing you know (like the numbers in the Unicorn list).

**Image**, Your brain thinks in images, this is the thing which pops into your brain when you think of the file. It is easier for your brain to recall an image. You just have to convert what you want to remember into an image.

**Glue**, this is the tricky bit - it is the thing which links the File (the trigger) to the Image (what you want to remember). You metaphorically glue the image to the file. Glue works with Action/Emotion.

The trick is to use as much glue as possible.

Try to make the image stick to the file with lots of action/emotion. Does the image move in a silly/strange way, is the image crying, laughing.

For example if you wanted to stick a tricycle to a file (say, a foot), you could have the foot kicking the tricycle and the tricycle blowing up or getting bigger and rolling over the foot. Whatever makes the image memorable will work.

# Filing Systems



## Body

This is where you pick 10 parts of your body to act as the files.

For example....

Soul, Shin, Leg, Bum, Tummy, Ribs, Collar Bone, Mouth, Nose, Forehead

The good thing about this is that you always have a visual representation (you just look at yourself), also - these words actually represent the 10 basic phonemes: Soul (S), Shin (Sh), Leg (L), Bum (B), Tummy (T), Ribs (R), Collar (C) Bone, Mouth (M), Nose (N) , Forehead (F)

You can use any part of your body - even more - upto 15 or 20 - but these are good to remember the phonemes.

Sample: Remembering a shopping list.

**Oil**, File: **Soul**, picture a foot stamping/slipping in a pool of oil.

**Avocado**, File: **Shin**, picture lots of avocados getting split into on your shin

**Walnut**, File: **Leg**, tie walnuts to your leg, crack nuts on your leg

**Salmon**, File: **Bum**, have salmon swimming out of your bum

**Spinach**, File: **Tummy**, have leaves of spinach tucked into your belt

**Blueberries**, File: **Ribs**, have squashed blue berries on your ribs

**Beans**, File: **Collar** Bones, a tin of beans pouring over your collar bones

**Broccoli**, File: **Mouth**, having broccoli growing out of your mouth.

**Superfruit**, File: **Nose**, Banana with red cape and an S flying from the nose

**Teapot** and **yogurt** and **vitamins**, File: **Forehead**, Teapot filled with yogurt and vitamins balancing on top of your head.

Mental pre-test at 5 and 10, think about the file and say "what is happening here" and the image should pop up, if you get stuck skip and move onto the next one.

At least you know all your files and you know if one is missing. Simply change the image and use more glue. As you can see you can double or triple items up. You can do this without writing anything down - simply think of an image, glue it on the next available body part.

**Long term lists**, recall the list **1 hour later**, **1 day later** and then **1 week later**.

# Nutrition



The brain needs certain foods to function properly...

Omega 3, coats your synapses and protects them helping you remember things.

Foods high in Omega 3 are: Walnuts, Salmon and Sardines.

Antioxidants, such as blueberries help reduce free radicals and protect your brain.

Probiotics help your digestive system.



# To Do List



1. Task: Figs, File: Sole, Image and Glue: stomping on figs into the ground
2. Task: Running Shoes, File: Shin, Image and Glue: tying the laces round the shin
3. Task: Beam, File: Leg: Image and Glue: balancing bean on the leg
4. Task: Brain and Dumb Bells, File: Bum, Image and Glue: brain lifting dumb bells in back pocket
5. Task: Chalk Board, File: Tummy, Image and Glue: chalk board stuffed in pants

Review after 5 - review in any order

6. Task: Pillows, File: Ribs, Image and Glue: feathers coming out of pillow stuffed in your t-shirt
7. Task: Make a call, File: Collar Bone, Image and Glue: a dial pad on your collar
8. Task: Go to Bank, File: Mouth, Image and Glue: piggy bank running out of mouth
9. Task: Pick up Kids, File: Nose, Image and Glue: kids running around and in the nose
10. Task: Paying Bills, File: Forehead, Image and Glue: invoice stapled to your forehead

Mental pre-test in any order

If you have multiple lists (To Do, Shopping, etc) - as long as they are unique and you think of that list name whilst you are doing it you should not get confused - Collar Bone on shopping list will be different to Collar Bone on To Do List.

When creating images - you only ever need one for 'bank' you can reuse the same image every time you go to the bank. It will be on different parts of the body - depending on the order - but that's ok

# Room Filing System



Same sort of concept to the body - you just pick 4 rooms of your house (usually in the order you normally get to then) - and pick 5 items from each room - items which normally don't move. You are really looking for unique items in each room - if you have two TVs, then only pick one - unless they are completely different (like 50" flag screen and 22" portable).

Normally go round each room the same way, pick items which are unique - and particular - example - oven hob instead of just oven.

Once you have your room committed to memory it does not matter if that room physically changes or you move house - you can still use the same room in memory - your memory does not need to change.

My files (with example list) are: -

## Living Room

- DVD shelves, microphone, DVD Shelf singing with microphone
- Settee, toilet, toilet bouncing on settee with poo going all over
- Double Doors, magic markers, markers scribbling all over the windows
- Fire Place,
- Big TV, curious george, swinging on TV and it falling and breaking

## Kitchen

- Boiler, bobby pins, pins magnetised to the boiler
- Toaster, robot, robot toasting and each bread
- Microwave, bob cat, cat with no tail inside toaster getting roasted
- Oven Hob, GI Joe, soldiers marching on top of oven hob
- Washing Machine, coffin, coffin rocking on top and falling off machine

## En-Suite

- Mirror, harmonica - someone playing a harmonica as a reflection
- Toilet, jeans, jeans draped over toilet
- Frosted Glass Window, barbed wire
- Towel Radiator, christmas lights, lights winding round radiator
- Shower, barbie doll, getting a shower

## Bedroom

- Chest of Drawers, zoo, animals running around on the top
- Wardrobe, Jewels, jewels encrusted in the wood
- Bedside table, lizard, crawling all over
- Bed, bath tub, someone getting a bath on the bed - water splashing everywhere
- Lightswitch, shells raining down and bouncing off lightswitch

When you create a new House List - go through each room and each item in each room.

Then go through it again but just picture the item. Then go through the rooms backwards.

Then pick number 1 and 5 of each room.

# FIG and Presentations



Number 1 fear in America is giving presentations (number 3 is death) so if you're at a funeral, most would rather be in the box than talking about the person in the box - lol.

Pick a topic

Create a list of main points, try to keep it between 3 and 5 points

Turn each point into an image and glue it to a file of your choice (body, unicorn, room).

Relax, be yourself and have fun.

Traditionally people try to memory the presentation and make notes.

But it takes time and you can forget bits.

If you are concentrating on remembering your presentation you are not as effective at passing on the message. Your tone, hand gestures are all false because all your effort is going into remembering or reading stuff.

If you are stood behind a podium with your notes on, people will fall asleep. If you are wandering around with your notes - people are distracted by the bits of paper. If you read from your notes you start to lose credibility.

Using FIG you have full fluidity because you know all the items you want to cover (all your body parts or room items) you can present them in any order - if someone disrupts you and you cover item 4 before 2, you can easily go back to 2, 3, skip 4 and then end with 5 - etc.

# FIG Makes you Smarter



Whenever you use the left and right sides of your brain together your brain becomes stronger.

The left side (analytical) is where the files are stored, the right side (creative) is where the glue and images are stored.

So, using FIG means that you use both these together at the same time.

If you exercise and cover both left and right sides - you are using both sides of your brain.

6 Items to bear in mind (from an earlier list)....

1. FIGs (File Image Glue)
2. Running Shoes (aerobics) gets oxygen round the brain
3. Balancing Beam (balancing exercises)
4. Brain/dumb bells, doing puzzles, solving riddles all help the brain
5. Chalkboard, schooling, never stop learning - always learn something new
6. Pillows, sleep - between 7 and 9 hours each night

# Remembering Numbers



To remember phone numbers, licence plates, dates etc you can use the Unicorn List.

eg.

312

imagine a tricycle and a bunch of roses together.  
glue it to your feet, maybe your feet can kick the tricycle and then the roses attack the foot.

The story / image must represent the numbers in order, start with the tricycle, then the roses.

123

imagine a large bouquet of roses with a small tricycle rolling down.

815

This could be a spider counting money

847

This could be a spider driving a truck on a large hockey stick.  
As long as you see the elements in the correct order.

1920

This would be a sauna, the mist clears and you see a dartboard with a dart in the number 20.

2306

This could be running legs, riding a tricycle through a doughnut to arrive at a large 6 pack of lager.

Meeting Mike at 12:06

This could be a picture of Mike, with 12 roses, a doughnut and six pack of lager

# Abstract Ideas into Images



People you know can be easily turned into an image.

But, say, Fred is an abstract concept. You can't see Fred cos you don't know what he looks like.

There are two methods....

## **Method 1**

Think about the word and see what your brain sees. Eg. Freedom, bird flying into the sunset.

- Any image works as long as you created it and means something to you.
- Have fun with the process. Don't over think/complicate it.
- Once you have a picture - don't change it. So, if a cheque book is used for a bank - use the same check but whenever you need to remember 'bank'. The image needs to be the same but the glue and position on the body or in the house will change.

Basically you are creating a trigger - if you already have something in your mind that triggers you to think of ... then use it.

## **Method 2**

If an image does not pop into your head - then simply break the word up....

consternation -

con - have a person in a prison outfit

stir - stirring a pot

nation - the pot contains a national flag

If you wanted to remember the definition of consternation - then simply make the con look confused and angry. You can add sound also if that helps.

trading -

you could have a picture of two men exchanging items

you could split the word up into 'tray' (cafe tray) and 'ding' (with a bell on it)

Tip - you don't have to break the whole word down - as long as you have enough to trigger the real word - so - Edward Carter - you can have 'car' as the word for carter - as long as you remember carter it does not matter.

It does not have to be spelled the same - as long as it is phonetically the same - so coffin and kevin - sound similar - phonetically.

When creating an image our default setting is gross - for some reason we always remember gross things - bear this in mind when creating images (you don't have to tell anyone your image).

# Phonetics



There are 10 basic categories of phonetics...

1. S, soft c, psy, z etc
2. Sh, sch etc
3. Le
4. B, p
5. Tu, to
6. R, rh
7. C, k
8. M
9. N, pn
10. F, ph

You can take a word and replace a letter with its phonetic twin to get an image, eg.

Paul -> Baul -> Ball  
So Ball can be used to remember Paul

Vern -> Fern

Vince -> Fence

Lisa -> Lasso

You can use it in foreign languages...

Cerveza (beer) ->  
Serve  
A  
Vase  
serve a vase full of beer

Pomplemousse (grapefruit)  
Pimple  
Mouse  
Teenage pimple moose covered in pimples eating a grapefruit

# Absent Mindedness / Stress



## Absent Mindedness

Eg. putting your keys down.

When you put your keys down (eg. on a table) imagine the table exploding - the keys being a bomb.

When you want to remember where your keys are - just think - what exploded last.

Use the same 'event' for each item.

So use Exploding Keys everytime you put your keys down.

But use 'lovely colourful waterfall' for your remote, butterflies for your wallet etc.

## Stress

Your brain is 2% of your total body mass but it takes 20% of the oxygen you breath.

It uses more oxygen than any other organ.

When you feel stressed, you're not breathing.

To breath properly, breath out and pull your tummy in. Then breath in - filling the bottom of your belly.



# Stages of Learning



## Meetings

When going into a meeting - put the items you want to discuss on your body files and the actions from the meeting in your house files.

## Stages of Learning

### 1. Unconscious incompetence

You don't know what you don't know how to do things.

eg. Before Learning to Drive

### 2. Conscious incompetence

You know that you don't know

As you start learning to drive.

### 3. Conscious competence

You can do it - but it still takes effort

When you pass your driving test

### 4. Unconscious competence

You can do it without thinking

When you have been driving for 20 years.

It is the same with memory training - after 20 years - you will just do it - it will become second nature

# Remembering Names



File, the person themselves becomes the file.

Image, you generate an image which represents their name

Glue the image to the file.

When you see the person - the image will pop into your head and you just decipher the image to get their name.

## Slow down and pay attention

When you talk to someone and they offer you their name - you are usually thinking about what to say - and you don't remember their names.

So, slow down, pay attention to their face, look at them. Take a note of what makes them unique. Ignore stuff which could change (hair, makeup, glasses, beard etc). Look at the shape/style of ears, nose and chin.

## Repeat their name

Get into the habit of repeating their name to make sure that you have heard it correctly, say it a few times. It gives them chance to correct you.

Them: Hi, I'm Phil, how are you

Me: Phil?, Hi, Phil I'm Des

...

Me: Nice to meet you Phil

Offer your name first

If you get introduced to several people at once - then take a few names - you can't remember them all - try to gather their names later during the night. You can always create an image and glue it later.

## Turning their names into pictures

Mike could be a picture of a microphone. But don't picture him holding it - that is not memorable. Maybe picture him eating a candy version of a microphone or beat him over the head with it.

You can also include their last names - as long as it is in order.

'Michael Carson', might be a person holding a microphone bashing a large letter L (Michael) then two cars run them over - the large one has Dad on it, the small one has Son, the Son car (carson) runs over the Mike.

When you have an image for Carson or Michael, keep the same one for all Carsons or Michaels.

# My Names



Albert	Albert Einstein
Beth	Bath tub
Bob	Bob cat (cat without a tail)
Bobby	Bobby pins
Chris	Christmas tree
George	Curious George
Hosay	Hose
Jackie	Car Jack - with an 'e' bouncing on the handle
Julie	Jewels
Kevin	Coffin
Laura	Judges wig (law)
Liz	Lizard
Lou	Toilet
Mark	Markers
Monica	Harmonica
Pete	Mud with flowers growing out
Piper	Pipe with a lower case r running out of it
Sue	Zoo

# My Unicorn List



- 1 Unicorn
- 2 Victory V sign with fingers
- 3 Tricycle
- 4 Quad Bike
- 5 Hand
- 6 Dice
- 7 Upside down hockey stick
- 8 Spider
- 9 Pool Ball (with a 9 on it - 9-ball pool)
- 10 10p piece
- 11 Poppy, 11th hour, 11th day, 11th month etc
- 12 Calendar - 12 months
- 13 Black Cat
- 14 Rose - Feb 14th
- 15 Dollar Sign (sort of a 1 and a 5)
- 16 Birthday cake with 16 on it
- 17 L plates
- 18 Pint of beer
- 19 XIX roman numerals
- 20 Dartboard with a dart in number 20