



TOTAL  
BRAIN  
HEALTH<sup>®</sup>  
TOOLKITS

# TBH<sup>®</sup> MEMORY

STUDENT WORKBOOK

# TBH MEMORY Student Workbook



# TBH MEMORY Student Workbook



## WELCOME!

Welcome to the **TBH<sup>®</sup> MEMORY** course!

As a student in this class, you will be learning how to apply practical strategies to boost your memory, improve your overall intellectual performance and potentially lower your risk for serious memory problems. Based on the most current scientific evidence for what revs up recall and supports brain function, the **TBH MEMORY** class will teach and challenge you with hands-on learning opportunities (called “Memory Builders”), in a social, fun environment.

This **TBH MEMORY Student Workbook** contains everything you need to engage fully with the course. In it you will find:

- **TBH MEMORY Class Handouts.** A handout for each of the 16 classes, outlining the main points taught along with plenty of room for your own notes.
- **TBH MEMORY Class Worksheets.** Worksheets that may be needed for a class, organized by class so you can easily find them.
- **TBH MEMORY Class “Extra Credit” Assignments.** Additional activities you can do on your own after class to really master the material you’ve learned. The “Extra Credit” assignments can be found at the bottom of the class handouts or, if needed, on a separate sheet organized by class.

As part of our **Total Brain Health** family, we welcome you to take advantage our other great resources available to you, including our quarterly **TBH Brain Buzz newsletter** and **TBH Science Updates**. You can sign up for our mailing list at [www.tbhtoolkits.com](http://www.tbhtoolkits.com). And don’t forget to follow us on Facebook (Total Brain Health) and Twitter (@thebrainbuzz) for daily brain boosting news you can really use.

In addition, we’d love your feedback! The **TBH Toolkits Student Survey** can be found on-line in the “For Students” area at [www.tbhtoolkits.com](http://www.tbhtoolkits.com) or at the back of this workbook. Simply fill it out and mail it to us once your course is completed to let us know your experience of the program.

From all of us at **Total Brain Health**, here’s to many years of happy memories!

Cynthia R. Green, Ph.D.  
President, TBH Brands LLC



# TBH MEMORY Student Workbook





## TBH MEMORY Class 1 Handout | JUST THE FACTS

**HIGHLIGHTS:** *This class introduces the TBH MEMORY Program, teaches us how to tell memory “fact” from “fiction,” and gives us a chance to get to know each other.*

- I. **MEMORY BUILDER 1: Getting To Know You**
  - a. Program Introduction
  
  - b. Class Schedule
  
- II. **MEMORY BUILDER 2: Fact or Fiction?**
  - a. Some of the things we believe about memory are not scientifically accurate
  
  - b. The Memory “Fact or Fiction” Game teaches us some of the things that are – and aren’t! – true about how our memories work
  
- III. **MEMORY BUILDER 3: The Memory Science**
  - a. Research over the past 3 decades has shown the brain is “neuroplastic”
  
  - b. Studies have shown that strategies can significantly improve our ability to recall information
  
  - c. Recent science suggests that leading a brain healthy lifestyle may lower risk for dementia
  
  - d. The TBH Blueprint outlines steps to enhance cognitive performance and lower dementia risk
  
  - e. The TBH MEMORY course focuses primarily on strategies to enhance learning and recall

**EXTRA CREDIT | Memory: Fact Or Fiction?**

One of the things we covered today was what may be true or untrue about how memory works. Take some time over the next week to notice other memory facts or fictions that you come across — on TV, in the newspaper, or even in conversation. **Note 2 of them down here.**

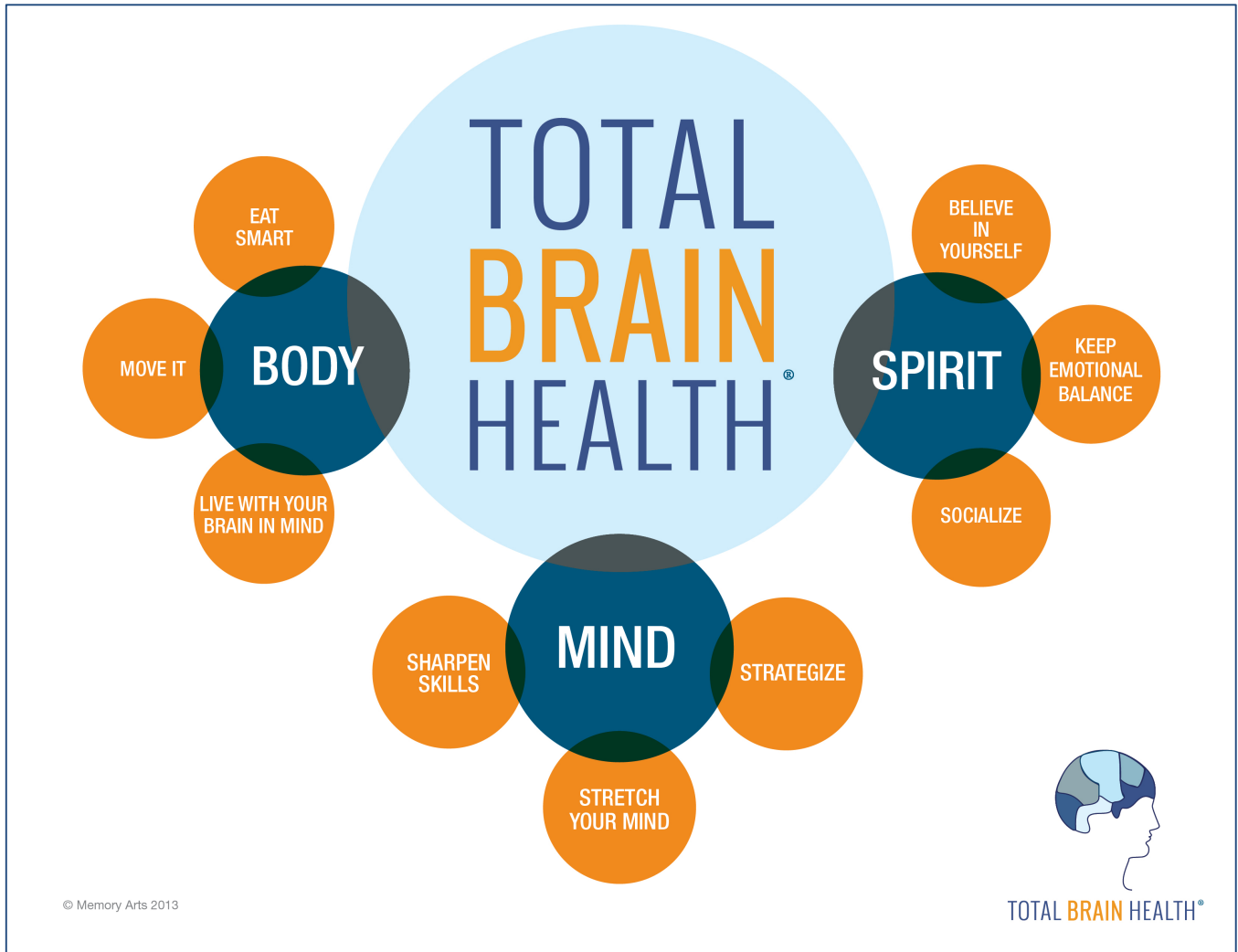
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## TBH MEMORY Class 1 Worksheet | TBH BLUEPRINT

### An Action Plan for Brain-Healthy Living



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## TBH MEMORY Class 2 Handout | MEMORY 101: HOW MEMORY WORKS

**HIGHLIGHTS:** *This class teaches the steps and processes we use to learn and remember information.*

- I. **MEMORY BUILDER 1: How Memory Works: It's Easy as 1-2-3**
  - a. Step 1: Acquisition: We acquire new information using our sensory perception
  - b. Step 2: Storage: We “move” information into Storage after it is acquired
  - c. Step 3: Retrieval: We “retrieve” information from Storage when we need to recall it
- II. **MEMORY BUILDER 2: The Long and Short of It**
  - a. Short-Term Memory
    - i. The brain’s scratch pad, limited to 5-9 “bits” of information but can be trained to improve short term memory span
    - ii. Process we use to move acquired information to storage
  - b. Long-Term Memory
    - i. Storage for information we retain over a longer period of time
    - ii. Unlimited in its capacity
- III. **MEMORY BUILDER 3: Seeing the Whole Picture**
  - a. Our brain relies on all our senses to acquire things we need to remember
  - b. Many of us have strengths in areas other than verbal learning which we can use to our advantage to boost our memory performance

### **EXTRA CREDIT | In It for the Long-Term**

Delve into your own long-term memory bank and write down the 2 oldest memories you have. Write them down in as much detail as you can (you can use another sheet of paper as well). Bonus points: Share your longest held memories with someone else, such as a family member or friend.

Memory 1: \_\_\_\_\_

\_\_\_\_\_

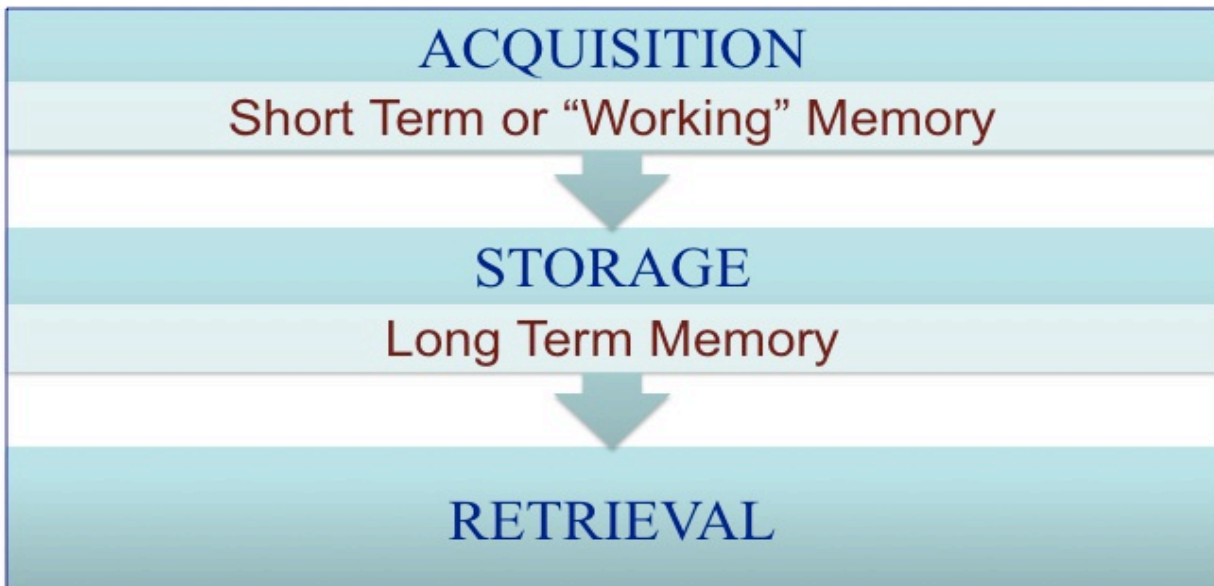
Memory 2: \_\_\_\_\_

\_\_\_\_\_



## TBH MEMORY Class 2 Worksheet | It's Easy as 1-2-3

### The Steps and Processes of Learning and Memory







## TBH MEMORY Class 3 Handout | FORGET ABOUT IT!

**HIGHLIGHTS:** *This class explores the many reasons we forget, no matter what our age.*

- I. **MEMORY BUILDER 1: So Many Distractions**
  - a. If you want to remember something, you must pay attention when learning it
  - b. Distraction can make it difficult for us to focus, acquire and learn information
- II. **MEMORY BUILDER 2: Your Lifestyle**
  - a. Good physical and emotional health is key to better memory fitness.
  - b. Common Lifestyle Factors Critical to Memory Health:
    - i. Physical Exercise
    - ii. Healthy Diet
    - iii. Chronic Medical Conditions
    - iv. Fatigue
    - v. Medications
    - vi. Emotional Distress
- III. **MEMORY BUILDER 3: What's Age Got To Do With It?**
  - a. Cognitive processes such as attention, processing speed, cognitive flexibility and abstract reasoning can be challenged as we age
  - b. These processes support memory, leading to challenges in effective recall
  - c. Certain cognitive skills are well-retained or improve with age, such as fund of knowledge, verbal skills, and deductive reasoning (known as wisdom!)

### **EXTRA CREDIT | My TBH MEMORY Lifestyle Plan**

Use the "My TBH MEMORY Lifestyle Plan" Worksheet to create a more detailed plan to address the lifestyle factor identified in Memory Builder 2 to move towards a more memory healthy lifestyle.

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## TBH MEMORY Class 3 Extra Credit | MY TBH MEMORY LIFESTYLE PLAN

Use this worksheet to create a more detailed plan to address the lifestyle factor identified in Memory Builder 2 to move towards a more memory healthy lifestyle.

**My Lifestyle Challenge** (i.e. "I need to get more regular exercise"):

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**My Plan to Address this Challenge** (i.e. "Schedule exercise times, take a dance class"):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**My Plan to Get Started** (i.e. "set aside time each day, sign up at the Y"):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**If I Have Trouble Getting Started, I will** (i.e. "look at other gyms, ask a friend to do it with me"):

1. \_\_\_\_\_
2. \_\_\_\_\_

**My Reward for Sticking with My Plan** (i.e. "new gym shorts, feeling better about my body"):

1. \_\_\_\_\_
2. \_\_\_\_\_



## TBH MEMORY Class 4 Handout | THE A.M. PRINCIPLE

**HIGHLIGHTS:** *This class teaches the A.M. Principle, a 2-step approach to memory strategies that is the backbone of the TBH MEMORY program.*

- I. **MEMORY BUILDER 1: A is for Attention**
  - a. Attention is one of the most sensitive aspect of intellectual function
  - b. Attention is critical to the acquisition of information we want to learn and remember
  - c. We can boost our attention by awareness, effort, and practice, such as playing timed games
- II. **MEMORY BUILDER 2: Attention Another Way**
  - a. Meditation and mindfulness train our brains to sustain or hold attention
  - b. Studies have shown that meditation or mindfulness training can improve intellectual performance
- III. **MEMORY BUILDER 3: M is for Meaning**
  - a. Information that is meaningful is more memorable
  - b. When we want to remember something, we can boost our recall by using a memory strategy to make the information meaningful
  - c. Memory strategies have been shown to be highly effective in improving recall

### **EXTRA CREDIT | Mindful Eating**

An easy way to make mindfulness part of our daily routine is to be more attentive and focused as we eat. Use the “TBH MEMORY Mindful Eating” Worksheet to make this practice part of your routine over the next week. If you like it, this is something you can easily continue to do as a way of retraining your attention!



## TBH MEMORY Class 4 Extra Credit | MINDFUL EATING

*Mindful eating betters our brain in many different ways. Practicing mindfulness builds sustained attention, an intellectual skill that is critical to memory that often is challenged as we age. In addition, mindful eating is good for our physical and emotional wellbeing, as it encourages us to appreciate the experience of nourishing our bodies, to be in better touch with the physical cues our body gives us as we eat, and the emotions that arise as we do so.*

*Here are some simple steps that can help us eat more mindfully:*

1. Sit upright in a chair with your plate of food in front of you. Keep your back straight and take a few deep breaths to relax.
2. Take a moment to thoughtfully consider what you will be eating, for instance where it came from, how you chose it, and how you will feel about eating it. Think about how grateful you are for the food in front of you.
3. Use your senses to experience the food fully: smell it, look at the colors and prepare for the sensation of taste.
4. Take a first bite of your meal. Pause to focus on the sensations in your mouth - the taste, the texture, and the temperature. How do you feel about it? Do you like it? Would you prepare it differently next time?
5. After each bite, pause for a moment, take a few deep breaths, and reflect on how the bite felt.
6. After you finish your meal, or decide you are done eating mindfully, take a few more relaxed deep breaths, appreciate the food you ate, and reflect on the experience.

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## TBH MEMORY Class 5 Handout | THE BRAIN BODY CONNECTION

**HIGHLIGHTS:** *This class covers the many ways our physical health impacts memory function.*

### I. **MEMORY BUILDER 1: Move It! Physical Exercise and Your Memory**

- a. Research shows that physical activity is one of the most important things we can do for our brain fitness
- b. Regular aerobic exercise has been linked to improved thinking and lower dementia risk
- c. Researchers have coined the term “Metabolic Reserve” which describes a buffer they think we may gain against cognitive decline by staying physically active, eating a healthy diet and maintaining a healthy weight

### II. **MEMORY BUILDER 2: Eat Smart! Nutrition and Your Memory**

- a. Being overweight has been linked to an increased risk for dementia over our lifetimes
- b. Eating a diet similar to a traditional Mediterranean diet has been shown to lower dementia risk. Other factors linked to a reduced risk include eating foods high in Omega-3 fatty acids and antioxidants have been associated with a reduced risk for memory loss in later life
- c. Caffeine and alcohol impact everyday cognitive performance and should be used sparingly

### III. **MEMORY BUILDER 3: Live With Your Brain in Mind**

- a. Factors such as fatigue, medical conditions, medications and head injury can impact memory

### **EXTRA CREDIT | Getting a Good Night's Sleep**

The “Getting a Good Night's Sleep” Worksheet offers many tried and true tips for getting a good night's sleep. You can use the worksheet on your own to get your sleep into better shape.

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## TBH MEMORY Class 5 Worksheet | 20-MINUTE WORKOUTS

*Physical exercise is one of the best things we can do for our memory and for our brain's health. What physical workouts could you add to your routine, just for 20-minutes at a time?*

*Use this worksheet to list 3 workouts you could commit to doing for just 20 minutes, 3 times a week.*

### **Workout 1:**

What? \_\_\_\_\_

When? \_\_\_\_\_

Where? \_\_\_\_\_

With Anyone? \_\_\_\_\_

### **Workout 2:**

What? \_\_\_\_\_

When? \_\_\_\_\_

Where? \_\_\_\_\_

With Anyone? \_\_\_\_\_

### **Workout 3:**

What? \_\_\_\_\_

When? \_\_\_\_\_

Where? \_\_\_\_\_

With Anyone? \_\_\_\_\_



## TBH MEMORY Class 5 | BRAIN HEALTHY SNACK ATTACK LIST

This worksheet provides a list of several brain boosting foods that are easy to grab as a quick snack. Use the list as a guide to getting your snacking habits into brain-healthy gear.

### GRAB 'N GO

Fresh Fruit (Berries, Citrus, Pomegranate, all other fruits)  
Fresh Vegetables (Kale, Spinach, Chard, Squash, Yams, all other vegetables)  
Dried Fruit (Apricots, Prunes, Raisins, Cranberries, Acai, with no added sugar)  
Nuts (Walnuts, Almonds, Cashews, Pecans, if not allergic)  
Seeds (Sunflower, Pumpkin, low sodium best)  
Freeze Dried Fruit Chips (Coconut Chips, Apple Chips, with no added sugar)  
Dark Chocolate Chips (70% cacao or above)  
Brown Rice Cakes or Chips (low sodium is best)  
Multigrain Crackers or Chips (low sodium is best)

### MIX 'N DIPS

Trail Mix  
Hummus Dip  
Nut Butters (Almond, Cashew)  
Baked Curried Chickpeas  
Greek Yogurt  
Bean Dip  
Fruit Smoothies  
Fruit and Nut Bars



## TBH MEMORY Class 5 Extra Credit | GETTING A GOOD NIGHT'S SLEEP

This worksheet offers many tried and true tips for getting a good night's sleep. You can use it on your own to get your sleep into better shape.

- **Create a Routine.** Give yourself a bedtime that you can reasonably stick to and try to go to bed at that time every night. Before getting in bed, turn off electronics, read a chapter of a book, listen to soft music, or do something else that relaxes you and lets you unwind. Try and also wake up at the same time so your body clock understands the cycle.
- **Design an Environment for Sleep.** Make your bed a comfortable place designed for your sleep, with a comfortable mattress and pillows. The optimal temperature for sleep is between 60-67 degrees Fahrenheit, with very limited light (complete darkness is optimal). To reduce noise you can use earplugs, white noise machines, or humidifiers.
- **Include a Regular Relaxation Strategy as Part of Your Nightly Routine.** Commit to practicing a relaxing routine, such as deep breathing or listening to relaxing music, as a way of helping yourself fall to sleep more easily.
- **Reserve Your Bed for Sleep.** By not watching TV, doing work, or talking on the phone in bed you can help your brain unwind for sleep and create an association with relaxation.
- **Have a Glass of Warm Milk.** Milk has tryptophan, a natural sleep aid, which will help you sleep.
- **Avoid Alcohol, Caffeine, or Aerobic Exercise Late at Night.** These things can keep you from falling asleep and disrupt your sleep cycle. Keep the 2-3 hours before you fall asleep free from these substances and exercise to let your body and mind relax.
- **Don't Rely on Sleep Medicine.** These medications can cause memory problems, especially as we grow older. In addition, chronic use of sleep aids has recently been associated with increased risk for dementia. Try lavender oil or melatonin, a natural hormone that regulates sleep.
- **Talk to a Professional.** If your sleep problems are disrupting your life, speak to a doctor or a therapist who can help you find specific strategies for your life. They also may be able to pinpoint the cause of this problem and help you.





## TBH MEMORY Class 6 Handout | MIND YOUR GRAY MATTER

**HIGHLIGHTS:** *This class covers the many ways our intellectual well-being impacts memory function.*

### I. **MEMORY BUILDER 1: Sharpen Your Skills!**

- a. While certain cognitive skills improve as we age, others such as attention, speeded performance, nimble thinking and memory are more challenged
- b. Research shows that continuing to challenge those skills can help us better maintain them
- c. Timed exercises offer opportunities to effectively sharpen the skills that can erode with age

### II. **MEMORY BUILDER 2: Stretch Your Mind**

- a. Numerous studies have linked intellectual engagement to a lower lifetime risk of dementia
- b. Researchers theorize that intellectual engagement may help provide a “Cognitive Reserve” or buffer against significant memory impairment
- c. You can also benefit from “Neurobics” which involve making small changes to your daily thinking routine

### III. **MEMORY BUILDER 3: Strategize**

- a. Recent research confirms the value of using simple memory strategies to enhance retention
- b. External memory strategies are ways we keep information using external devices, such as calendars and “to-do” lists
- c. Internal memory strategies are techniques that help us memorize information

### **EXTRA CREDIT | In It For the Long-Term**

Use the “Stretch Commitments” Extra Credit Worksheet to further solidify your plan for bringing a new intellectual challenge into your routine.



## TBH MEMORY Class 6 Worksheet | STRETCH YOUR MIND

### SUGGESTED “STRETCH COMMITMENT” ACTIVITIES

*Use this list to think about what new intellectually engaging activities you would like to try.*

Crocheting

Gardening

Learning an Instrument

Reading Classic Books

Photography

Painting

Drawing

Cooking

Baking

Scrapbooking

Stargazing

Bird Watching

Jogging

Sewing

Playing Chess

Bowling

Travelling

Playing Card Games

Scrabble

Calligraphy

Genealogy

Pottery

Glass Blowing

Taking Classes

Hiking

Ballroom Dancing

Starting a Collection

Learning a New Language

Making a Podcast

Starting a Blog

Joining a Singing Group

Becoming a Reading Tutor

Playing an Online Game

Writing Poetry

Knitting

Needlepoint

Embroidery

Woodworking

Line Dancing

Yoga

Tai Chi

Woodworking

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## TBH MEMORY Class 6 Extra Credit | STRETCH COMMITMENTS

*This worksheet will help you plan for your “Stretch Commitment.” Use the back of the worksheet if additional space is needed.*

**MY STRETCH COMMITMENT IS:** \_\_\_\_\_

List 2 specific steps you will take to begin your “Stretch Commitment” activity:

1. \_\_\_\_\_

2. \_\_\_\_\_

List 2 ways you will measure your progress (time spent, skill level reached, etc.):

1. \_\_\_\_\_

2. \_\_\_\_\_

List 2 possible roadblocks and how you will overcome them:

1. \_\_\_\_\_

2. \_\_\_\_\_

List 2 ways you will benefit from your “Stretch Commitment” activity:

1. \_\_\_\_\_

2. \_\_\_\_\_

# TBH MEMORY Student Workbook





## TBH MEMORY Class 7 Handout | BE SOCIAL, BE HAPPY

**HIGHLIGHTS:** *This class covers the many ways our social and emotional wellness impacts memory.*

### I. **MEMORY BUILDER 1: Socialize**

- a. Studies have shown that being socially engaged may reduce our dementia risk
- b. Social interaction offers us opportunities to challenge our cognitive skills and better our chances of taking part in intellectually engaging activities
- c. Being socially engaged also may offer a buffer against emotional distress which in turn can impact memory performance

### II. **MEMORY BUILDER 2: Balance Your Mood**

- a. Emotional distress, such as depressed mood, anxiety or stress can impact memory by making it harder for us to focus and acquire new information
- b. Some preliminary research has linked chronic emotional distress to a possible increased risk for dementia
- c. Activities that relax us can help balance our mood and buffer impact on cognitive function

### III. **MEMORY BUILDER 3: Believe in Yourself**

- a. Confidence in our ability to remember, or our memory self-efficacy, has been shown in studies to potentially make a difference in our memory performance
- b. When we feel confident that we can do things to keep our brains healthy and our thinking sharp, we're more likely to engage in brain and memory-challenging activities

### **EXTRA CREDIT | Lifestyle Habits for Reducing Stress**

Use the "Stress Less, Remember More" worksheets from Memory Builder 2 to further your own personal commitment to reducing stress.



## TBH MEMORY Class 7 Worksheet | STRESS LESS, REMEMBER MORE

### WHAT STRESSES YOU OUT?

*Here is a list of commonly identified stressors. Which stress you out? Circle those that apply.*

Poor health or recent illness

Marital discord

Financial worries or debt

Family concerns

Work challenges

Conflict with family

Conflict with neighbors

Recent move

Managing time commitments

Recent death of a spouse of close family member

Recent birth of a family member

Retirement

Change in sleeping habits

Other: \_\_\_\_\_



## TBH MEMORY Class 7 Worksheet | STRESS LESS, REMEMBER MORE

### LIFESTYLE HABITS FOR REDUCING STRESS

*Listed below are several lifestyle strategies we can use to reduce the impact of stress in our lives. Which of these would you be willing to try to reduce stress in your daily routine?*

Aerobic Exercise

Organizing

Stretching

Going for a Walk Outdoors

Relaxation Exercises

Doing Something You Love

Clearing Your Mind

Praying

Yoga

Deep Breathing

Singing

Listening to Music

Playing an Instrument

Writing

Talking

Reading

Drawing or Painting

Doing Needlework

Cooking or Baking

Playing with a Pet

Gardening

Taking a Bath

Clearing Your Mind

Reciting Positive Affirmations

Cleaning

Spending Time with Others

Crying

Laughing

Spending Time Online

Planning an Activity

Helping Someone

Doing Something You Love

Getting a Massage

Self-massage

Other: \_\_\_\_\_

Other: \_\_\_\_\_

# TBH MEMORY Student Workbook







## TBH MEMORY Class 8 Handout | GET ORGANIZED!

### KNOW WHAT YOU NEED TO DO

**HIGHLIGHTS:** *This class teaches organizational strategies for remembering what we need to get done.*

I. **MEMORY BUILDER 1: Remember Better**

- a. There are 3 kinds of information: Things we really need to remember, things we can forget, and things we should write down to remember them as they change regularly
- b. Memory tools (schedulers, “To-Do” lists, etc.) are devices we use to make it easier to remember
- c. Memory tools fulfill the A.M. Principle as they force our attention to the information and organize the information in a meaningful scheme, such as a calendar

II. **MEMORY BUILDER 2: The Scheduler**

- a. Schedulers, memory tools that track our schedule, are one of the most essential memory tools
- b. Your Scheduler should have enough room for all your appointments, be portable, and have room for additional information, such as notes and frequently used numbers

III. **MEMORY BUILDER 3: “To-Do” Lists**

- a. “To-Do” lists keep track of what we need to get done
- b. Your “To-Do” list should include everything you need to do for a certain period of time (i.e., a week), be organized, be easily visible, and be updated when you complete a task
- c. The “Daily Grind” and “Weekly Weigh-In” are essential memory habits that help us make the most of our organizational tools by insuring we use them daily and keep them up to date

**EXTRA CREDIT | Make a Memory Date**

For extra credit, go on a “Memory Date.” Take a shopping trip to your local stationery or office supply store and explore new scheduling tools, devices, and other memory tools that you can use to keep the information you need to remember better organized and accessible. Don’t forget to take a look at the organizational apps available for your smartphone as well!

# TBH MEMORY Student Workbook



**TBH MEMORY Class 8 Worksheet | GET ORGANIZED!**

**MASTER YOUR MEMORY TOOLS:**

**THE WEEKLY WEIGH IN AND THE DAILY GRIND**

**MY WEEKLY WEIGH IN will be:**

DAY OF THE WEEK: \_\_\_\_\_

TIME OF THE DAY: \_\_\_\_\_

**MY DAILY GRIND will be:**

TIME OF DAY: \_\_\_\_\_

Next, put those Weekly Weigh In and Daily Grind commitments

into your scheduler so you don't forget!



## TBH MEMORY Class 9 Handout | GET ORGANIZED!

### KEEP TRACK OF YOUR THINGS

**HIGHLIGHTS:** *This class teaches organizational strategies for keeping track of our things.*

I. **MEMORY BUILDER 1: Forget-Me-Not Spots**

- a. Forget-Me-Not spots save us the trouble of paying attention when we need to track frequently misplaced objects, such as keys, glasses, etc.
- b. Create effective Forget-Me-Not spots: Pick a convenient place, make sure it can hold all the items you need to keep track of, and get in the habit of using it

II. **MEMORY BUILDER 2: The Locator Log**

- a. Locator Logs help us track where we have put infrequently used, important objects, such as legal documents or rarely worn jewelry
- b. Your Locator Log should be kept in a secure location you can remember

III. **MEMORY BUILDER 3: Wait! There's More!**

- a. Additional Memory Tools include: Password Manager, Address Book, Perpetual Calendar, Checklists, Tickler Files, Medication Boxes, Voice Memos, Whiteboards, Electronic Tracking Tags and Human Resources.
- b. Always be on the look out and willing to try new memory tools

**EXTRA CREDIT | My Forget-Me-Not Spot**

Set up your very own "Forget-Me-Not" spot at home or at work. Use the "My Forget-Me-Not" Spot Worksheet to guide you in the process.

# TBH MEMORY Student Workbook



## TBH MEMORY Class 9 Extra Credit | “MY FORGET-ME-NOT” SPOT

*Use this worksheet to guide you in setting up your very own “Forget-Me-Not” Spot at home or work.*

### WHERE I WILL PUT MY FORGET-ME-NOT SPOT:

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### WHAT I WILL USE FOR MY FORGET-ME-NOT SPOT:

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### ITEMS TO KEEP IN MY FORGET-ME-NOT SPOT:

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... and don't forget a pencil or pen and sticky notes!

### WHAT I WILL DO TO MAKE USING MY FORGET-ME-NOT SPOT A HABIT:

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## TBH MEMORY Class 10 Handout | TRAIN YOUR BRAIN!

### GO VERBAL

**HIGHLIGHTS:** *This class introduces internal memory strategies and teaches 4 simple and effective verbally based memory strategies.*

#### I. **MEMORY BUILDER 1: Repeat It**

- a. Recent research confirms the efficacy of simple memory strategies
- b. Memory strategies work by fulfilling the A.M. Principle: They force attention to information and give it additional meaning, making it easier to retain
- c. Finding a memory strategy that is a best “fit” for your learning style and routine is an important and necessary part of memory improvement
- d. The Repetition Strategy is a simple technique that requires us to repeat information in order to learn and remember it better

#### II. **MEMORY BUILDER 2: Link It**

- a. The Link Strategy is particularly helpful for retaining information that must be recalled in order, such as talking points or directions
- b. To use the Link Strategy, create a meaningful verbal link between items you must remember, one at a time, in order

#### III. **MEMORY BUILDER 3: Connect It**

- a. The Connection Strategy is a simple verbal association technique
- b. To use the Connection Strategy, create a meaningful connection between the new information and information you already know

#### IV. **MEMORY BUILDER 4: Storytelling**

- a. The Storytelling Strategy is a complex verbal association technique
- b. To use the Storytelling Strategy create a narrative using the information you are memorizing, such as the words on a list

#### **EXTRA CREDIT | Practice Makes Perfect**

For extra credit, practice your favorite verbal strategy over the coming week until it becomes a habit.



## TBH MEMORY Class 10 Handout | Memory Builder 1 Reading

### Hope is the thing with feathers | Emily Dickinson

#### Group 1:

Hope is the thing with feathers  
That perches in the soul,  
And sings the tune without the words,  
And never stops at all,

#### Group 2:

And sweetest in the gale is heard;  
And sore must be the storm  
That could abash the little bird  
That kept so many warm.

#### Group 3:

I've heard it in the chilliest land,  
And on the strangest sea;  
Yet, never in extremity,  
It asked a crumb of me.



## TBH MEMORY Class 11 Handout | TRAIN YOUR BRAIN!

### GO VISUAL

**HIGHLIGHTS:** *This class teaches 3 simple and effective visually based memory strategies.*

I. **MEMORY BUILDER 1: Link It: The Visual Version**

- a. The Link Strategy is particularly helpful for retaining information that must be recalled in order, such as talking points or directions
- b. To use the Link Strategy: Visual Version, create a meaningful visual link between information you must remember, such as the items on a list or directions

II. **MEMORY BUILDER 2: Snapshot It**

- a. The Snapshot Strategy is a simple visual association technique
- b. To use the Snapshot Strategy, create a meaningful static picture in your “mind’s eye” for the information you want to remember
- c. The more detailed and unusual your “Snapshot” is, the more effective it will be

III. **MEMORY BUILDER 3: The Movie Strategy**

- a. The Movie Strategy is a complex visual association technique
- b. To use the Movie Strategy, create a meaningful short narrative “film” with motion in your “mind’s eye” for the information you want to remember
- c. The more detailed and unusual your “Movie” is, the more effective it will be

**EXTRA CREDIT | Practice Makes Perfect**

For extra credit, practice your favorite visual strategy over the coming week until it becomes a habit.

# TBH MEMORY Student Workbook







## TBH MEMORY Class 12 Handout | GET THE LIST!

**HIGHLIGHTS:** *This class teaches 7 simple and effective strategies for remembering a list.*

- I. **MEMORY BUILDER 1: Write it Down, Link It or Chunk It**
  - a. Write It Down Strategy: Writing down a list is one of the most effective ways we can retain it, especially as we are rarely called upon to actually memorize a list in our daily routine
  - b. Link It Strategy: You can also use the Link Strategy to create a meaningful links between items on a list and need to recall the items in order
  - c. Chunk It Strategy: The Chunk It Strategy takes advantage of the fact that it is easier for us to recall several shorter lists than one long list. To use the Chunk It Strategy, break a longer list into several shorter ones
- II. **MEMORY BUILDER 2: The Categories Strategy**
  - a. The Categories Strategy, like the Chunk It Strategy, breaks a longer list into several shorter ones, making it easier to learn and recall them
  - b. The Categories Strategy adds the use of labels or categories, that gives us meaningful labels to prompt or remind us of the items that belong in that category
  - c. The Categories Strategy is useful for both generating and recalling lists
- III. **MEMORY BUILDER 3: More Ways to Get the List**
  - a. Snapshot Strategy: Create a static picture in your “mind’s eye” for each of the items on the list
  - b. Storytelling Strategy: Create a narrative using the items on the list
  - c. Movie Strategy: Create a short narrative “film” with motion in your “mind’s eye” for the items on the list

### **EXTRA CREDIT | More Lists to Learn**

Use the Extra Credit Worksheet, “More Lists to Learn,” to practice your favorite list learning method over the coming week.

# TBH MEMORY Student Workbook



## TBH MEMORY Class 12 Extra Credit | MORE LISTS TO LEARN

Use the lists on this sheet, as well as your own lists, to hone your favorite list learning strategy.

**Numbers List:** 5 6 4 3 8 2 1 0 8 3

**Directions List:**

1. Go right on Third Street
2. At second light, make a left onto Beach Lane.
3. Take the third right onto Elm.
4. 131 Elm is the fifth house on the right.

**List 1:**

- Printer
- Scarf
- Sun
- Valley
- Wheat
- Stingray

**List 2:**

- Pens
- Paper clips
- Rubber bands
- File folders
- Garbage bags
- Shell
- Octagon
- Tiara

**List 3:**

- Toad
- Crickets
- Fern
- Rocks
- Wind
- Chimney
- Portrait
- Leash
- Alcove



## TBH MEMORY Class 13 Handout | GET THE STORY!

**HIGHLIGHTS:** *This class teaches 2 effective and easy strategies for enhancing recall of information we read, see or hear.*

### I. **MEMORY BUILDER 1: Memory Minutes**

- a. Memory Minutes simply asks us to take notes, and is a highly effective way for us to retain information as doing so forces our focus on the information and offers us the opportunity to rehearse it later
- b. Memory Minutes is especially effective in situations where we may be getting a good deal of information quickly, or getting information in a setting that we may find stressful

### II. **MEMORY BUILDER 2: What's The Story?**

- a. Stories are hierarchically organized. We can use this inherent structure to make it easier to learn and retain the narrative of a conversation, book, newspaper article, or TV show
- b. Stories have a main point, in addition to important details and incidental details
- c. We recall a story's gist, which is simply the main point in addition to the important details

### III. **MEMORY BUILDER 3: The SING Strategy**

- a. The SING Strategy is a simple memory technique we can use to enhance our recall of information we read, see or hear
- b. The SING Strategy consists of 4 simple steps:
  - i. **S**top: Pause and take the time to focus
  - ii. **I**dentify the Main Point: Find the main point of the story
  - iii. **N**ever Mind the Details: Don't sweat the incidental details!
  - iv. **G**et the Gist: Find the story's gist, made up of the main point and important details

### **EXTRA CREDIT | *SING for The Story***

Starting today, make it your practice to practice the SING Strategy when reading the newspaper, watching the news or when you need to remember the details of a conversation.



## TBH MEMORY Class 13 | WHAT'S THE STORY?

### The Story Pyramid

You can follow-along with the class story as you work to identify the Main Point, plus the Important and Incidental Details.

### Sally's Summer Vacation

Each summer, Sally vacations on a lake in upstate New York where she enjoys fishing and swimming. Last summer, two young children fell into the water when their boat capsized. The weather had turned and the water was choppy. Another boat was nearby and the children were quickly rescued. Luckily the children were wearing life preservers and no one was hurt, only scared.



## TBH MEMORY Class 14 Handout | REMEMBER PEOPLE YOU MEET!

### VERBAL STRATEGIES

**HIGHLIGHTS:** *This class teaches the use of 4 simple, effective verbal strategies for boosting name recall.*

#### I. **MEMORY BUILDER 1: Naming Names**

- a. We have difficulty remembering names because we are distracted, feel the impact of memory-impacting lifestyle factors, only get one chance to learn a name, and don't use strategies
- b. The A.M. Principle can help us learn names more effectively by enhancing our attention to the name and using strategies to give the name additional meaning and make it easier to retain
- c. The Repetition Strategy is a simple technique that requires us to repeat the name in order to learn and remember it better
- d. The Practice Strategy asks us to repeat the name using the structure of 4 steps:
  - i. Spell the name
  - ii. Make a comment about the name
  - iii. Use the name at the beginning of the conversation
  - iv. Use the name at the end of the conversation

#### II. **MEMORY BUILDER 2: Making Connections**

- a. To use the Connection Strategy to boost name recall, create a meaningful connection between the new name and information you already know

#### III. **MEMORY BUILDER 3: Storytelling Strategy**

- a. To use the Storytelling Strategy for remembering names, create a short story or one-liner using the name

#### **EXTRA CREDIT | Practice Makes Perfect**

For extra credit, practice your favorite verbal name recall strategy over the coming week until it becomes a habit.

# TBH MEMORY Student Workbook





## TBH MEMORY Class 15 Handout | REMEMBER PEOPLE YOU MEET!

### VISUAL STRATEGIES

**HIGHLIGHTS:** *This class teaches 2 simple visual strategies for revving name recall and offers the chance to practice all the name-boosting memory strategies.*

- I. **MEMORY BUILDER 1: Snapshot It**
  - a. To use the Snapshot Strategy for name recall, create a meaningful static picture in your “mind’s eye” for the name you want to remember
  
- II. **MEMORY BUILDER 2: The Movie Strategy**
  - a. To use the Movie Strategy, create a meaningful short narrative “film” with motion in your “mind’s eye” for the name you want to remember
  
- III. **MEMORY BUILDER 3: All in a Name**
  - a. Find which one of the 6 name-boosting memory strategies best suits your intellectual style and use it regularly.
    - i. Repetition Strategy: Simply repeating the name as many times as needed, aloud or to yourself, until you’ve learned it.
    - ii. Practice Strategy: Similar to the Repetition Strategy, the Practice Strategy asks you to repeat the name at 4 points in the conversation to build attention and rehearsal of the name into the conversation.
    - iii. Connections Strategy: A simple verbal association technique that works by connecting the name with something that we already know.
    - iv. Storytelling Strategy: A complex verbal association method that asks us to make up a short tale or story for the name.
    - v. Snapshot Strategy: A simple visual association technique that asks us to “see” in our mind’s eye a static image for the name.
    - vi. Movie Strategy: A complex visual association method that requires us to create a short video or moving image in our mind’s eye to boost learning for the name.

#### **EXTRA CREDIT | Practice Makes Perfect**

For extra credit, practice your favorite visual name recall strategy over the coming week until it becomes a habit.

# TBH MEMORY Student Workbook







## TBH MEMORY Class 16 Handout | TOTAL MEMORY MAINTENANCE

**HIGHLIGHTS:** *This class reviews the most important points from each class and offers tips for keeping your memory sharp.*

### I. **MEMORY BUILDER 1: What You Absolutely Must Remember**

- a. TBH MEMORY Focus | Meet Your Memory: The A.M. Principle: “A” stands for paying attention and “M” stands for giving meaning to information we want to recall.
- b. TBH MEMORY Focus | The Memory-Lifestyle Connection: To remember better, we have to take good care of ourselves physically and mentally.
- c. TBH MEMORY Focus | Get Organized: People who are organized remember more effectively because they make the information they need to remember more manageable.
- d. TBH MEMORY Focus | Train Your Brain: Get into the habit of using a simple internal memory technique to give meaning to information you want to remember.
- e. TBH MEMORY Focus | Remember What You Read, See and Hear: The best way to remember a story is to use the SING Technique. Stop. Identify the main point. Never mind the details. Get the gist.
- f. TBH MEMORY Focus | Remember the People You Meet: Forgetting names is the number one memory complaint of adults. There are six excellent techniques for memorizing names. Pick one, and make it a habit.

### II. **MEMORY BUILDER 2: Staying on Memory Track**

- a. Make sure that better memory habits are part of your daily routine
- b. Refresh Your Memory. When needed, go back to the materials and refresh your memory.
- c. Beware The Changes of Life.
- d. Be Positive About Your Memory

### III. **MEMORY BUILDER 3:Memory-able Commitments**

- a. How do you commit to maintaining your healthy memory?

### **EXTRA CREDIT |Maintain Your Healthy Memory**

Be sure to use everything you’ve learned and maintain your healthy memory. Happy memories to all!

# TBH MEMORY Student Workbook



# TBH MEMORY Student Workbook



## TOTAL BRAIN HEALTH® STUDENT SURVEY

Please complete the following survey. Your answers will help us continue to best serve you.

### 1. WHICH TBH TOOLKIT COURSE DID YOU PARTICIPATE IN?

TBH BRAIN WORKOUT Level 1.0  TBH MEMORY Level 1.0   
 TBH BRAIN WORKOUT Level 2.0 Personal Best  TBH MEMORY Level 2.0 Personal Best

### 2. CLASS LOCATION: \_\_\_\_\_ TRAINER: \_\_\_\_\_

### 3. AVERAGE CLASS LENGTH? 15-minutes 30-minutes 1-hour

### 4. CLASSES ATTENDED? 1-5 Classes 6-10 Classes 11+ Classes

I feel that this TBH® Program ...	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Increased my knowledge about brain health					
Gave me a chance to try new, brain healthy activities					
Was well organized					
Met my objectives for attending					
Used an interesting and engaging format					
Created new chances to socialize					

As a result of this course, I would be more likely to...	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Make brain healthy choices part of my routine					
Participate in another TBH program, if offered					
Recommend this program to a friend					

Were You Satisfied with this course?	Very Satisfied	Satisfied	Neutral	Dis-Satisfied	Not at All Satisfied

### 5. ADDITIONAL COMMENTS OR SUGGESTIONS

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Thank you for your participation! Please mail to:  
**Total Brain Health, PO Box 3386, Memorial Station, Montclair, NJ 07043**



[www.tbhtoolkits.com](http://www.tbhtoolkits.com)  
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