全球银龄学院

Global Academy of Lifelong Learning

Memory Techniques

记忆技巧

A self-study course in 8 lessons

自学课程，共 8 课

Practical techniques for everyday life

日常生活实用技巧



全球银龄学院 / Global Academy of Lifelong Learning

This course is for learning and everyday use. It teaches memory skills; it does not diagnose any condition, and it does not claim that any

technique prevents or reverses dementia.

本课程仅供学习和日常使用。它传授记忆技巧，不诊断任何疾病，也不声称任何技巧可以预防或逆转痴呆。

Welcome / 欢迎

Welcome to Memory Techniques! This is a self-study course, so you can work through it at your own pace — one lesson a day, one a week, or all in your own rhythm. Each lesson takes about 60 minutes. Every lesson ends with a short self-graded quiz so you can check your own learning. You do not need to send your answers anywhere.

欢迎来到《记忆技巧》！这是一门自学课程，您可以按照自己的节奏学习——每天一课、每周一课，或者完全按自己的安排。每课大约需要 60 分钟。每课末尾都有一份简短的自测小测验，方便您自己检查学习效果，无需向任何人提交答案。

What you need: this course book, a pen, and a small notebook for your own memory notes. That is all.

您需要准备的：本课程讲义、一支笔和一本小笔记本，用来记录您自己的记忆笔记。仅此而已。

A note about when to see a doctor / 何时看医生的提示

Forgetting a name now and then, or walking into a room and forgetting why, is a common part of getting older. But if memory problems interfere with daily life, if you get lost in familiar places, have trouble following conversations, or notice a rapid change, please see a doctor and talk it over. This course teaches practical skills; it does not diagnose anything, and a doctor is the right person for health questions.

偶尔忘记一个名字，或者走进房间却忘了要做什么，是年长后常见的现象。但是，如果记忆问题影响了日常生活，或者您在熟悉的地方迷路、难以跟上谈话，或者发现记忆迅速变差，请去看医生并与医生谈谈。本课程传授实用技巧，不诊断任何疾病，健康问题请咨询医生。

Lesson 1 / 第 1 课

How Memory Works and How It Changes as We Age

记忆是如何工作的，以及它如何随年龄变化

> **Goal / 学习目标：** By the end of this lesson, you can explain in your own words how memory works in three steps, and tell the difference between normal age-related change and signs worth discussing with a doctor.
>
> 学完本课，您能用自己的话说明记忆工作的三个步骤，并区分正常的年龄相关变化与值得向医生咨询的迹象。

How memory works / 记忆是如何工作的

Memory works in three steps. First, we **take in** information — we notice it through our senses. Second, we **store** it, by connecting it to things we already know. Third, we **bring it back** when we need it. When we "forget," the problem is usually in step one or step three: we never really noticed it in the first place, or we stored it without a good link to find it again. That is good news,

because both steps can be improved with practice — and that is what this whole course is about.

记忆分三个步骤工作。第一，**接收**信息——我们通过感官注意到它。第二，**储存**它——把它与已知的事物联系起来。第三，在需要时**提取**它。当我们“忘记”时，问题通常出在第一步或第三步：我们当初根本没有真正注意到它，或者储存时没有建立好便于找回的联系。这是个好消息，因为这两个步骤都可以通过练习改善——而这正是本课程的全部内容。

Normal change as we age / 随年龄增长的正常变化

As we age, it is normal to learn new things a little more slowly, and to need a moment longer to recall a name or a word. The information is usually still there — it just takes a little longer to find. This is different from warning signs, such as forgetting important information you just learned, getting lost in a familiar place, having trouble following a conversation or a familiar recipe, or a rapid change noticed by family. If you notice those signs, see the doctor's note in the Welcome section.

随着年龄增长，学习新东西稍慢一些、回想名字或词语需要多一点时间，都是正常的。信息通常还在——只是找起来需

要多花一点时间。这与以下迹象不同：忘记刚刚学到的重要信息、在熟悉的地方迷路、难以跟上谈话或熟悉的菜谱，或者家人注意到记忆迅速变化。如果您注意到这些迹象，请参阅欢迎部分的看医生提示。

Step by step / 一步一步来

1. **Notice on purpose.** When you want to remember something, stop for three seconds and say it to yourself. / **有意注意。**想记住某件事时，停下来三秒钟，在心里对自己说一遍。
2. **Connect it.** Ask: "What does this remind me of?" Every connection is a path back to the memory. / **建立联系。**问自己：“这让我想起了什么？”每一个联系都是一条找回记忆的路径。
3. **Use it soon.** Recall it once within the same day — saying it aloud, writing it down, or telling someone. / **尽快使用。**当天就回忆一次——大声说出来、写下来，或者告诉别人。

> **Try this / 试一试：** Look at this list for 30 seconds, then cover it and write down what you remember: milk, keys, umbrella, apple, newspaper. Now try again, but this time make a little story: "I drink *milk* while holding my *keys*, I open my *umbrella* to catch a falling *apple*, and I wrap it in the *newspaper*." Notice how the story makes it easier.

看下面这个清单 30 秒，然后盖住它，写下您记得的内容：牛奶、钥匙、雨伞、苹果、报纸。再试一次，这次编一个小故事：“我喝着*牛奶*，手里拿着*钥匙*，撑开*雨伞*接住一个掉下来的*苹果*，再用*报纸*把它包起来。”注意故事如何让记忆变得更容易。

Check yourself / 自我检查 — Lesson 1 Quiz

1.What are the three steps of memory? / 记忆的三个步骤是什么?

2.When we forget, is the problem usually that the memory is gone forever? / 当我们忘记时，问题通常是记忆永远消失了吗？

3.True or false: needing a little longer to recall a name is a normal part of aging. / 判断正误：回想名字需要多一点时间是衰老的正常现象。

4.Which of these is a sign worth discussing with a doctor: (a) sometimes forgetting why you walked into a room, (b) getting lost in a familiar place? / 以下哪项是值得向医生咨询的迹象：(a) 有时忘了走进房间要做什么，(b) 在熟悉的地方迷路?

5.What is one thing you can do within the same day to strengthen a new memory? / 当天做哪一件事可以加强新记忆？

Answers / 答案： 1. Take in, store, bring back. / 接收、储存、提取。 2. No — usually we did not notice it fully, or stored it without a good link. / 不是——通常是因为当初没有充分注意，或者储存时没有建立好联系。 3. True. / 正确。 4. (b). 5. Recall it once — say it aloud, write it down, or tell someone. / 回忆一次——大声说出来、写下来，或者告诉别人。

Lesson 2 / 第 2 课

Paying Attention First: Focus, Listening, and Reducing Distractions

首先集中注意力：专注、倾听与减少干扰

Goal / 学习目标： By the end of this lesson, you can use three attention habits that help you remember names, instructions, and appointments the first time you hear them.

学完本课，您能运用三种注意力习惯，帮助您在第一次听到名字、指示和约会时就记住它们。

Why attention comes first / 为什么注意力是第一步

Most "forgetting" is really "never noticing." If you were thinking about something else when someone told you their name, your brain never took it in — and no technique can bring back what was never stored. Attention is the doorway: nothing gets in unless you open it. The good news is that attention is a habit, and habits can be trained at any age.

大多数“遗忘”其实是“从未注意”。如果别人在告诉您名字时，您心里在想别的事，大脑根本没有接收它——而从未储存的东西，任何技巧都无法找回。注意力就是大门：只有打开它，信息才能进入。好消息是，注意力是一种习惯，而习惯在任何年龄都可以训练。

Step by step / 一步一步来

1. **Stop and face it.** When something matters, pause what you are doing, look at the person or the paper, and listen. / **停下来，正对它。** 当某件事重要时，暂停手头的事，看着对方或纸面，认真听。
2. **Repeat it back.** Say it aloud right away: "Nice to meet you, Mrs. Chen." Hearing your own voice doubles the impression. / **立即复述。** 马上大声说出来：“很高兴认识您，陈女士。”听到自己的声音会加深

印象。

3. **Remove one distraction.** Turn down the television, put the phone face down, or move to a quieter corner for the important minute. / **去掉一个干扰。**把电视声音调小、把手机扣着放，或者走到安静的角落度过这关键的一分钟。
4. **Write it within the hour.** A note in your notebook or on the calendar locks in what attention captured. / **一小时内写下来。**记在笔记本或日历上，可以巩固注意力捕捉到的内容。

> **Try this / 试一试：** Ask a family member or friend to read you a short set of instructions, for example: "Go to the pharmacy, pick up two items, and call me when you get home." First try it while the television is on. Then try a second set of instructions with the television off, facing the speaker, and repeating the instructions back. Compare how much you remembered each time.
> 请家人或朋友给您读一段简短的指示，例如：“去药房，取两样东西，到家后给我打电话。”先在电视开着的情况下试一次。再试第二段指示，这次关掉电视、面对说话人并复述指示。比较两次您记住了多少。

Check yourself / 自我检查 — Lesson 2 Quiz

> 1.What is the most common real cause of "forgetting" a name you just heard? / 刚听到的名字“忘记了”，最常见的真正原

因是什么?

2.Name two distractions you can remove when something important is being said. / 说出两种在重要谈话时可以去掉的干扰。

3.Why does repeating something aloud help? / 为什么大声复述有帮助?

4.True or false: writing a note later is a good partner to paying attention now. / 判断正误：事后写笔记是当下集中注意力的好帮手。

5.What should you do first when someone is about to tell you something important? / 当别人要告诉您重要事情时，您首先应该做什么?

Answers / 答案： 1. You never really noticed it — attention was elsewhere. / 您根本没有真正注意——注意力在别处。 2. Any two: television, phone, background noise, doing another task. / 任意两项：电视、手机、背景噪音、同时做别的事。 3. Hearing your own voice gives the memory a second impression. / 听到自己的声音会给记忆留下第二重印象。 4. True. / 正确。 5. Stop, face the

person, and listen. / 停下来，面对对方，认真听。

Lesson 3 / 第 3 课

Association: Linking New Information to What You Already Know

联想：把新信息与已知联系起来

Goal / 学习目标： By the end of this lesson, you can use association to remember a new word, a new fact, or a new person's name by linking it to something you already know well.

学完本课，您能运用联想，把新词语、新知识或新人的名字与您熟悉的事物联系起来，从而记住它们。

Why links work / 为什么联系有效

A new memory floating alone is easy to lose. A new memory tied to something strong — a familiar face, a song, a place, a funny picture — has a rope to pull it back. Memory champions and ordinary people use the same secret: they never try to remember something alone; they always attach it to something else.

孤零零的新记忆很容易丢失。而与熟悉的事物——一张熟悉

的面孔、一首歌、一个地方、一幅有趣的画面——绑在一起的新记忆，就有了一根可以把它拉回来的绳子。记忆高手和普通人用的都是同一个秘诀：他们从不孤立地记东西，总是把它附着在别的东西上。

Step by step / 一步一步来

1. **Find a hook.** Look at the new thing and ask: "What does this sound like, or look like, that I already know?" A man named Mr. Baker might remind you of bread. / **找一个挂钩。**看着新事物，问：“它听起来或看起来像我已经知道的什么？”一位姓 Baker（贝克）的先生可能让您想起面包。
2. **Make it vivid and funny.** The sillier and more exaggerated the picture, the better it sticks. Imagine Mr. Baker wearing a tall baker's hat. / **让画面生动有趣。**画面越滑稽、越夸张，记得越牢。想象 Baker 先生戴着一顶高高的面包师帽子。
3. **Feel it or move it.** Add sound, smell, or movement to the picture: the smell of fresh bread, the hat wobbling. / **加入感觉或动作。**给画面加上声音、气味或动作：新鲜面包的香味、摇晃的帽子。
4. **Recall it once.** A few minutes later, look at the name again and rebuild the picture. / **回忆一次。**几分钟后，再看一遍名字，重新构建画面。

Try this / 试一试： Make associations for these three made-up introductions: (1) Mrs. Rose, who loves gardening; (2) Mr. Long, who is very tall; (3) Dr. Sunny, who always smiles. Draw or describe a vivid picture for each. Tomorrow, try to recall all three names from the pictures alone.

为下面三位虚构人物做联想：(1) 喜欢园艺的 Rose 女士；(2) 个子很高的 Long 先生；(3) 总是微笑的 Sunny 医生。为每人画一幅或描述一幅生动的画面。明天，仅凭画面试着回忆这三个名字。

Check yourself / 自我检查 — Lesson 3 Quiz

1.Why does a new memory tied to something familiar last longer? / 为什么与熟悉事物绑在一起的新记忆能保持更久？

2.What is a "hook"? Give an example. / 什么是“挂钩”？请举一个例子。

3.True or false: a boring, plain picture works better than a silly, vivid one. / 判断正误：平淡无奇的画面比滑稽生动的画面更有效。

4.Make an association for a new neighbor named Mr. Fisher who likes to cook. / 为一位喜欢做饭、姓 Fisher（费希尔）的

新邻居做一个联想。

5.After making an association, what should you do a few minutes later? / 做好联想后，几分钟后应该做什么？

Answers / 答案： 1. The familiar thing gives you a path to pull the memory back. / 熟悉的事物为您提供了一条找回记忆的路径。 2. Something you already know that the new thing reminds you of — e.g., Baker → bread. / 新事物让您想起的已知事物——例如 Baker 让人想起面包。 3. False — vivid and funny sticks better. / 错误——生动有趣的画面记得更牢。 4. Any vivid link, e.g., Mr. Fisher holding a fish he is about to cook. / 任何生动的联系，例如 Fisher 先生拿着一条正准备烹饪的鱼。 5. Recall it once by rebuilding the picture. / 通过重新构建画面回忆一次。

Lesson 4 / 第 4 课

Visualization and the Method of Loci (Memory Palace)

形象化与位置记忆法（记忆宫殿）

Goal / 学习目标： By the end of this lesson, you can use a familiar route through your home as a "memory palace" to remember a list of ten items in order.

> 学完本课，您能把熟悉的家中路线用作“记忆宫殿”，按顺序记住十件物品的清单。

Your home is a filing cabinet / 您的家就是一个档案柜

The method of loci is one of the oldest memory techniques in the world. You take a route you know perfectly — the rooms of your home, in order — and you place each thing you want to remember at one stop along the route, as a vivid picture. To recall the list, you simply walk the route in your mind and "see" each item. Because the route never changes, the order never gets lost.

位置记忆法是世界上最古老的记忆技巧之一。您选择一条非常熟悉的路线——家中的各个房间，按顺序——把要记住的每样东西以生动的画面“放”在路线上的一个站点。要回忆清单时，只需在脑海中走一遍路线，就能“看到”每样东西。因为路线永远不变，顺序也就不会乱。

Step by step / 一步一步来

1. **Choose ten stops.** For example: front door, living-room sofa, television, kitchen table, stove, refrigerator, bathroom mirror,

bedroom bed, closet, balcony. Always use the same order. / **选十个站点。**例如：大门、客厅沙发、电视机、餐桌、炉灶、冰箱、浴室镜子、卧室床、衣柜、阳台。顺序永远固定。

2. **Place one item at each stop — vividly.** For a grocery list, picture a giant bottle of milk blocking the front door, eggs cracking open on the sofa, and so on. / **在每个站点生动地放一件物品。**例如购物清单：想象一大瓶牛奶挡住大门，鸡蛋在沙发上裂开，以此类推。
3. **Walk the route to recall.** Close your eyes, walk from the front door to the balcony, and name what you see at each stop. / **走路线来回忆。**闭上眼睛，从大门走到阳台，说出每个站点看到的东西。
4. **Reuse the same route.** You can clear the pictures and use the same ten stops for a new list tomorrow. / **重复使用同一条路线。**您可以清除画面，明天用同样的十个站点记一份新清单。

> **Try this / 试一试：** Use your own ten stops to memorize this shopping list in order: milk, eggs, rice, tomatoes, soap, toothpaste, bananas, tea, bread, apples. Place them, walk the route, and write the list from memory. Then try it again an hour later.
>
> 用您自己的十个站点，按顺序记住这份购物清单：牛奶、鸡蛋、大米、番茄、肥皂、牙膏、香蕉、茶叶、面包、苹果。放好物品，走一遍路线，凭记忆写下清单。一小时后再试一次。

Check yourself / 自我检查 — Lesson 4 Quiz

1.What is a "memory palace"? / 什么是“记忆宫殿”？

2.Why does the method of loci keep a list in order? / 为什么位置记忆法能保持清单的顺序?

3.True or false: you must use a different route for every new list. / 判断正误：每份新清单都必须用不同的路线。

4.How many items should you place at each stop when you are starting out? / 刚开始时，每个站点应该放几件物品?

5.What do you do to recall the list? / 要回忆清单时，您应该做什么?

Answers / 答案： 1. A familiar route (like rooms in your home) used as stops for vivid pictures of things to remember. / 一条熟悉的路线（如家中的房间），用作放置待记事物生动画面的站点。 2. The route's order never changes, so the items stay in order. / 路线的顺序永远不变，所以物品的顺序也不会乱。 3. False — you can reuse the same route. / 错误——同一条路线可以重复使用。 4. One item per stop. / 每个站点一件。 5. Walk the route in your mind and "see" each item. / 在脑海中走一遍路线，

> “看到”每样东西。

Lesson 5 / 第 5 课

Chunking and Organizing: Numbers, Lists, and Steps

分块与整理：数字、清单和步骤

> **Goal / 学习目标：** By the end of this lesson, you can break a long number, a long list, or a multi-step task into small groups that are much easier to remember.
>
> 学完本课，您能把长数字、长清单或多步骤任务分成容易记住的小组。

Small groups are easier / 小组更容易记住

Short-term memory holds only a few things at once — about three or four groups. That is why phone numbers are printed in groups (like 555-013-2468) instead of one long string. "Chunking" means grouping information on purpose: a ten-digit number becomes three small groups; a twelve-item shopping list becomes four groups of three (dairy, vegetables, cleaning, breakfast). Organizing first makes remembering second much easier.

短期记忆一次只能容纳少量内容——大约三四个组。这就是为什么电话号码要分组印刷（如 555-013-2468），而不是一长串数字。“分块”就是有意地把信息分组：十位数字变成三个小组；十二件物品的购物清单变成四个小组（乳制品、蔬菜、清洁用品、早餐）。先整理好，记忆就容易得多。

Step by step / 一步一步来

1. **Count, then group.** Look at the whole list or number first, then split it into groups of two, three, or four. / **先数数，再分组。**先看整个清单或数字，再把它分成两、三或四个一组。
2. **Give each group a name.** "Dairy: milk, eggs, cheese." A name is one thing to remember instead of three. / **给每组起个名字。**“乳制品：牛奶、鸡蛋、奶酪。”记住一个名字比记住三样东西容易。
3. **Turn numbers into meaning.** For a PIN or phone number, look for a familiar pattern — a year, an age, a date. 1949 might be "the year a friend was born." / **让数字有意义。**对于密码或电话号码，找找熟悉的模式——年份、年龄、日期。1949 可以是“一位朋友出生的年份”。
4. **Write the groups down once.** Then practice recalling the groups, not the single items. / **把分组写下来一次。**然后练习回忆各个小组，而不是单个物品。

> **Try this / 试一试：** Chunk this phone number and this list.

Number: 2125550147. List: milk, carrots, soap, eggs, potatoes, shampoo, cheese, onions, toothpaste, butter, tomatoes, towels. First try remembering them ungrouped, then grouped (number: 212-555-0147; list: dairy, vegetables, bathroom). Which way worked better?

给这个电话号码和这份清单分块。号码：2125550147。清单：牛奶、胡萝卜、肥皂、鸡蛋、土豆、洗发水、奶酪、洋葱、牙膏、黄油、番茄、毛巾。先试试不分组记忆，再试试分组记忆（号码：212-555-0147；清单：乳制品、蔬菜、洗浴用品）。哪种方法效果更好？

Check yourself / 自我检查 — Lesson 5 Quiz

1.What is chunking? / 什么是分块?

2.Why are phone numbers printed in groups? / 为什么电话号码要分组印刷?

3.True or false: a group name can stand for several items at once. / 判断正误：一个组名可以同时代表好几样东西。

4.Chunk this list into three groups: apples, rice, soap, bananas, noodles, shampoo. / 把这份清单分成三组：苹果、大米、肥皂、香蕉、面条、洗发水。

5.What is one way to make a number meaningful? / 让数字有意义的一种方法是什么?

Answers / 答案： 1. Grouping information into small groups on purpose. / 有意地把信息分成小组。 2. Because short-term memory holds only a few groups at once. / 因为短期记忆一次只能容纳几个小组。 3. True. / 正确。 4. Fruit: apples, bananas; food staples: rice, noodles; bathroom: soap, shampoo. / 水果：苹果、香蕉；主食：大米、面条；洗浴：肥皂、洗发水。 5. Link it to a familiar pattern, like a year, age, or date. / 把它与熟悉的模式联系起来，如年份、年龄或日期。

Lesson 6 / 第 6 课

Names and Faces: Remembering People

姓名与面孔：记住他人

Goal / 学习目标： By the end of this lesson, you can use a four-step routine to remember the names of people you meet at a gathering, a class, or a family event.

学完本课，您能运用四步方法，记住在聚会、课堂或家庭活动中认识的人的名字。

Why names are hard / 为什么名字难记

Names are hard for everyone, because a name usually has no meaning to attach to — "Mrs. Lin" does not tell you anything about Mrs. Lin. Faces are easier, because faces are visual. So the trick is to give the name something to hold on to: repeat it, link it, and connect it to the face. And be kind to yourself: forgetting a name is normal, and most people are happy to hear "Please remind me of your name" said with a smile.

名字对所有人都难记，因为名字通常没有可以附着的含义——“林女士”这个名字本身没有告诉您关于林女士的任何信息。而面孔比较容易记，因为面孔是视觉的。所以诀窍是给名字找一个依托：复述它、联想它、把它与面孔联系起来。同时要对自己宽容：忘记名字很正常，大多数人听到您微笑着说“请再告诉我您的名字”都会乐意重复。

Step by step: the four-step routine / 一步一步来：四步方法

1. **Listen and repeat.** "Nice to meet you, Mr. Wang." Use the name right away, and again a minute later. / **听清楚并复述。**“很高兴认识您，王先生。”马上用一次名字，一分钟后再用一次。

2. **Find a link.** Wang → "a king's crown"? Or "Mr. Wang likes fishing, like my uncle Wang"? Any link works. / **找一个联系。**Wang 让人想起“国王的皇冠”？或者“王先生喜欢钓鱼，像我王叔叔”？任何联系都可以。
3. **Connect it to the face.** Pick one noticeable feature — glasses, a red scarf, a warm smile — and put your picture there. Mr. Wang's crown sits on his glasses. / **把它与面孔联系起来。**挑一个显眼的特征——眼镜、红围巾、温暖的笑容——把画面放在那里。王先生的皇冠就戴在他的眼镜上。
4. **Write it down after.** After the gathering, write the new names in your notebook with one detail each. / **事后写下来。**聚会结束后，把新名字记在笔记本上，每人附一条细节。

> **Try this / 试一试：** Look at old photographs of family gatherings and practice: for each person, say the name aloud, make a link, and connect it to one facial feature. Then cover the names and try to recall them from the faces. Do the same with the names of your grandchildren's friends or your neighbors.
> 翻看家庭聚会的老照片来练习：对每个人，大声说出名字、做一个联想、把它与一个面部特征联系起来。然后盖住名字，试着只看面孔回忆名字。也可以用孙辈的朋友或邻居的名字做同样的练习。

Check yourself / 自我检查 — Lesson 6 Quiz

1.Why are names harder to remember than faces? / 为什么名字比面孔更难记?

2.What are the four steps of the name routine? / 记住名字的四步方法是什么?

3.True or false: it is rude to ask someone to repeat their name. / 判断正误：请别人重复名字是不礼貌的。

4.You meet Mrs. Green, who wears a green coat. Make a face link for her name. / 您认识了穿绿大衣的 Green 女士。请为她的名字做一个面孔联系。

5.What should you do after a gathering to keep new names? / 聚会结束后，应该做什么来留住新名字?

Answers / 答案： 1. Names usually have no meaning to attach to, while faces are visual. / 名字通常没有可以附着的含义，而面孔是视觉的。 2. Listen and repeat; find a link; connect it to the face; write it down after. / 听清楚并复述；找一个联系；把它与面孔联系起来；事后写下来。 3. False — said with a smile, people are happy to repeat

> it. / 错误——微笑着请对方重复，对方通常很乐意。 4. Any vivid link, e.g., a picture of green leaves on her green coat. / 任何生动的联系，例如她绿大衣上的绿叶图案。 5. Write the names in your notebook with one detail each. / 把名字记在笔记本上，每人附一条细节。

Lesson 7 / 第 7 课

Everyday Memory: Appointments, Medications, and Where You Put Things

日常记忆：约会、药物和物品位置

> **Goal / 学习目标：** By the end of this lesson, you can set up three simple everyday systems: one place for appointments, one routine for medications, and one home for your keys, glasses, and wallet. 学完本课，您能建立三个简单的日常系统：一个记录约会的地方、一套服药的固定流程，以及钥匙、眼镜和钱包的固定存放处。

Systems beat willpower / 系统胜过意志力

The most reliable memory technique for daily life is not a trick at all — it is a system. You do not need to remember your appointment if it is written on the calendar you check every morning. You do not need to remember

whether you took your medicine if the pill box shows today's compartment empty. Good systems do the remembering for you, and they free your mind for the things that matter.

日常生活中最可靠的记忆技巧根本不是什么窍门——而是系统。如果约会写在您每天早上都会查看的日历上，您就不需要凭记忆记住它。如果药盒显示今天的格子已经空了，您就不需要回忆是否吃过药。好的系统替您记住事情，让您的大脑去关注真正重要的事。

Step by step / 一步一步来

1. **One calendar, checked daily.** Write every appointment in one place — a wall calendar or a phone calendar — and look at it every morning with your tea or breakfast. / **一个日历，每天查看。**把所有约会写在一个地方——墙上的挂历或手机日历——每天早上喝茶或吃早餐时看一眼。
2. **One routine for medications.** Use a weekly pill box, take medicines at the same time and place each day (for example, with breakfast), and check the box before you leave the table. Ask your doctor or pharmacist if you are unsure about any medicine. / **一套服药流程。**使用一周药盒，每天在同一时间和地点服药（例如早餐时），离开餐桌前检查药盒。对任何药物有疑问时，请咨询医生或药剂师。

3. **One home for small things.** Choose one bowl or hook by the door for keys, one tray for glasses, one spot for your wallet. Always put them back in the same place — even when you are in a hurry, especially when you are in a hurry. / **小物品的固定存放处。**在门口选一个碗或挂钩放钥匙、一个托盘放眼镜、一个固定位置放钱包。永远放回原处——即使赶时间，尤其是在赶时间的时候。
4. **Say it as you do it.** "Keys — in the bowl." Saying the action aloud turns an automatic moment into a memory. / **边做边说。**“钥匙——放进碗里。”把动作说出来，可以把无意识的瞬间变成记忆。

> **Try this / 试一试：** This week, set up your three systems: (1) write all of next week's appointments on one calendar; (2) set out a weekly pill box if you take regular medicines; (3) choose the bowl, tray, and wallet spot, and use them for seven days. At the end of the week, count how many times you had to search for something — and compare it with last week.
> 本周，建立您的三个系统：(1) 把下周的所有约会写在一个日历上；(2) 如果您定期服药，准备一个一周药盒；(3) 选好放钥匙的碗、放眼镜的托盘和放钱包的位置，坚持使用七天。周末数一数您找东西的次数，并与上周比较。

Check yourself / 自我检查 — Lesson 7 Quiz

1.Why is a system more reliable than trying hard to remember? / 为什么系统比努力记忆更可靠?

2.What are the three everyday systems in this lesson? / 本课介绍的三个日常系统是什么?

3.True or false: you should check your calendar only when you think you have an appointment. / 判断正误：只有当您觉得有约会时才需要查看日历。

4.What should you say aloud when you put your keys away, and why? / 放钥匙时应该大声说什么？为什么?

5.If you are unsure about a medicine, who should you ask? / 对药物有疑问时，应该问谁?

Answers / 答案： 1. The system does the remembering for you, so you do not depend on memory alone. / 系统替您记住，您就不必只依赖记忆。 2. One calendar checked daily; one medication routine; one home for keys, glasses, and wallet. / 每天查看的一个日历；一套服药流程；钥匙、眼镜和钱包的固定存放处。 3. False — check it

> every morning. / 错误——每天早上都要查看。 4. "Keys — in the bowl." Saying it aloud turns an automatic moment into a memory. / “钥匙——放进碗里。”把动作说出来可以把无意识的瞬间变成记忆。 5. Your doctor or pharmacist. / 医生或药剂师。

Lesson 8 / 第 8 课

Spaced Repetition and My Memory Plan: Keeping the Skills for Life

间隔重复与我的记忆计划：终身保持技巧

> **Goal / 学习目标：** By the end of this lesson, you can build your own memory plan: a short daily practice and a spaced-review rhythm that keeps these skills working for life.
> 学完本课，您能制定自己的记忆计划：简短的每日练习和间隔复习的节奏，让这些技巧终身发挥作用。

Review at growing intervals / 按逐渐拉长的时间间隔复习

Cramming — repeating something twenty times at once — feels useful, but it fades fast. Spaced repetition works better: review something after one day, then after three

days, then after a week, then after a month. Each review takes less effort than the last, and the memory lasts much longer. Five minutes of review, spread over weeks, beats an hour of cramming every time.

突击记忆——一次重复二十遍——感觉有用，但遗忘得很快。间隔重复效果更好：一天后复习一次，三天后再复习，一周后再复习，一个月后再复习。每一次复习都比上一次更省力，而记忆保持得更久。分散在几周内的五分钟复习，每次都胜过一小时的突击。

Step by step / 一步一步来

1. **Pick five minutes a day.** Attach practice to something you already do — with morning tea, review one name, one list, or one route from this course. / **每天抽五分钟。**把练习附着在已有的习惯上——早上喝茶时，复习本课程中的一个名字、一份清单或一条路线。
2. **Use the 1–3–7–30 rhythm.** For anything important (a new grandchild's teacher's name, a new medicine schedule), review it after 1 day, 3 days, 7 days, and 30 days. Mark the dates on your calendar. / **使用 1–3–7–30 节奏。**对于重要的事情（新孙辈老师的名字、新的服药时间表），在 1 天、3 天、7 天和 30 天后各复习一次。把日期标在日历上。
3. **Mix the techniques.** Use attention for names, association for new

words, the memory palace for lists, chunking for numbers, and systems for daily life. No single technique does everything. / **混合使用各种技巧。**记名字用注意力，记新词用联想，记清单用记忆宫殿，记数字用分块，日常生活用系统。没有任何一种技巧能包揽一切。

4. **Teach someone else.** Explaining a technique to a friend or grandchild is one of the strongest ways to fix it in your own memory. / **教给别人。**向朋友或孙辈讲解一种技巧，是把它牢牢固定在自己记忆中的最有效方法之一。

> **Try this / 试一试：** Choose one thing you want to remember this month — for example, the name of a new neighbor, or the steps of a new phone routine. Write it on your calendar for review on day 1, day 3, day 7, and day 30. Use a different technique each time: repeat it aloud, make an association, place it in your memory palace, and teach it to someone.
>
> 选一件这个月想记住的事——例如一位新邻居的名字，或者新手机操作流程的步骤。把它写在日历上，分别在第 1 天、第 3 天、第 7 天和第 30 天复习。每次用不同的技巧：大声复述、做联想、放进记忆宫殿、教给别人。

Check yourself / 自我检查 — Lesson 8 Quiz

> 1.Why does spaced repetition beat cramming? / 为什么间隔重

复胜过突击记忆?

2.What is the 1–3–7–30 rhythm? / 1–3–7–30 节奏是什么?

3.True or false: one technique is enough for everything you want to remember. / 判断正误：一种技巧足以应付所有想记住的事情。

4.Name two techniques from this course and one use for each. / 说出本课程中的两种技巧及其各自的用途。

5.Why is teaching someone else a strong way to remember? / 为什么教别人是牢固记忆的好方法?

Answers / 答案： 1. Each spaced review takes less effort and the memory lasts much longer. / 每一次间隔复习都更省力，而记忆保持得更久。 2. Review after 1 day, 3 days, 7 days, and 30 days. / 在 1 天、3 天、7 天和 30 天后各复习一次。 3. False — mix techniques for different jobs. / 错误——不同的任务要混合使用不同的技巧。 4. Any two, e.g., memory palace for lists; chunking for numbers; association for names. / 任意两种，例如：记忆宫殿用于清单；分块用于数字；联想用于名字。 5. Explaining forces you to organize and recall the skill yourself. / 讲解迫使您自己整理并回忆这项技巧。

My Progress Checklist / 我的学习进度表

Check off each lesson as you finish it. / 每完成一课，就打勾：

☐ Lesson 1: How Memory Works / 第 1 课：记忆是如何工作的

☐ Lesson 2: Paying Attention First / 第 2 课：首先集中注意力

☐ Lesson 3: Association / 第 3 课：联想

☐ Lesson 4: Visualization and the Memory Palace / 第 4 课：形象化与记忆宫殿

☐ Lesson 5: Chunking and Organizing / 第 5 课：分块与整理

☐ Lesson 6: Names and Faces / 第 6 课：姓名与面孔

☐ Lesson 7: Everyday Memory Systems / 第 7 课：日常记忆系统

☐ Lesson 8: Spaced Repetition and My Memory Plan / 第 8 课：间隔重复与我的记忆计划

My Memory Plan / 我的记忆计划

Write your answers here. / 在这里写下您的答案：

My five-minute daily practice time is: _____

我每天五分钟的练习时间是：_____

The technique I will use most is: _____

我最常用的技巧是：_____

My calendar spot is: _____

我的日历放在：_____

My keys bowl / hook is: _____

我的钥匙碗／挂钩在：_____

One person I will teach a technique to: _____

我要教给一位技巧的人是：_____

Remember / 请记住

If memory problems interfere with daily life, or you get lost in familiar places, have trouble following conversations, or notice rapid change, please see a doctor. This course teaches skills; it does not diagnose anything.

如果记忆问题影响日常生活，或者您在熟悉的地方迷

路、难以跟上谈话，或者发现记忆迅速变化，请去看医生。本课程传授技巧，不诊断任何疾病。