

b) The PQRS approach

P = preview read of information.

Q = question self about the information

R = read the information

S = summarise the information

T = test yourself on the information

4. Some common problems & possible solutions

- **Forgetting names**

When first introduced, try to think of a mental association with the name.

Eg: Angela = angel = woman with the blonde hair/angelic voice etc.

- **Forgetting words**

Initial step would be to focus on the letters most likely to be contained in

the word. Use a review of the alphabet as a quick prompt.

If not able to come up with the word within a few minutes, step back from the struggle. Think of a suitable alternative word.

- **Forgetting where you have put something.**

Identify “special places” that are readily accessible for specific items. Try to keep items in these designated special places.

Re-evaluate the success of the

“special places” by how easily you can locate things.

Another strategy is the “mental retracing” technique. Reviewing when/where you last had the item in as much detail as possible can help find its current location.

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There are several strategies that can help increase memory and concentration. Some are included here. There are many others you can work on with your therapist. Often memory problems occur due to difficulty in attention which is a common consequence of being fatigued.

This leaflet aims to provide some short-term strategies and solutions to some frequently voiced concerns.

1. Factors that can affect an individual's ability to remember include:

- **Anxiety**
Worries will affect your ability to remember something
- **Distractions:**
Reduce your ability to concentrate on certain tasks

- **Multi tasking**

Impacts on your ability to concentrate

- **Poor/limited sleep**

- **No one is Perfect!**

Everyone forgets things!

2. Key Stages of Memory:

For memory to work efficiently these stages follow each other and need to be built on.

- **Learning Stage:**

Attention is the key that allows us to remember something

- **Storage:**

Reinforcing attention to an event will help you to store information where you can access it.

- **The Recall Stage:**

This is where you need to be able to access the memory.

3. Key Strategies to help remember information:

a) Organise the Information.

- Categories- arrange information by group so it's easier to learn.
- Making associations- link information to something important to you
- Mnemonics-these can be rhymes
- Visual imagery-create a mental picture items to remember
- Chunking- break information into smaller pieces