5 Proven Steps to better FOCUS, WORKING MEMORY

& EFFICIENT TIME MANAGEMENT

1 **PROFILE** - Determine preferred learning style [See/Do/Listen]
- ➢ Benchmark working memory [using clinical TEST WAIS IQ Digit Span]

2 **TAKE A SHORT NLP SHORT COURSE ON ACCELERATED LEARNING**
- ➢ Flexibility & individualisation are key
- ➢ Drill down into the modalities and submodalities of the 3 learning styles

3 **DEVELOP MEMORY SKILLS**
- ➢ 6 FORMAL MEMORY TECHNIQUES & USES
  - ➢ VISUAL
    1. ➢ NUMBER SHAPE remembering list [upto 9]
       - ➢ 9 exam subtopics , cramming
       - ➢ 9 key points : presentation or meeting
       - ➢ 9 key points : internalize articles .
    2. ➢ PHONETICS INTERNALIZING NUMBERS AND DATES + INFINITE LISTS
    3. ➢ THE JOURNEY SEQUENCING & card counting
    4. ➢ LOCI [internalizing complex non linear content
  - ➢ AUDITORY
    5. ➢ MNEMONICS first letter triggers [ex economics BRICS / PIIGS]
    6. ➢ CHAINS complex lists

4 **DEVELOP EFFECTIVE READING STRATEGIES**
- ➢ LEARN HOW TO CONCEPT /MIND MAP ➢
- ➢ IMAGERY help you FOCUS
- ➢ CONNECTING improves MEMORY

5 **INVEST IN CLINICAL TRAINING & BENCHMARKING SOFTWARE -**

➢ EMPIRICALLY based and robust - a test should benchmark progress

➢ INSTANT FEEDBACK should create positive feedback loops , reinforcing good habits ,
While rapid testing with instant feedback identifies continuing issues

➢ GAMIFICATION Applies theory under CHALLENGING stressed conditions using a simplified
proxy to develop skills of practical value in the real world .

➢ SELF ADMINISTERED NLP MENTORING Implement NLP practices through ACTIVITY
based trial and error learning .All under controlled conditions with instant meaningful clinical
feedback ,

➢ SETS TARGETS & REWARDS - score 150 + on the working memory IQ test within 14 days
.