

***Learning How To
Learn:
Different Ways to
Improve and
Techniques to use for
studying and learning.***

POMODORO TECHNIQUES.

- 1. Break down complex projects.** If a task requires more than four pomodoros, it needs to be divided into smaller, actionable steps. Sticking to this rule will help ensure you make clear progress on your projects.
 - 2. Small tasks go together.** Any tasks that will take less than one Pomodoro should be combined with other simple tasks. For example, "write rent check," "set vet appointment," and "read Pomodoro article" could go together in one session.
 - 3. Once a pomodoro is set, it must ring.** The pomodoro is an indivisible unit of time and can not be broken, especially not to check incoming emails, team chats, or text messages. Any ideas, tasks, or requests that come up should be taken note of to come back to later. A digital task manager like Todoist is a great place for these, but pen and paper will do too.
- **Making it easy to just get started**

Research has shown the procrastination has little to do laziness or lack of self-control. Rather, we put things off avoid negative feelings. It's uncomfortable to stare down a big task or project - one you may not be sure how to even do or one involves a lot of uncertainty. So we turn to Twitter or Netflix instead to boost our mood, if only temporarily.

MEMORY PALACE TECHNIQUES

- A memory palace is exactly as the name implies. It is a mental space or location that is extremely familiar to you and which has various pieces of knowledge scattered throughout. However, information does not float randomly like a memory you can't remember clearly, but is rather precisely linked to various objects or entities located within the space itself. The potential magnitude and number of your palaces are infinite. Why is this the case? Their limit is your imagination and as you know, imagination has no bounds. The palace can be either real or a concoction of your own imagination, as long as you know it like the back of your hand.
- The principles behind a memory palace are visualization and spatial memory. Visualization, also known as mental imagery, involves mentally seeing representations of objects, scenes or events. These representations are accompanied by sensory information in the absence of a direct and related external stimuli. Essentially, it is 'seeing with the mind's eye'. Spatial memory involves the way the brain stores information about the environment around you. These two principles make the perfect couple, each contributing their part for the creation of your memory palace. Essentially, they allow you to mentally retrace your steps every time you lose your keys, and rats to navigate inside a maze to find food or safety.

CHUNKING

- **PRACTICE**

Challenge yourself to remember a series of items, whether it's your grocery list, vocabulary words, or important dates. As you become better at remembering larger chunks of information, challenge yourself to remember even more.

- **LOOK FOR CONNECTIONS**

As you are creating groupings, look for ways to relate units to each other in meaningful ways. What do the items share in common? You might group items together because they are each spelled with four letters, because they start with the same letter, or because they share a similar purpose.

- **MAKE ASSOCIATIONS**

Linking groups of items to things from your memory can also help make them more memorable. You might be more likely to remember that you need eggs, baking soda, and chocolate chips if you associate the items with the delicious cookies that your mother used to make.

- **INCORPORATE OTHER MEMORY STRATEGIES**

For example, you might use mnemonics as a way to chunk different units of information. If you are going to the grocery store and need bananas, eggs, nectarines, and tea, you can create a word out of the first letters of each item you need: BENT. Once you remember the keyword, you will then be better able to recall the items represented by each letter of the acronym.