



**TOYOTA**  
Quality Revolution



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**NEWSLETTER**

**VOL. 2 NO.2, FEB. EDITION 2010**



## 4 TRICKS TO IMPROVE YOUR MEMORY...

### 1. Don't forget to be aware :

This exercise is a helpful memory device "Become aware and be observant of every thing. Wherever you put your keys, be aware of it. be conscious of every little action that you do. And as you're doing each thing, you can reinforce it by making a mental note to yourself. When you do this on a daily basis, this will increase your ability to remember things. Most of the time the reason is that you're too busy to pay attention.

### 2. Organized in life, organized in mind :

When you are organized in your home, you are organized in your mind. Designate a special area for all items. if you take the tool out of the toolbox, always put the tool back in the toolbox where it belongs. Choose a space where you will collect bills or checks - and put them in the same place every time. Having this organization will not only help you remember, it will save precious memory space for you to fill with more important things.

### 3. Seeing is remembering :

Another trick to help you to remember things is to see them. Many people are visual and remember better with a visual reminder. If there are certain things that you need to work on, put the document out where you're going to see it and remember to work on it. Or leave yourself a note on the breakfast table where you will be sure to see it. Keep what you need within your visual field and you won't forget ! You remember, it will save precious memory space for you to fill with more important things.

### 4. Herbal teas to remember :

Many herbs and supplements have been researched and found to help improve your cognitive capabilities. Sit back and let these herbs keep your brain young and your memory sharp : Green tea, the leaf of the ginkgo tree, Chinese herbs.

