



TBH Focus

Mind | *Strategize*

- Even the healthiest brain can't remember everything; memory-boosting strategies and tools can rescue us from recall malfunctions.
- The most important of these are organizational tools such as datebooks and “to do” lists that keep information in order, and memorization strategies that help information to stick “in our heads.”
- Research shows that the more different memory strategies we master, the better able we are to remember what we need to on a daily basis.

The TBH Science

Like the proverbial elephant, an organized person never forgets—or rather, an organized person is *less likely to lose track of*—important items that must be kept safe, hidden, or simply handy. There's nothing more frustrating than having to rifle through drawers for a set of spare house keys or fumbling through file folders for important documents like insurance policies or medical forms. Likewise, it can be disconcerting to misplace valuables—the heirloom earrings we wear only on special occasions, the extra cash we keep around for an emergency.

While it's certainly possible to commit to memory the various places we stash the stuff we need to access infrequently, it's not necessary to burden our brains with this type of information. The easier (and more reliable) approach is to use a Locator Log, which is simply a list that's organized much like an address book: Individual items are entered alphabetically (keys under “K,” earrings under “E,” and so on), along with their locations (“top drawer of desk,” “lock box in hall closet”). Because it contains “for our eyes only” information, once a Locator Log is created, it's important not to leave it out in plain sight, so it should be kept in an easy-to-remember spot.

You Will Need

- TBH Locator Log booklets, enough printed and assembled for each class member (see Resources)

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- Introduce the activity. Use the TBH Focus and the TBH Science to explain how memory tools can help us organize and keep track of info and items that are used infrequently or can be easily forgotten or lost.
 - Have the group discuss how they currently keep track of important items, and share stories about times they have lost track of important or favorite objects.
 - Introduce the idea of the Locator Log. Show a sample TBH Locator Log to the class. If you would like, you can fill out a TBH Locator Log ahead of the class to use as a sample for teaching.
 - Have the class discuss the different items that would typically be entered into a Locator Log.
 - Distribute the TBH Locator Logs to the class. Have participants list a few items in their own TBH Locator Logs.
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- Introduce the activity. Use the TBH Focus and the TBH Science to explain how memory tools can help us organize and keep track of info and items that are used infrequently or can be easily forgotten or lost.
 - Have the class discuss the different items that would typically be entered into a Locator Log.
 - Distribute TBH Locator Logs for folks to take home.
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TIP

Pop quiz: Do you know where your birth certificate is? Your passport? Your grandmother's ruby ring? If you have trouble remembering where you filed, stored, or stashed important documents and other items, create a Locator Log from a basic address book: Enter each item under the appropriate letter (list "passport" under "P" and "ruby ring" under "R"), and then write the "address" of each (passport: "personal file cabinet," ring: "lockbox in hall closet").



Resources

See the Resources section of your online Toolkit for all worksheets, links, and additional materials for this activity.