

Indian Institute of Technology Kanpur

National Programme on Technology Enhanced Learning (NPTEL)

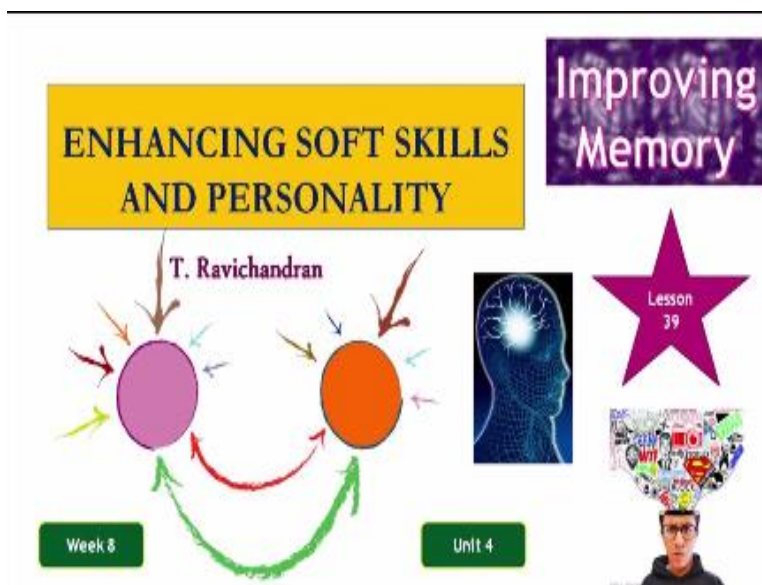
**Course Title
Enhancing Soft Skills And Personality**

**Lecture - 39
Improving Memory**

**by...
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Dept. of Humanities and Social Sciences**

Hello hi welcome back to my course on enhancing soft case and personality.

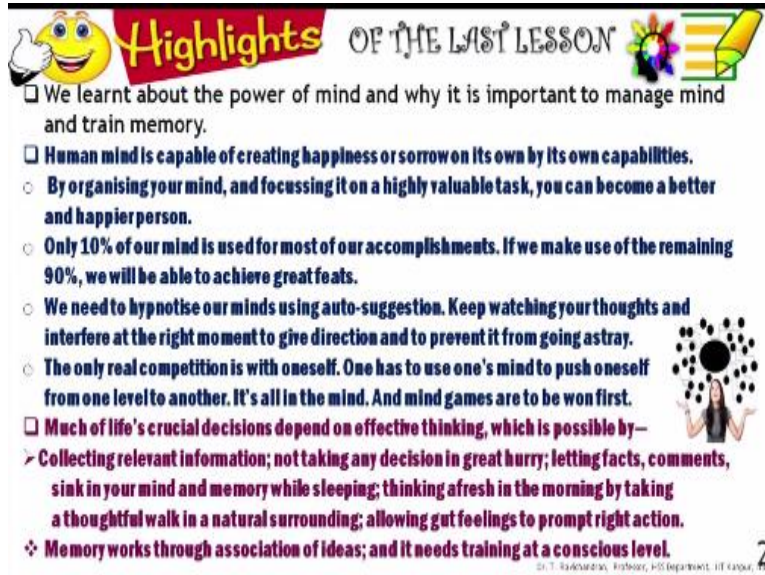
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This is big number eight and unit number four and lesson number 39 just one more lesson to go and will be completing this course. So this is the penultimate lesson so I thought that you need a lot of tips o improve your memory and remember what all I have been told to you. So this unit will focus on improving your memory. And before we start discussing on how to improve your

memory let us take a quick look at what I did in the previous one highlights of the last lesson in the last lesson we learnt about the power of mind.

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Highlights OF THE LAST LESSON

- ❑ We learnt about the power of mind and why it is important to manage mind and train memory.
- ❑ Human mind is capable of creating happiness or sorrow on its own by its own capabilities.
- By organising your mind, and focussing it on a highly valuable task, you can become a better and happier person.
- Only 10% of our mind is used for most of our accomplishments. If we make use of the remaining 90%, we will be able to achieve great feats.
- We need to hypnotise our minds using auto-suggestion. Keep watching your thoughts and interfere at the right moment to give direction and to prevent it from going astray.
- The only real competition is with oneself. One has to use one's mind to push oneself from one level to another. It's all in the mind. And mind games are to be won first.
- ❑ Much of life's crucial decisions depend on effective thinking, which is possible by—
 - Collecting relevant information; not taking any decision in great hurry; letting facts, comments, sink in your mind and memory while sleeping; thinking afresh in the morning by taking a thoughtful walk in a natural surrounding; allowing gut feelings to prompt right action.
- ❖ Memory works through association of ideas; and it needs training at a conscious level.

Dr. T. Rajasree, Professor, IIS Department, IIT Kanpur, 2019

And why it is important to manage mind and train memory. Human mind is capable of creating happiness or sorrow on its phone by its own capabilities so it is the mind that creates hell or heaven. And it is depending on how you use it you can make your place you are surrounding happy or every sorrowful place by organizing your mind and focusing it on a highly valuable task. You can become a better and happier person than what you are now and the other interesting factor that was discussed was this that only ten percent of our mind is used for most of our accomplishments.

And imagine if he can make use of the remaining ninety percent we will be able to achieve great fields. But most of the times we are wasting about forty percent of our mind capacity in storing crash useless information. Which we should not do and try to restore that forty percent along with the fifty percent of unused part in the mind. And use that ninety percent combined with the ten percent one hundred percent efficiently to do that. We need to hypnotize our minds using

auto suggestion and you don't need to go for any specialist training in order to do that you just keep watching your thoughts.

And interfere at the right moment to give direction and preventing it from going astray especially when negative vibes are there negative thoughts are there you just take it at the right moment. And inject counter it with positive thoughts and then many people think that by comparing with someone else they think that somebody is better than themselves. And they feel low in terms of their capabilities actually mind power for each person is unlimited and in this sense the only competition is with one's not with everyone. One has to use one's mind to push oneself from one level to another it is all in the mind and mind games or to be one first much of flights crucial decisions depend on effective thinking.

Which is possible by collecting relevant information not taking any decision in great hurry letting facts comments sink in your mind and memory while sleeping? Thinking a fresh in the morning after letting the subconscious mind work out with all the information that we have given as input. And then wait for the outputs to come in a very relaxed atmosphere where you take a morning thoughtful walk in a natural surroundings. And most important of all allowing your gut feelings to prompt right action memory works through association of ideas. So that is what I talked to you at the time of concluding the previous lesson.

And I gave some examples as how you can use memory to remember things by using association of ideas. However most part the association works at a very subconscious level but to make it conscious you need to train it you need to give it some training in a very conscious manner. So in this lesson let us see how you can make the best use of memory how you can train and then how you can make your mind function in a very organized manner. Now let us begin with remembering names and faces normally we like those people who remember our names and call us frequently by our names.

Some of you start liking them and then those people who remember us from the first introduction we somehow develop a kind of affection thinking. That those people like us so that is a human tendency we tend to think that those who do not remember our names.

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REMEMBERING NAMES AND FACES

We generally like those people who remember our names and call us frequently by our names.

We tend to think that those who do not remember our names as those who do not take us seriously or those who do not consider us worthy of maintaining relationships with them.

Anyway, a professional at a good position has to remember all the names of the people s/he is associated with. Forgetting even one name can cause some embarrassment.

However, these days, people are increasingly losing their abilities to remember names/faces, which may be due to the surplus of information received. Also stress, fatigue, lack of sleep, malnutrition can exhaust the brain and affect the normal and brisk functioning of the mind.



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Dr. T. Sambhu Kumar, Assistant Professor, IIT Guwahati, Assam

As those who do not take us seriously or those who do not consider us worthy of maintaining relationships with them anyway. You as a professional and in case you reach a good position you have to remember all the names of the peoples. That you are associated with for getting even one name can cause some embarrassment. Especially the person may even feel offended if you forget in what is the situation and in a very funny humorous manner it can happen you may wrongly associate the face of a person with the wrong name in the sense.

That the person's enemy's name may come to your mind and then if you call the person by that name immediately the individual may feel offended the name that the person does not want to hear and you have confused this person for that name. So avoid that kind of embarrassment by remembering the names correctly however these days' people are increasingly losing their abilities to remember names or faces. Which may be due to the surplus of information received so today there is this overflow of information and then we are suffused with the information everywhere.

And it is very difficult for the mind to process and then decide what will be kept for short-term memory and what will be kept for long-term memory. And often we do not give it enough time

in terms of processing. But apart from that there are certain other things we do such as causing stress or suffering from fatigue or just not sleeping properly are not eating properly. Now all these negative things can exhaust the brain it can make it tired.

And it can affect the normal and brisk functioning of the mind so if you want to organize your mind properly. So remember to eat well and sleep well so remember the lessons we did before in terms of managing your height another interesting reason for people not remembering names.

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REMEMBERING NAMES

Another interesting reason for people not remembering names—

Harry Lorayne in his *Secrets of Mind Power* says: "Many people who constantly complain that they forget names don't really forget them—they never remember them in the first place. As a matter of fact, sometimes they never even hear them" (124).



Lorayne suggests that the first rule for remembering names is that you should hear the name properly the moment you are introduced to someone.

- You should not feel embarrassed to ask someone to repeat her name or spell it for you. People generally like to share such information!
- Once you have got the name correctly, you should use it, at least three times to retain it in memory.

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This has been pointed out by Harry Lorraine in his secrets of mind power very says many people who constantly complain that they forget names do not really forget them. Rather he says they never remember them in the first place as a matter of fact. Sometimes they never even hear them so what does it mean. Actually you do not forget things in the first instance you do not remember you do not even bother to remember you did not pay enough attention. You just thought that you heard something but actually you did not listen you did not act as a proper listener active listener.

You are a marginal poor listener at that time so in this context luring suggest that the first rule for remembering names is that you should hear the name properly the moment you are introduced to

someone. So normally in a social gathering when you are introduced to someone it is very difficult to hear even sometimes especially when there is music around people are dancing making lot of noise smiling cracking jokes. And you cannot catch the name quickly but see if you cannot remember the moment you are introduced to someone you should not feel embarrassed to ask the person to repeat her name or spell it for you.

Now people generally like to share such information especially about their names so you should not feel embarrassed you can rather ask the person so how you spell it then. When you split the spelling if it is a long name you will be able to catch the pronunciation and you will be able to remember it. The Associated technique in terms of remembering this is once you have got the name correctly once you have registered the name mentally in your mind. You should use it you should mention it you should see it you should utter it at least three times to retain it in memory let us say you are introduced to Sheila.

So nice meeting you Sheila you sunny and then how you did like the food Sheila do you like this Sheila etcetera. While going after giving some gaps so you go and say good night Sheila so see you some time later Sheila like when you use the name at least three times. So then it enters into your memory and then it is very difficult to erase it so as Lauren points out most of the times you forget because you never remembered.

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REMEMBERING NAMES AND FACES

For Lorayne the best way to remember names and faces is to associate the name to the face, which can be done in two ways: 1. By making the name *mean* something and 2. By tying the name to the face.



- ❖ In both cases, one has to use one's creative imagination.
- ❖ Giving meaning to a name will be easy if the name itself means something:
Mr. Greenwood Mr. Temple Brown Ms. Chandini Mr. Surya
- ❖ In case of names without any meaning one needs to give meaning. Lorayne gives an interesting example: *Stapleton*, which can be remembered by imagining so many staples that weigh a ton! Similarly, an Indian name like *Himanshu*, which actually indicates the moon radiating cool light, can be easily remembered by visualising "Him" with "an" "shoe" (Don't look for grammatical correction in "an"! You will remember it when you make associations as illogical as possible!)

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So you try to remember by registering then in terms of remembering names and faces according to Lauren the best way to remember names. And faces is to associate the name to the face and he says it can be done in two ways one by making the name mean something at second by tying the name to the face okay. Let us see how we can work it out in both cases honest to use ones creative imagination giving meaning to your name will be easily done. If the name itself means something like for example Mr. Greenwood so green color would you can remember good from tree the material.

So Mr. Temple brown so you can remember a temple and you can remember that it is in brown color Indian names such as Miss Chandini. So you know it is from mom so we can remember off moon and you can remember her something like moon and Mr. Surya so you can remember it is from Sun. So you can associate meaning and then when you link the meaning with an image it is very easy to remember. But the problem is with those names where it is very difficult to identify some meaning so there are names apparently appear to be without any meaning that is associated with the roof meaning of the name.

So in case of names without any meaning one needs to give meaning so you have to use your creativity. So Lorayne for example gives a very interesting case the name like Stapleton so at the first instance it looks like what meaning can you have for this kind of name but it says that you split it okay. Staple done now it is easy for you to remember by imagining that there are so many staples that very a ton okay. So many staples very mad ton similarly I can give another example an Indian name like himanshu which actually indicates the moon radiating cool light.

But in case you do not know the meaning and then let us say you are from some other part of the country. So you cannot associate this person with cool moon ace and then you need to figure out some way or other. So then again you can split the name and then for example you can easily remember as somebody. So here him a main person they then sure okay so it is based on the rhyming and giving meaning so himanshu so you are splitting that now here do not look for grammatical correction in and.


So you will say it should be a shoe and then you will also say it should be always used as shoes so remember the previous rule we discussed in the last lesson that if you are able to make as many illogical associations as possible we will remember the moment you make it logically it will forget it is like driving on a long highway. Where it is the same monotonous situation where you are following trucks are overtaking one truck and then going before the other. And then overtaking one and going before the other hand you are repeating the same thing.

And then it gets monotonous and then your mind really slightly trying to fall asleep even without your ability to control it. Now why it happens because things are going in a very normal routine manner and is getting repeated in a very logical straight forward manner. But when it is illogical mind will remember so it gets a jolt it seems that oh it is not like the normal one. So I should keep this in mind okay so try to give the jolt by using logical connections and then trying to remember that and link that as in the second method with an image.


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REMEMBERING NAMES AND FACES

In the second method, by tying the name to the face, you associate an image or a distinctive feature of the person with the name.



- ❖ The distinctive feature may be a mole, a moustache, a protruding tooth, dimples, hair colour, hair style, nose size, etc.
- ❖ No two people find the same feature distinctive. In fact, some people do not note what some others note in a person!
- ❖ Associate the name with the image. For instance, Surya (Sun) wears a gold-tinted spectacles; or Chandini (Moon) wears a silver bracelet.
- ❖ For practice, cut out pictures from magazines, give them names, and use them as cue cards for improving your memory!



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Dr. T. Sankaranarayanan, Professor, IIT Guwahati, 17/09/2019

That is what is meant by tying the name to the face so here you need to associate an image or a distinctive feature of the person with the name now the distinctive feature of a person may be a more a mustache and the different size and shape of the mustache. A protruding tooth dimples on the chin had color itself can be very distinctive hats sale can be distinctive no sighs year sighs excreta. So these are all distinctive features of a person and identify something very distinctive in this character in this space and note that the next interesting thing is like no two people find the same feature distinctive.

So what you may find it different unique is not the one somebody else will also find on the same person. The other interesting thing is that some people do not note what some others note in a person so you may note that the person girl that whom you are seeing is noted for her smile and then you note the dimples okay. But the other person with you has not even noted when you share that the person says oh did she have dimples I did note it.

So that is something interesting so mind works differently for different people so you identify the one that is distinctive for you and then link it. And then associate the name with the image again looking at some typical Indian names let us say Surya is from the Sun and you then try to link

some quality of fun that is gold. So you see Surya is wearing a gold tinted spectacles okay. So when you remember gold tinted spectacles then gold Surya will come to your mind or Chandini for example moon.

So you can say Chandini is wearing a silver bracelet so look at Chandini wearing silver bracelet whether she is wearing it or not you imagine that she is wearing it and then linked up with silver bracelet and silver moon and then immediately you will recollect the name. So for practice what you should do is you should cut out pictures from magazines give them names and use them as cue cards for improving your memory. And then in due course what will happen let us say you have about 100 faces 100 different names you will rather even quickly associate with some of the cue card that you have.

And then identify a new face and you will recollect the face very quickly at a later stage now in this case you should be also be able to use some memory aids. Now in order to make your memory work for you often you need to use some memory aids some tips so what could be the eighth for example a small whiteboard in which.

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USE OF MEMORY AIDS

- ❖ In order to make your memory work for you, often you need to use some memory aids. Some tips:
- ❖ **Small White-Board/Notice Board:** where you can list all the items you have to do (Making a To Do List or Event List or Shopping List).
- ❖ **Note Book:** where you can maintain tasks to do, items to buy, etc.
- ❖ **A simple piece of paper** in which you can make a shopping list.
- ❖ **You can use any mobile/ computer application** for managing lists.
- ❖ **You can rearrange the list** as per priority, number, alphabet, colour, type.
- ❖ **In case of a shopping list,** you can arrange the items according to the road map.



You can write on a sketch pen and then erase it white board marker pen and erase it or even will notice board. Which you can write even using a chalk piece or something where you can list all the items you have to do and once it is done you are a bit off or you strike it off. So this can contain a to-do list on one side even list on another side shopping list on a third side you can also use a notebook or a diary or a small notebook that you can carry in your pocket. Pocket notebook where you can maintain tasks to do items to buy and once you buy you can remove it many people just use simple piece of paper in which they make lists.

And then once it is done they throw it in fact they make different lists for different things and once it is done they pro it and write a new list. Today you can use any mobile or computer application for managing list there are plenty of applications use the one that you prefer. So they even send your reminders they can use your email to send reminders so they can pop up and tell you why do not you wish someone it is their birthday today and so on. And then when you make the list so using these apps or when you want to remember them again you can rearrange the list as the priority.

And then by the topmost one first do the topmost one first or arrange them according to number or use the alphabet or even you can give color then use color to identify most important least important tasks. So in case of a shopping list let us say you have to go and shop things from 45 shops so you can arrange the items according to the roadmap that is the first shop that comes. So you will buy something and then you will take a turn you have to take a different direction where you will find the second shop and then the third one instead of buying something that is at a longer distance first and then coming back to something that is available at a shorter distance again going to buy something at the longest distance.

So you should buy from the small one and go to the longest one in distance or first go to the longest one by and come to the next that is longer and then smaller and the smallest in terms of distance So that will save you so much time so all it needs is climbing it should not happen that okay you went to the shop and forgot that oh that should be purchased from the other shop. So that is why you arranged geographically according to our roadmap and according to the shops

which are coming and the items are listed according to the shops. In terms of the order of appearance on the road and then apart from these things you can train your mind and memory by certain other simple techniques once I think that I find it very easy and quite beneficial even in exams.

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TRAINING YOUR MIND AND MEMORY

- ❖ Use numbers and alphabets for recalling names which are on the edge of your memory.
- ❖ For instance, you know that you will get the name if you somehow recollect the beginning. Often you may remember the end, but not the beginning or vice versa.
- ❖ Let's say, you know that the name ends in "n". In such case, mentally you need to say each letter and end with "n". Such as a...n, b...n, c...n, until you reach v...n and suddenly you will remember that the name is "Varun"!
- ❖ You can practice this even for purchase list or any thing that you remember but find it difficult to recollect.



Dr. T. Raghavendra, Professor, IISc Bangalore, 17/10/2018

Even when you have to recollect something concepts names you can use numbers or alphabets for recalling names which are on the edge of your memory. So alphabets can be like Hindi or English or any of your language you use that and you can link the word or concept or name and when you forget it by saying that one by one you will actually get that in your mind. So let us like look at an example for instance you know that you will get the name if you somehow recollect the beginning in most of the cases either you remember the beginning or you remember the end of something a name or a thing.

But if you get either the beginning or the end so you will be able to remember this. So let us say you know that the name ends with this sound no n so in such case mentally you need to say each letter of the alphabet and then end that with n. Such as so a N and then be n so you will know okay a and it is not Ashwin. So it is not bacon or something see n okay d en and when you go

one by one and then when you reach ven so it might strike in your mind immediately that oh that is Varun.

So you got it so you can do this even when you are not able to recollect very quickly while talking to the person mentally you can very quickly rush through and then get the name and then say that higher on how are you okay. And in exams you can again linked contacts and then that particular word let us say that is a keyword or that is the one word answer that you are not able to remember. So that again you use this method at least try to say the alphabet by the time you reach even midway. So you will be able to get it you can practice this even for purchase list or anything that you remember.



But find it difficult to recollect other tips for training your mind and memory focus on activity at hand this very important that concentration when you concentrate so mind absorbs things and it is easy for the mind to retain it in memory. For example when you read although you may say that I am reading and then listening to songs. So then the reading is easy for me actually you are not letting your mind and memory work very efficiently okay. Sometimes you try to handle monotonous tasks by keeping the TV on or listening to music but normally if you want to read something and remember that for a long time.

And when you read something serious let us say for your exam or for your presentation you are preparing something avoid keeping the TV on or the tape recorder on so do not listen to something and then keep your mind ears occupied.

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TRAINING YOUR MIND AND MEMORY

- ❖ **Focus on the activity at hand. When you read, avoid keeping the TV on. It's easy for the mind to remember when it can concentrate on one single task.**
- ❖ **Register details in your mind. For instance, while locking your home/ office do not think of something else. If you don't pay attention and let your mind jump to some other thought at the time of locking, your mind will not register the fact that you had locked the door. Then, you will keep doubting whether you locked the door or not, and will waste time going back to check for your satisfaction.**
- ❖ **Play games/ practice activities that will need your memory. Working out puzzles, playing chess, and learning a new language, for instance, keep the mind active.**
- ❖ **Avoid using calculator for simple calculations; use your memory!**



Dr. T. Sakthivel, Retired IIT Engineer, Chennai, India

And then again you are forcing that to remember something that you are absorbing through your eyes and then taking it to your mind. It is easy for the mind to remember when it can concentrate on one single task. And when you do something register details in your mind so usually you just do something with a big mindset and then you do not figure out details this happens to people normally for instance. While locking your door at your home or at your office you should not think of something else. Now if you do not pay attention at that time that you are locking the door and let your mind jump to some other thought.

So usually you just do something with a big mindset and then you do not figure out details this happens to people normally for instance while locking your door at your home or at your office you should not think of something else, now if you do not pay attention at that time that you are locking the door and let your mind jump to some other thought so you lock but your mind is thinking oh I have to meet that person on the way so will that person be there in the canteen I have to rush already it's getting late.

Now when you are locking it your mind is not there but off of the way there will be a nagging feeling in your mind because you let it jump at that moment so your mind in register the fact that

you have locked the door and it will keep on nagging and giving you the doubt and you will keep on asking today lock the door, so and then it's very dangerous in this place to leave it unlocked and then net4anybody can enter and then instead of making that appointment in time you will rush back to check and you will find that it is locked okay.

But that is just for your satisfaction so you will go back to check again why it happens because while locking your mind jumped on something else and you did not pay attention so that paying attention and not letting the mind jump and telling the mind and making the memory register that you locked it is very important, you can also keep the mind active and keep your memory very lively by keeping the brain active such as by playing games which will involve any kind of mental activity.

And then that will stimulate the mind to think keep certain facts in mind or practice activities that will need your memory things like working out puzzles like a playing Scrabble playing chess and learning a new language which again is a challenge so mind has to remember, so many things so they all keep the mind active and today for even small thing we do not use our mind and memory and then the sort of relay completely on the electronic gadgets and then use them as projections and we completely rely on them.

So what you should do for example for the simple calculation you do not go to the calculator so use your memory use your mind so he whenever you go to calculator for small thing you are depriving of your mind and memory to practice to exercise and keep both of them acting so towards concluding this I would like to say that by using these tips suggestions and very experimental voice thoughts by great experts in mind and memory whose thoughts and books I have shared it with you and I am going to show that the end of this lecture also you should be well organized.

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BE WELL-ORGANISED

When you become well-organized you will—

- Be completely in control of you life**
- Be efficient in getting your jobs done in time**
- Always remember where you have kept important things**
- Always remember important dates and appointments**
- And never forget birthdays and anniversaries of people close to you!**

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BE WELL-ORGANISED: SYSTEMS, ACQUISITION, & EFFICIENCY


And when you are very organized what are the benefits you will be completely in control of your life and you will be efficient in getting your jobs done in time. So you will do more things than the normal people and much more efficiently than the normal people that is because you are using your mind in a very organized manner and using your memory to the maximum and using your mind power for one hundred percent and you will always remember very have kept important things you will not search for the keys.

So you not search for those files even if you have missed placed it you will recall it very quickly and you will always remember important dates and appointments and you will never forget birthdays and anniversaries of people close to you, so that the relationship gets enriched instead of getting embittered when you forget the important functions of people who are close to you now let me conclude this with two important thinking in terms of the art of living the first one is from button wrestle he says to be without some of the things you want.

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The Art of Living . . .

“To be without some of the things you want is an indispensable part of happiness.”



-Bertrand Russell

**“For of all sad words of tongue or pen,
The saddest are these: ‘It might have been!’”**

-John Greenleaf Whittier

Dr. Pankaj M. Mishra, PhD (Psychology) / IIT Kanpur

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It is an indispensable part of happiness now in the entire program entire course I have been telling that develop your soft skills so that you can get this develop your personality so that you can achieve this you can accomplish this okay, but I also told you that it is important that you compete with yourself you develop for yourself and then you do not try to compete with someone and whatever you get you will get it for yourself.

But at the same time in this world you may not get everything that you are aspiring for so Russell says that even if you do not get some of the things you want he says that X an indispensable part of happiness so he says that does not matter that sense of lack that I did not have that but I am having certain other things. So that is important for really feeling happy rather he says if you have everything whatever you want in life if you have everything with you he is implying that you will be unhappy you will not really be happy.

Now let us look at the next one from John Greenleaf Whittier, so he also makes another interesting thing that you should remember throughout your life he says form of all sad words of tongue or pen it is that all the words which are spoken which are some in the form of poems are written as voice thoughts the saddest or these whatever is said or water is written he says the

Try to get them improve your memory and then try to know more about your mind cover and try to improve that also I hope with this once you will be able to develop your mind your memory and then enhance your soft skills as well as achieve whatever you want in this life without distance of regret wish you all success and thank you for watching this video have a nice day thanks again.

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