

Revised & Updated

20/20 MEMORY

HOW TO RESTORE
YOUR MEMORY SO YOU
NEVER FORGET A THING

All literary work contained within this book belongs to and is the sole property of its respective authors and publishers. Reproduction, copy or any other form of use of the pieces contained within the book is strictly forbidden without express permission from the author. If plagiarism is discovered, the offenders will be prosecuted to the full extent of the law. Please respect our property.

The contents of this document are based upon personal opinion, unless otherwise noted. This work is intended to share knowledge and information learned through research, experience, and discussions with others.

The information contained herein is not intended to diagnose, treat, cure or prevent any condition or disease, but rather to provide general information that is intended to be used for educational purposes only. Please consult with your physician or health care practitioner if you have any concerns or questions.

By using this text in any form, you are assuming complete responsibility for your own actions. The authors and publishers will not claim accountability, nor shall they be held liable for any loss, damage, or injury sustained by you. Use, view and interact with these resources at your own risk.

While every attempt has been made to verify the accuracy of information provided, neither the authors nor the publishers assume any liability for possible inaccuracies, errors, or omissions.

Contents

Introduction	4
Short & Long Term Memory	5-6
Nutrition	7-9
Physical Exercise	10-11
Sleeping Techniques	12-13
Brain Exercises	14-15
Memory Games	16-17
Visualization & Association	18-19
Breaking Bad Memory Habits	20-21
Bonus: Tricks To Improve Your Memory	22-24

INTRODUCTION

Have you ever forgotten where you placed your keys, or couldn't remember someone's name?

Have you ever forgotten where you placed your keys, or couldn't remember someone's name? These are common problems that almost everyone experiences at some point.

Most people push it aside as another side effect of becoming older, believing there is nothing they can do about it, but that just isn't true!

What's the secret to improving your ability to recall? 20/20 Memory is a quick and easy 3-step program that can have you shocking your friends and loved ones with all the details you remember.

With 20/20 Memory it is possible to train yourself to have a good memory. It involves changing some of your habits, doing some brain exercises, and following some techniques - but with dedication, you can make a real difference.

20/20 Memory is broken down into 3 main steps, each of which targets your brain in a different ways:

- **Nutrition and Physical Exercise**

- **Brain Exercise**

- **Memory Games**

Before you start with the brain exercises and memory games, you need to start getting your body into top shape. Eating a nutrient rich diet and having a regular exercise routine will help provide your body and mind with the nutrition they need to benefit fully from the exercises in this book.

After you have cleansed your body and mind through a healthy diet and exercise routine, your mind will love the 20/20 brain exercises and memory games.

So what are you waiting for? Let's get started with 20/20 Memory.

SHORT & LONG-TERM MEMORY

Memory is the brain's way of storing information. There are different types of memory, and the type of information and length of time we need to store the information is involved in determining the type of memory our brain will use. There are two main types of memory – Short-term and Long-term memory.

Short-Term Memory

Short-term memory is responsible for storing information temporarily, and determining if the information will be moved to long-term memory or thrown away. It may seem like a complicated process, but really it takes your brain less than a minute to determine information and store it accordingly.

An example of short-term memory is happening right now. While you are reading this paragraph your short-term memory is storing information from the first sentence, so by the time you get to the end of the paragraph, the information makes sense. Did it make sense? Our minds are definitely a powerful thing.

Age and Short-Term Memory

As we get older, the amount of information we store in

short-term memory grows smaller, and the time it takes to process information to long-term memory takes longer, making it easier to forget recent events or information someone may have just given you, like a new bank password. Although this may be a normal part of aging, the process affects us all at different rates.

Long-Term Memory

Long-term memory is any information you remember that happened more than a few minutes ago. Your long-term memory can last for years or just a few days. In order for the information to get to the long-term memory part of your brain, it is processed by short-term memory first.

How well you remember events or information depends on how clearly your senses take in the experience or information. If your brain records what you see, hear,

smell, taste and feel with perfect accuracy, you will be able to recall this information easier later on.

So, when you can't fully remember something, it's often due to the fact that something else was distracting most of your senses when the memory first took place. For example, think of a car accident - most people find it hard to fully recall every detail during the event because one or more of their senses - sight, hearing, smell, taste, and feeling - might have been distracted by the chaos of the accident.

Explicit Memory

This long-term memory type requires conscious thought, such as thinking about what you had for dinner last night, or naming popular car brands. Explicit memory is most often associative, meaning your brain links memories together using a word or an occasion. Thinking about "vacation" may bring up your last out of town adventure or the beach. Thinking about "car" may bring up your last road trip, or even a word that starts with "car" like carnivore. Explicit Memory There are different types of long-term memories – explicit memory, and implicit memory.

Implicit Memory

This type of long-term memory is different from explicit memory, as it doesn't need you to think about an occasion or item; it recalls the memory automatically because of habit or repetition. This type of memory is done naturally in our actions. For example, tying your shoes, riding a bike, spelling words, etc.

NUTRITION

Before you start to improve your memory with the 20/20 Protocol brain exercises and memory games, you need to get your body (and mind) in their best shape. Like the saying goes, a healthy body is a healthy mind. In this chapter, we will go over the type of diet you should be on to give you the best vitamins and minerals for a healthy and strong body and brain.

Up Your Water Intake

Water is a very important element in keeping your mind clear. Your body is made up of 70% water (this includes your brain too), so it's important to keep yourself hydrated.

Try to get 8 full glasses of water a day. Also, limit your alcohol intake or avoid it altogether, as drinking alcohol dehydrates you and can cause you to forget things.

Avoid Herbal Supplements

Don't rely on herbal supplements to provide you with the nutrients that you need to sustain your memory. No

herbal supplements on the market have been proven to help with memory loss. A healthy diet is the best way for you to get all of the vitamins and minerals that you need.

Maintain A Healthy Diet

Your body and brain require certain nutrients and elements to function at maximum effectiveness, but our typical diets often don't include sufficient sources for these. Below is a list of essential vitamins and minerals, and some of the best natural sources for them:

VITAMINS C AND E (ANTIOXIDANTS)

YOU NEED TO EAT FOODS THAT CONTAIN ANTIOXIDANTS, SUCH AS:

- SPINACH
- BROCCOLI
- BLUEBERRIES

Studies suggest that Vitamins C and E help your memory stay sharp, with several studies linking deficiencies for these vitamins to memory decline. Both of these vitamins contain antioxidants - an essential part of any healthy diet.

OMEGA 3-FATTY ACIDS

YOU SHOULD ALSO INCLUDE FISH IN YOUR DIET, SUCH AS:

- SALMON
- TUNA
- COD
- SARDINES

The Omega-3 fatty acids in fish work to keep your brain functioning properly. Specifically, low levels of Omega-3 have been connected to decreased memory and Fish also contains healthy fats.

HIGH-NUTRIENT FOODS

HERE ARE A FEW KEY EXAMPLES OF HIGH-NUTRIENT FOODS TO KEEP YOUR BODY FULLY NOURISHED:

- FRUITS
- LEAFY GREEN VEGETABLES
- PEAS
- DRIED BEANS
- GRAIN PRODUCTS
- CEREALS
- ENRICHED BREADS

No matter what your diet currently looks like, you can almost certainly benefit from adding high-nutrient foods into your regular diet.

PROTEIN

In addition to the above, you should have foods that contain protein, such as lean meats (chicken), eggs, and peanut butter. Whatever the combination is, it should be

enough that provides you with ample calories so that you have enough energy to be physically active.

AVOID SATURATED FATS

Try to avoid foods that have a lot of saturated fats in them. They can cause your cholesterol level to skyrocket - this isn't necessarily linked to memory, but can cause severe problems for your overall health.

You can eat foods that have unsaturated fats and polyunsaturated fats: these are better for your system. With several studies suggesting that olive oil can have a protective effect for your memory, this might just be the ideal fat to use through your cooking.

B VITAMINS

If you are not getting enough B vitamins, your memory may suffer, according to several wide-ranging studies. While the average American's diet generally includes several

excellent sources of B vitamins, the following lists explain some key sources:

THIAMIN:

- PORK/HAM
- WHEAT GERM
- NUTS AND LEGUMES
- DARK GREEN LEAFY VEGETABLES.

BIOTIN AND PANTOTHENIC ACID:

- EGG YOLKS
- SALMON
- PORK
- AVOCADO
- MUSHROOMS
- BROCCOLI

RIBOFLAVIN:

- DAIRY PRODUCTS
- CHICKEN
- FISH
- ASPARAGUS
- DARK GREEN LEAFY VEGETABLES

VITAMIN B6:

- CHICKEN/ TURKEY
- SEAFOOD
- BANANAS
- LEAFY GREEN VEGETABLES
- POTATOES

NIACIN:

- CHICKEN/ TURKEY
- SALMON
- PEANUTS
- WHOLE WHEAT

VITAMIN B12:

- DAIRY
- CHICKEN/ TURKEY
- FISH
- SOY

FOLATE (OR FOLIC ACID):

- FRUITS
- LEAFY GREEN VEGETABLES
- PEAS/ DRIED BEANS
- GRAIN PRODUCTS/ CEREALS/ ENRICHED BREADS.

PHYSICAL EXERCISE

The first step to start having a good memory is to get a good sleep and to exercise your body - a rested body is a rested mind. These are the basic foundations necessary for having an effective memory. We'll get into details regarding sleep in the next chapter, right now, let's focus on physical exercise.

Physical exercise is an important part in helping you to get your memory back where it should be. We all know that people who are overweight or obese, are more prone to health conditions. But did you know that being overweight or obese can cause your memory to fade? It's true.

Exercise Everyday

According to Harvard's health department, 'exercise boosts your memory and thinking skills both directly and indirectly' - becoming more active gives you a vital tool to improve your memory skills, while giving you the ability to take that improvement even further.

Again, exercise doesn't need to be intense. Walking can help manage your stress by relieving your mind of the

pressures that you're dealing with, while burning a surprising number of calories. If you walk for even 30 minutes a day, you will be able to be more focused. Some good examples of easy exercises you can do without taking up much time are: walking, running, biking, playing a sport (tennis, hockey, soccer etc.) and swimming.

Avoid Stress

Stress is a deterrent to improving your memory. Stress can hinder your focus and cause you not to be able to think straight and remember things. In this regard, you can also improve your memory by meditation or using breathing techniques. You can't keep your brain on overdrive by being in fear and worrying. Decreasing stress can increase

your ability to think clearly and remember.

Brain Exercises

Your brain needs exercise. Just like your body, the more you exercise your brain, the more fit it becomes. We'll go into the 20/20 brain exercises we recommend later in this book.

Memory Games and Concentration

Playing memory games and different kinds of puzzles can both improve your memory, and help you concentrate better. Concentration is needed in order to have a sharp mental edge to remember things. Later in this book we recommend some 20/20 memory games that will help bring back your quick memory.

With good physical exercise, your body will be stronger and you'll have more energy throughout the day to do work. You don't need to drastically change your lifestyle to build the body you need to support your memory. Just exercise for at least 30 minutes every day. into the 20/20 brain exercises we recommend later in this book.

SLEEPING TECHNIQUES

There are many people who don't get enough sleep and as a result, their memory can suffer. A lack of sleep can cause people not to be as alert as they need to be when they are up. It can also affect concentration and focus when it comes to completing tasks that need to be done.

How to Sleep Right

The average amount of sleep that a person needs is between six to eight hours a night. It is imperative that people get enough sleep in order to be able to function properly. But what if you have a hard time getting a good night's sleep?

Here are some tips that you can use to help you get some decent rest:

Relax

It's not a good idea to overthink falling asleep. Oftentimes, the more you focus and concentrate on falling asleep, the more difficult it becomes. Instead, try to relax and think about a calming image – like lying in a meadow listening to the breeze - or do a repetitive task such as “counting sheep” in your mind that will help you fall asleep. long-term memories – explicit memory, and implicit memory.

Turn Off The Lights

Keep the lights off while you are in bed. With the lights on, it can make it difficult for you to go to sleep. Since the light from the sun is a mental sign to the brain to wake up, it's important to have a dark place to sleep at night (and throughout the night) so your brain doesn't get confused.

Have A Bedtime Routine

Create a bedtime routine, where you do the same things every evening – put on your pajamas, wash your face, brush your teeth, and climb into bed. Having a routine for getting ready for bed can eventually help you fall asleep more easily.

Keep this routine every night, and around the same time, even on weekends. On the weekends, try not to sleep more than you need to. Oversleeping can mess up your routine and make it hard on your body to fall asleep in the evenings.

Have A Bedtime Routine

Create a bedtime routine, where you do the same things every evening – put on your pajamas, wash your face, brush your teeth, and climb into bed. Having a routine for getting ready for bed can eventually help you fall asleep more easily.

Keep this routine every night, and around the same time, even on weekends. On the weekends, try not to sleep more than you need to. Oversleeping can mess up your routine and make it hard on your body to fall asleep in the evenings.

Don't Watch TV In Bed

When you are in bed, you should be sleeping. You should not watch TV, talk on the phone, read, or eat. The bedroom should be a sanctuary where you sleep and get intimate.

If it takes you more than a half hour to get to sleep, you should move to another room. You can read for a few minutes or watch a program that you have no interest in. Then you can go back to your bedroom and try falling asleep again. You may have to do this more than once in order for you to get some sleep.

Keep A Sleep Journal

When we're full of energy, it's much easier to read, play, and learn more. When we're tired, we just want to lie on the couch and watch television. Take notes when you're extremely tired and when you feel very energetic. Notice the difference in the way you act and feel. Keeping a sleeping journal will help to pinpoint things (such as what you eat before bed) that helped or hindered you to get a good night's sleep.

Once you start getting enough sleep every night, your brain will start working to help improve your memory. You will be well rested enough to think clearly.

It's important to get 7 - 8 hours of uninterrupted sleep every night. When you get sufficient sleep, your mind is more alert. When you're sleepy, you tend to ignore things and don't care about them. If you're tired, you are likely to pay less attention to detail and therefore you won't remember things as well.

BRAIN EXERCISES

Just like physical exercise, it's important to exercise your brain. The following exercises are all designed to help you get your brain working at a better pace, helping you recover your potential.

Brain Exercise 1

THE FIRST EXERCISE YOU CAN DO TO TRAIN YOUR BRAIN AND MEMORY IS TO ACTIVATE THE BRAIN'S LEARNING PROCESS BY USING YOUR BRAIN AS OFTEN AS POSSIBLE. TO ACTIVATE THE LEARNING PROCESS, DO THINGS WHICH YOU DON'T NORMALLY DO. HERE IS A LIST OF TASKS WHICH YOU CAN DO REGULARLY:

1: Cross your arms, but differently. If your right arm is normally on top when you cross your arms, instead cross your arms so that your left arm is on top.

2: Use your other hand when you're using your computer's mouse.

3: When you take your wallet out of your purse or pocket, use your other hand to take out the money or credit card.

4: When you kick a ball, use your other leg. We all have a dominant leg, just as we are all right or left-handed – stop and use your non-dominant leg instead.

5: When you have time, start writing with your other hand. Write a few sentences for about 10 minutes.

6: In a safe environment, close your eyes and move around the house for 20 minutes. Do chores such as cleaning the windows, getting dressed, washing your hands etc.

7: When you start seeing improvement with the above exercises, put on some headphones and listen to music while you do the above exercises. The music will distract you from your tasks, therefore making your brain concentrate more on learning.

Do you know why we teach these exercises? They help you break your habits. The things you normally do are becoming a habit. They don't require much thinking from your brain. By switching things around, your brain will find these new processes unusual, pushing you to actively concentrate.

Continue to practice doing these exercises throughout the day. Also plan ahead on which exercises to do for the whole week.

Brain Exercise 2

ANOTHER TYPE OF EXERCISE YOU CAN FOCUS ON IS MAKING YOUR BRAIN ACTIVELY WORK. APART FROM LEARNING NEW TASKS, YOUR BRAIN ALSO NEEDS TO THINK, FOCUS, AND FIND SOLUTIONS TO PROBLEMS. HERE ARE SOME EXERCISES, WHICH I HIGHLY RECOMMEND YOU TO DO REGULARLY:

Play Chess

This is a fascinating game. Each game of chess is different and requires concentration. It also improves your patience. Find time to play chess at least twice a week. Play it with your family or even online with your computer. Chess involves the player thinking several moves ahead, and enables them to focus hard on other tasks.

Play Scrabble/ Word Games

Like chess, word games like Scrabble are very good for the brain as the players need to concentrate on words which they know. It makes you recall words you saw previously in magazines or books. You will eventually learn new words every now and then when playing Scrabble. It gives the brain a good workout.

Read and Learn

Reading is very important for developing the brain. So much knowledge can be found in books. It's even better if the book teaches you a new skill. When you read, your mind is focused on the information that is being passed to you. Your brain continues to work throughout the duration of the book. Many people use reading as a form of relaxing, but deep down your brain is put to work.

Be Active in Day to Day Activities

Remember to be active in all day-to-day activities. For example, when you're travelling, be active in planning out the route by looking at the map. When you're visiting an entertainment park, be the one who finds out which restaurants to eat, any discounts on a particular day, which rides have the most wait times, etc. When you're doing these types of tasks, your brain is using past knowledge and experience to help you complete the task. Continue to use these brain exercises daily.

MEMORY GAMES

Just like brain exercises, the 20/20 Memory Games will help train your brain, here actively focusing on memory. Remember to take time throughout the day to play a memory game or two.

Game 1: Practice Makes Perfect

You can play a simple memory game by being in a group and getting the names of everyone in the group. Take a few minutes to absorb the information, and then try to list everyone's name that was in the group. You may not get it on the initial run, but practicing on a regular basis helps you build and maintain your capacity.

You can also do this with other scenarios, such as newspapers and other periodicals. Read a segment and then talk about what you read. If you successfully made points on what was in the article, then it shows that you paid attention to what you were reading. On the other hand, if you were not able to, you may have to pay more attention. Soak up the important details.

Game 2: Mnemonic Tricks

Another way to improve your memory is to use mnemonic tricks. Mnemonics are a way to memorize that can help you to learn and retain information. Even though some of the tricks may not be easy to learn, they have been proven to work. No matter whether you need to remember names, lists, or study material for classes; this method can help you to retain and memorize specific information. Mnemonics can help to improve your memory and help you to concentrate better.

One of the mnemonic tricks you can use to improve your memory is to create an acronym or acrostic to use for a phrase. Acronyms are created by using the first letter of each word that you are trying to remember.

Acrostics are created by using the first letter of a sentence or phrase you are trying to remember. An example of using mnemonics with acronyms is shown below:

With this method, it's good to do it in small portions. It's easier for people to remember things such as numbers

and letters when they are in small chunks rather than large sections. Make sure to keep your acronym or acrostic under 7 digits or letters.

One of the most common ways to employ mnemonics is to use rhymes. A famous one that has been used in elementary school for many years is "I before E, except after C". It is one of, if not the most popular mnemonic that students use.

Another way to memorize using mnemonics is to incorporate words in a list by using photos and images. They may not make much sense, but when the story is told, children will be able to understand and memorize what they are learning. This is similar to visualization and association, which we will get into later in the book. Just remember to use simple things such as dog, jump, apple, and other related items. Your mind can relate to them better and quickly grasp what it needs to learn.

Game 3: Time Yourself

This memory game will help train your short-term memory. With practice, you can become better and better at it over time.

Read through a magazine and as soon as you see a detailed picture, immediately time yourself for a minute while studying it. Once the minute is up, write down as many things as you can remember from the picture. Your

target is to remember 10 or more things.

Apart from pictures, you can also try to read a sentence (about 15 words) within a minute, and then try to write out the whole sentence backwards.

Your brain will benefit from these strenuous games.

Game 4: Association

This memory game is good if you have a hard time remembering important numbers such as bank PINS or telephone numbers. It uses association, which we discuss in more detail later in this book. It's been recommended that we should not use our date of birth as the PIN code for our ATM card. But what if you have a hard time remembering your PIN? What you can do is assign a visual that looks like numbers so that you can remember it more easily.

For example, if your PIN is 74589, then represent each number with an item:

- 7 = Boomerang**
- 4 = Yacht**
- 5 = Fat man**
- 8 = A guy with specs**
- 9 = Golf club**

Now picture a scenario where you throw a boomerang and it hits a yacht carrying a fat man who is wearing specs while holding a golf club. Once you picture this scenario, you'll definitely be able to recall this pin number. Try it with yours!

VISUALIZATION & ASSOCIATION

Most people remember images better than they remember words. For example, most people can probably explain in detail what the houses they grew up in look like, inside and out, but may find it hard to remember their childhood telephone numbers and addresses.

There are some people who can grasp things by memory by taking words and imagining pictures and images.

Visualization and association can bring light to something that may not be remembered by written words alone. So how do we start to associate images with words and memories? Easy, by using visualization and association.

Visualization and Association Explained

Visualization and Association (or V & A) can be used

to help remember just about any word or fact such as: definitions, science terms, math formulas, history, procedures, computer terms, bible verses, etc. So how does V & A work? All you need to do is break down the word you want to memorize into an easy to remember visual image. Below are the steps you need to take to associate an image with a word. If it helps, you can sketch the image on a piece of paper and write the word underneath. This is called memory cartooning.

STEP 1

Break down the word you want to remember into syllables, and for each syllable, find words that are similar or the same. The words assigned to each syllable don't have to sound exactly like the word. We are looking to make an image in your brain that triggers the remembrance of the word.

Let's use definitions as an example. Say the test question is: List the three types of dinosaurs and their meanings. Well the 3 types are: Carnivore – meat eaters, Herbivore – plant eaters, and Omnivore – meat and plant eaters.

Let's use Step 1 and break down each word into smaller words that sound like each syllable.

Carnivore – “Car Knee Four”
Herbivore – “Her Bee Four”
Omnivore – “Um Neither”

Remember the smaller words don't need to sound exactly like the word you are trying to remember. Eventually, you will remember the longer word based on the smaller words and images.

STEP 2

Now take the smaller words and put images to them. Describe them in detail and really visualize them in your mind. If it helps, you can draw the images on a piece of paper and place the word (and smaller words) underneath.

Carnivore – “**Car Knee Four**” – **A car with four knees on it.**

Herbivore – “**Her Bee Four**” – **Four girl bees.**

Omnivore – “**Um Neither**” – **A person with their hands up shrugging their shoulders (being indecisive).**

STEP 3

Next, associate the image with the meaning or definition of the word.

Carnivore – “**Car Knee Four**” – **A car with four knees on it. – Both cars and knees have a body, and carnivores eat meat, from another animal’s body.**

Herbivore – “**Her Bee Four**” – **Four girl bees. – Bees**

don’t eat meat, they gather food from plants and flowers. Herbivores eat plants not meat.

Omnivore – “**Um Neither**” – **A person with their hands up shrugging their shoulders (being indecisive). – Someone who is indecisive of what they should eat. An omnivore doesn’t care about what they eat, and will eat meat or plants.**

STEP 4

Now repeat in your head the image, word, and meaning - over and over and over again. Continue doing this until you automatically see a car with four knees, and know that means carnivore – a meat eater.

Eventually you will see images in every word you come across.

Overall, using this Visualization and Association technique can help boost your memory in three ways:

- 1. Creating images can help your mind focus, and focusing can help you remember.**
- 2. Images can be easier to remember than words or facts.**
- 3. Repetition can help you to remember the associated word or memory each time you use the image.**

BREAKING BAD MEMORY HABITS

Memory habits are simple things your brain does naturally without you really having to think about it. Some of these memory habits can be useful, such as tying your shoes, or looking both ways before crossing the street.

However, sometimes you forget whether or not you have done a task because the process of doing that same thing has been repeated so often that you forget how many times it's happened. You then repeat what you've done because you can't remember if you have done it or not.

To stop this from happening, make an effort to be aware of what you're doing. You must focus and pay attention. If you are thinking about something that is clouding your mind; try to eliminate it.

Distractions can wreak havoc on you when you are focusing on breaking a habit. For some, it can take a lot of effort to pay attention to what they are doing. Paying attention can help you remember your actions and

eliminate things you don't need to keep doing. Some of it is little things, such as turning out the lights before you leave a room, or unplugging the iron after you're done using it.

Below is a list of tips that can help you break bad memory habits.

Think Before You Leave

Before leaving your home, stop for a moment. Think about what you need to do before you leave. Think about the areas that you need to secure, such as the front and back doors. Pay attention when you are tending to those areas, as they are critical when it comes to securing your home.

Stay Organized

Organization is very important when it comes to getting rid of unnecessary habits. Create a plan and stick to it. Being organized and physically placing important items in front of you can help you remember important things because they are right there.

Make Lists

Make a list of things you need to do every day. Once you have completed each task, cross it off. If you don't cross a task off, you may end up repeating things you have already done. Crossing off items as you complete them saves you time and helps you feel accomplished. Keep your list in the same spot so that you will be able to find it easily.

Go over all of the tasks that you are supposed to get done and place the most important things first. Make sure that you have everything that you need to complete the tasks at hand so that you are less likely to get distracted and stray off-task.

Put Items In Their Place

In order to keep your memory fresh, place things back where they belong as soon as you are done with them. Putting things in places other than where they belong can cause confusion for you.

Make sure that there's a place for everything that you use on a regular or daily basis. For example, if you use ink pens, place them in drawers that you use for that purpose. Or get a holder where you can place a lot of them. That way, you will never run around trying to find a writing instrument, because you will know where they belong and where to find them.

Any important information, such as names, phone numbers, addresses, directions, etc. should be kept in one central location. This information should also be sorted and/or organized where you can easily find what you are looking for in a matter of seconds.

Leave It In Sight

If you have children, place their book bags by the front door. That way, they will not forget them. If you make them lunch, put it in their book bag right after you've fixed it. If you make lunch for yourself, you can put it on the stove or near the front door so that you can remember to take it. Doing little things like this can make a lot of difference between having your own lunch and spending money every day for food.

Mark It On The Calendar

Use a calendar to jot down the important information and things that you need to do. It's practically impossible to remember everything, and keeping a calendar with you so that you can refer back to it can help.

Don't Procrastinate

Pending items need to be completed or resolved as soon as possible. Don't procrastinate. Do a task when it first comes to mind instead of putting it off.

Repeat

You may have to repeat information to yourself in order to remember it. It's just like reciting lines for a play - the only way you will remember your lines is to keep repeating them over and over again.

Concentrate

One thing that you must not forget to do is to focus and concentrate. Whatever you are doing, keep a laser-sharp focus on the task at hand. If you are one of those people that habitually forgets things, or you have a short attention span, you may be off-focus and have difficulty concentrating.

When this happens, you are likely to allow things and events to take over your life, and if you have too much on your plate you are more likely to allow distractions and stressful situations to plague you day in and day out. All of this can cause you not to remember the things you need to. Being distracted like this can defeat your efforts at improving your memory. Next time, really concentrate on what you are doing. Focus and concentration are crucial to your success in improving your memory.

BONUS: TRICKS TO IMPROVE YOUR MEMORY

Here are some additional creative and logical ways you can stimulate your brain to help improve your memory:

Trick 1: Try Something New

Trying different things is important when it comes to working to improve your memory. Connect with relatives or friends you haven't seen in a while, join a club, read a new book, or pick up a new activity or sport. New activities can help stimulate your mind and help you to relax. Being active can keep your mind sharp and focused.

Trick 2: Keep Focused

Stay focused. You must keep your attention on the task at hand. If you are talking with someone, listen to what they are saying. If you did not hear them or did not understand what they said, ask them to repeat it.

Some people have trouble focusing when there is excessive noise. Try to find somewhere quiet where you can talk. Minimize interruptions if possible. There may be times when there will be disruptions you can't avoid, however, the less noise and distractions you have, the better. The less distractions, the more you will be able to focus on the conversation at hand.

Trick 3: Use Helpful Tools to Remember

Remember back when people would tie a string around their finger? The string was a reminder for them to remember something they needed to do. It served as a visualization tool. Whenever they saw the string, it let them know that they needed to finish the job.

With all of the electronic gadgets we have today, it's highly unlikely that anyone is using a piece of string anymore. However, there are things within your environment that you can do to help jog your memory the same way people used to by tying a string around their finger, and you can make

them part of your daily routine.

For instance, if you have clothes that you need to take or pick up from the cleaners, place a hanger on the knob of your bedroom door, front door, or both. This way, you are reminded to take or pick up your clothes from the cleaners.

Trick 4: Use Colors

Use different colors to help you remember. Colors can catch your attention and help something stand out to you, and can even be associated with specific things to help your memory. For instance, the colors red and green can be associated with concentration, and concentration can work in your favor to help improve your memory.

Creativity can be associated with blue, so you can utilize the color blue on tasks where you want to be creative. Try placing a piece of colored tape near the item you need to remember or concentrate on, or write a reminder on a colored sticky note.

Trick 5: How to Study

Using a timer while you are reading or studying can help you improve your memory. Knowing that you only have so much time to complete a task can help you stay focused on the subject at hand. You won't have time to sidetrack when you know you only have a limited amount of time to get the job done.

If you are studying at home, you should do what you can to remove distractions from your environment. When you're studying, keep the television and radio off. The ringer on

your phone should be on silent. If you like to listen to music while you're studying, play some soft music that can get you in the mood to study without distracting you. Listen to music that can stimulate your brain, because certain kinds of music can put you in a relaxed mood.

If you will be studying for a few hours, take a break every so often. If you don't, you may get overwhelmed and your level of concentration and focus will decline. Taking breaks can help you to free your mind from the studying that you've been doing. It gives you a chance to refresh your brain. On your break, you can take a brief walk or eat a healthy snack.

Trick 6: Remembering Places

If you are shopping in a large area, it's quite possible that you forget where you parked. This can be frustrating and confusing. To remedy that, when you park, look at your surroundings for a significant item or landmark that will help you remember where your car is parked.

In some parking lots, there are numbers to designate the aisle or area that you parked in. Take down that number and put it somewhere where you can easily find it. However, that may still not be enough. You should still look to see if there is a significant item or landmark that you can relate to where you are parked.

Another way that you can remember places is to make a note in your mind of certain items or areas that you can relate to. If there are certain smells, such as a specific restaurant, keep those in your mind (or even take it down with the number associated with your parking area) for when you need to find your vehicle.

Trick 7: Remembering Names

Not remembering someone's name can be rather embarrassing. If you are introducing someone to another person, and you can't remember the third person's name, that can make for an awkward situation.

Knowing a person's name is a big part of the social aspect of life. In fact, a person may take it personally that you didn't remember their name. It is important in a setting where you are making introductions, you remember the names of all parties involved. But forgetting a name happens to more people than you think. It's easier to recall someone's face, but with names it's a different story.

When remembering a face, you are visually identifying a person. Your brain can usually process this more easily than it can remember their name. With recognizing a face, you don't have a lot of choices, making it easier for you. However, when it comes to remembering names, it is a

different process. Your brain has to dig deep and think about it. It takes more energy and is not always an easy task.

There are some ways that this can be made easier for you. You can connect something significant and associate it with the name of that person, or with another piece of information about that person. For instance, if the person's last name is Green, you can associate that with money. Money is green, so whenever you see this person, you can make the connection.

That's a nice connection to make. You can also look at their face and find unique features that make them stand out which could be associated back to their name. Another technique that you can use is to pay attention when the person's name is said.

Make repetitions and say it loud enough for you to hear. Continue to repeat the person's name and connect their face with it. The more you do this, the better chance you have of remembering their name if you should see that person again.

Trick 8: Having a Positive Attitude

When you start to study for something such as an exam, always have a positive mental attitude. Tell yourself that the subject is interesting and that you're good at remembering this topic. Affirming yourself in this way, rather than being negative, can help you a lot with memorizing facts. When you confirm to yourself that you like the subject and find it interesting, your subconscious mind will start to believe it.

Never, ever fear or be stressed with your studies. This will affect your ability to memorize the things you are trying to study. If a child at school hates Geography - either because of the teacher or because they find the subject boring - what are the chances that they will do well at this subject? When you're happy or take an interest in doing things, you will do them to the best of your ability.

Trick 9: Don't Multitask

When you're trying to remember something, never multitask. For example, don't read and listen to music or watch TV at the same time. Having a good memory requires learning something with focus and paying full attention to it. If you're studying for an exam or reading an important book, go to a quiet area with no distractions. Switch off or silence your cell phone, email, and social media, and hang up a do not disturb sign on the door.

When you're focused and concentrate on reading the information, your brain is more likely to remember it

clearly. When you're distracted from what you're doing, you may need up to twenty minutes to get back into what you were doing. On average, twenty minutes is the amount of time you need to get back into the flow of things after getting distracted or side-tracked. A oneminute phone call will practically waste 21 minutes of your time. When you look at things this way, you will gain a new perspective on how wasteful seemingly small distractions can be.

Trick 10: Remember How You Remember

Some people learn best by actually seeing things and some learn best by hearing things. You need to know which way you learn things the easiest. For example, when you recall information from a class, do you remember hearing what the teacher said, or do you visualize what was written in the textbook or in your notes?

It's important that you find out which way you learn and remember materials most effectively. If you're a visual learner, then write down notes and draw diagrams on whatever you want to remember. If you're more effective at memorizing by hearing, then record yourself on a tape recorder and listen to it over and over again.

Trick 11: Take Frequent Breaks

We tend to remember the beginning and end of things better than the middle. We remember things at the beginning because it is when a topic is first introduced, and at the end because it is the most recent.

If you spend too much time in one sitting focusing on something, it's easy to grow fatigued, causing you to struggle to remember what you learned in the middle. Therefore, it's important that when you're studying, you take breaks about every 45 minutes.

When you take a break, your mind can relax and recharge so that you are ready to take in more information. If you study for hours non-stop, it can be very difficult to remember the things you have studied in the middle.

While 15 minutes in the middle may still be memorable, as the duration increases, you become less likely to remember what you're studying. Even if you're not tired, take a break every 45 minutes. This can help you to memorize things more effectively.



CONCLUSION

20/20 Memory can help you remember the names of everyone you meet, and you may never forget where you've placed your keys again. All you need to do is change some of your habits, practice the brain exercises and follow some of the techniques we have provided.

Remember the 3 areas of 20/20 Memory

1: Proper nutrition and daily physical exercise

2: Practice your brain exercise

3: Improve with memory games

Continue to practice your brain exercises daily and have fun with the memory games. The more you work your brain the more focused you'll become.

Remember, in this day and age, life is full of distractions everywhere you go - from advertisements to busy streets. Stay focused on your task at hand and really concentrate on what you are doing. Focus and concentration are key to improving your memory.

Keep up the good work, and don't forget to share 20/20 Memory with your friends and family!