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اگر آپ کو کسی دوسری زبان یا شکل میں معلومات کی ضرورت ہو تو ، براہ کرم پوچھئے

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Jē tuhānū kisē hōra bhāśā jām phāramaiṭa vica jāṇakārī dī zarūrata hai, tāṁ kirapā karakē puchō

Jeśli potrzebujesz informacji w innym języku lub formacie, zapytaj

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# The Take Heart Programme workbook 1 Memory Skills

The Vascular  
Wellbeing Team

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# How can this help me?



The 'Take Heart' Programme is a brief course delivered over four sessions. It was designed to support people who have some memory challenges. Over the four sessions we will consider how to manage memory problems, attention and concentration, vascular risk factors as well as mental health and wellbeing.

# Memory Skills



## Aims

To learn skills and strategies that can be helpful to compensate for memory challenges to lessen the impact on day to day. functioning



## Remember

You may have been diagnosed with a memory difficulty that have arisen due to subtle brain changes. However it is important to be mindful of both your many strengths and abilities . Please remember any limitations you may have as a result of your memory difficulties which have no bearing on your intelligence. It is also useful to consider:

- Allowing more time for completing tasks
- Forward plan if you can
- Limit tasks or activities that exceed you current ability level
- Limit complex tasks when you are feeling physically or emotionally overwhelmed.



This will help avoid you feeling frustrated or anxious

## Slowed Information Processing

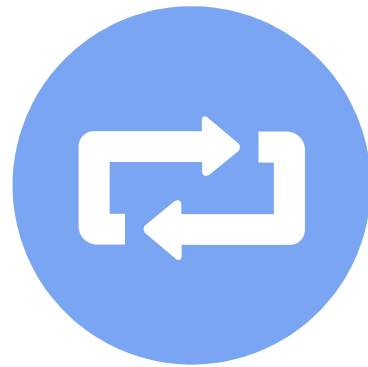
Try to plan additional time for the completion of tasks and set **SMART**

**S**pecific  
**M**easurable  
**A**chievable  
**R**ealistic  
**T**imed

goals. This will help minimise errors and frustration that can result from experiencing time pressures.



Memory efficiency may be compromised when information is presented too quickly or when too much material is presented at once. Therefore, new information should be broken down for you in smaller chunks.



Repeat the information ensures it is understood. This helps with memory encoding so you are more able to retrieve the information at another time .

## External Memory Skills

You may find benefit from using a memory/organisational notebook to keep important information in; this could include:

calendars, phone directories, and to-do lists.

The following guidelines may help you use this strategy:

- Add reminder to write information in organized sections of the planner/memory book.
- Family/friends can remind you to carry this organiser wherever you go and can encourage you to add new information, such as work schedule, information or upcoming appointments.

TIPS

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A family member or friend could periodically go through the organiser to update it, depending on how well you feel you are keeping it up.

**Daily Planner** Date: \_\_\_\_\_ M Tu W Th F Sa

Daily Routines	Weekly Chores
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<input type="checkbox"/>	
	<b>To Do</b>
	<b>Menu Plan</b>
	<b>Appointments/Errands</b>

**Healthy Habits**  
Water:            
Exercise: \_\_\_\_\_ min.

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## External Memory Skills

You may benefit from regularly writing information down and making reminders for yourself some examples are:

- keeping a notepad by the phone,
- Using Post-It notes,
- A dry wipe board set up in a central location.

A virtual digital assistant such as Amazon Alexa or Google Home can help by:

- Answering questions
- Read audio books
- Make telephone calls
- Message Reminders
- Tell you the time
- Make lists and keep track of the



Apps (applications) can be downloaded onto your Smartphone or tablet computer. can assist with memory challenges. There are lots of Apps available and can be found on your App store. Here are some that have been recommended by the Neuropsychologist magazine :

- Google Calendar
- Remember the Milk
- Evernote
- Momento
- Trello
- Any Do / Google Keep
- Google Maps
- Life 360
- Par King / Car Find
- Tile
- Titbits
- ICE



A digital voice reminder or Dictaphone that allows the user to instantly record and review short messages. This can be built into devices such as a smartphones. Family or friends may be helpful in showing you how to use this function.



You can set and use alarms to remind you of important events (e.g., to take medications, take blood sugars etc).



## The Environment

- If you have a tendency to lose important items, it can be helpful to set up a central location (e.g. a large bowl placed on an entry way table, box or basket) where these items such as, keys/wallet are always placed.



Labelling doors, drawers, cabinets, and dressers may be helpful in ""cueing" you to be able to find items.



Keys. Try to keep your keys in the same location. However you can add a key finder. These little devices make a noise if you whistle or clap. There are also electronic smart trackers you can clip on your keys. These are linked to a locator found in a downloadable App which shows you where your keys are.



## Attention and Concentration

Maintaining a predictable routine and structured environment may boost your ability to function.

When completing tasks, you should try to focus on one task at a time and complete it in its entirety before moving on to the next task

Minimizing background distractions when you are working on more complex tasks. For example, TV, radio or ongoing conversations in the background may hinder your ability to focus on the task at hand.





Regular breaks from tasks that require prolonged attention is useful. In general, regular breaks from complex tasks can help prevent lapses in attention, which can result in errors or frustration.

By outlining the steps required to complete a task prior to beginning it, can help ensure an organised approach. You can use the outline to refer to throughout the task as a reminder of the steps you needs to complete it.

Engagement in important activities may be best scheduled in at the time of day when you feel most alert.

Never Multi-task, it just doesn't work.

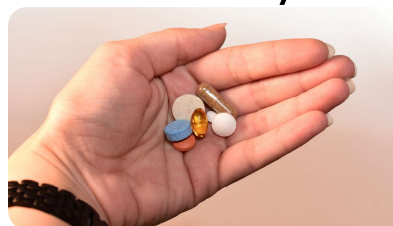
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## Initiation

Provision of environmental cues (e.g. visual signs, calendars, audible alarms) may be helpful in prompting the completion of tasks

Linking behaviours that “naturally” go together (e.g. taking medications before or with meals) may increase the likelihood of the target behaviour (e.g., taking medications) occurring.

If you lack initiation due to depression, strategies you have learned with your clinician to overcome this may be helpful.



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## Language Difficulties

Be open to different ways of communicating. This can mean drawing, using gestures or writing. This can actually help your speech.

If you do have speech or fluency difficulties you may wish to carry a card that lists emergency contact information that you can be use in the event that your family needs to be contacted and you feel you would be unable to relay the necessary information at that time.

If you are supported by a partner, friend or family member you may benefit from gentle prompting if you struggle.

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Take your time to communicate. Don't let others rush you.

You and those with whom you interact with are encouraged to remain patient when communicating. The more anxious you become the more difficult it can be.

In medical or other important appointments, it may be helpful to have a trusted family member or friend present to take notes, ask questions, and gather information to later review with the person.



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## Your Challenge!

Identify the different problems that you may experience due to your memory.

Read about the skills and strategies that may help you and find two that you would like to try.

Have a go at using these memory skills for the next thirty days.



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## Summary

Memory difficulties can be complex. It may not be just memory that is affected but also concentration and attention, language, initiation and Visio spatial problems.

Using memory skills and making changes in the home can help scaffold and support people to be more independent.

Memory problems can be frustrating but pre planning and making extra time to complete tasks and having regular breaks can help.

Anxiety and stress can exacerbate memory difficulties. Using techniques to help managing anxiety and stress can be of great help.

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**References**

**Urgent Care**