

TIPS TO RETAIN MORE AND FORGET LESS

(An Academic Helper Handout designed by TRIO)

TAKE NOTES - THEN CORRECT, REWRITE, REVIEW

The strategy of taking notes in class and then connecting back with them multiple times over the quarter is crucial. ASAP after class, make additions and/or corrections to your notes. You may even want to type them up and link the key terms/concepts to specific pages in the text. Make it a daily practice to read over your notes from previous days. The more often you engage yourself with the material, the easier it is to retain it.

READ, RECITE, REVIEW (the 3 R's)

This strategy of reading, reciting, and then reviewing will help you to engage in active reading. **Reading** with focus helps increase how much you retain. After every 3-4 paragraphs, pause and reflect back on the information that's being covered. **Recite** out loud the key points to let them sink in. Relate the topic to what you already know. Go back to **review** or re-read parts on which you may need clarification. The reviewing may be in the same day/week, and also should include reviewing during multiple times during the quarter. The more often you engage yourself with the material, the easier it is to be worked into your long-term memory.

APPLY THE INFORMATION

When you read something important, **apply what you have learned** as soon as possible and you'll give yourself a personal experience to go along with the information.

READ DURING YOUR MOST PRODUCTIVE TIME OF DAY

You probably know what time of the day is the best for you to learn and study. Schedule your reading time during that part of the day. When you **allocate your most productive time to reading** you are able to have a better mindset and the material will get your full attention.

BE AWARE OF VISUAL CUES

Textbook authors often use visual cues such as **bold text**, *italics*, lists, charts and graphs to emphasize certain content to stand out. Pay attention to these and use them to understand the concepts presented. Also, use them to help you locate specific information. These cues can be **especially helpful when reviewing** over content or when you re-scan the material.

DO AN OUTLINE OR "FOCUS MAP"

Outlining or mapping involves a few basic steps which may drastically increase your reading retention. A first step is to **know your purpose for reading the material**. Identify what it is that you need to learn from the material. Second, **identify key terms and phrases**. Third, **focus only on the information that matters to your purpose**. Mapping helps you retain more because less important details are not included.