

## Appendix D: Specific strategies for specific tasks

Memory task	Strategy
Remembering comments or questions during conversation	practice finding a quick label or keyword for the idea, and repeat this label/word several times at intervals
Remembering all the items you need when at the supermarket	write down items as I think of them; practice the habit of remembering to take it; practice the habit of checking it before going to the checkout
Remembering all your errands	plan the order in which the errands should be done, mentally visualizing the trip, emphasizing the places where I have to stop. Back-stop with a list.
Remembering to take medication at the right time	before starting the medication, sort out the best time to take it (in accordance with any medical instructions), making sure it ties in with a landmark event.
Remembering casual, short-term intentions	always rehearse the intention
Remembering appointments	note on the calendar; practice the habit of regularly checking the calendar
Remembering special dates	keep a birthday calendar; remember to mark down all dates to remember; remember to turn it at the end of every month
Remembering promises you make to other people	always write them down, or if appropriate, use an environmental aid to trigger recall

Remembering to return library books/videos/DVDs on time	put library books/videos/DVDs that are ready to return in a specific place near the door
Remembering routine chores	always do them at the same time (preferably after a landmark event); if prevented, use an environmental aid to trigger later recall
Remembering infrequent personal tasks	decide when it will be done and make a note on the calendar
Remembering personal goals	decide on specific, progressive goals and set a regular time to do it
Remembering work goals	decide on specific actions and note them in the appropriate check-list; practice the habit of regular review (set a regular time)
Remembering ideas	think up a label / keyword that will cue recall, and link it to a relevant memory
Remembering to pass on messages / information to others	make a note immediately; if not possible, rehearse until you can