QUICK REVIEW

While it may be tempting to repeat the process as soon as you can, an

important part of spaced repetition is the spacing. The first review should

be quick. Each subsequent review should take place at a longer interval

than the previous one.

SKIP A DAY

Review everything you’ve learned, not just what you’ve forgotten. For

Example, if you learned a new skill from online training, watch the course

again, adding to your notes to make them more complete.

REVIEW THE MATERIAL AGAIN

Testing your memory improves retention by 20-50%. If your learning

platform o­ers assessments or quizzes, take them to test your memory

and make note of what you’ve missed for further review.

TAKE A TEST

The next review should take place 3-5 days later. Then review again

roughly 6-10 days after that. Add another test for better retention. After

5-6 reviews at longer intervals, what you’ve learned will be a permanent

part of your memory