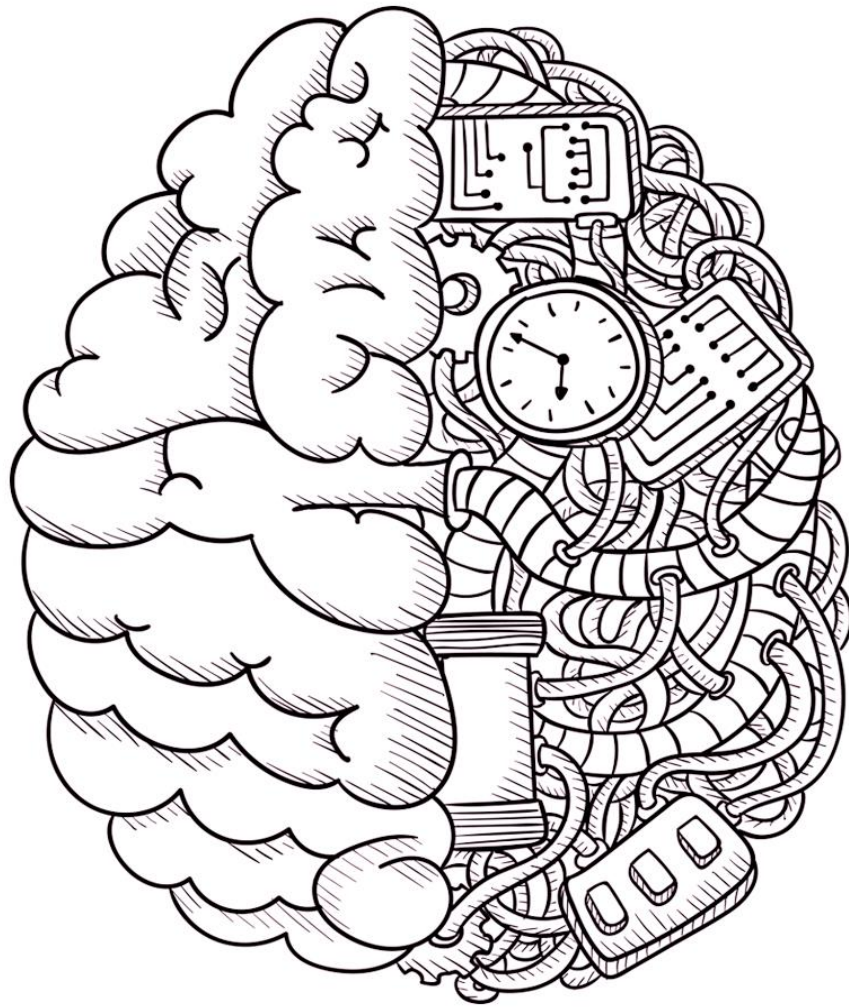


MIND & MEMORY MASTERY



**MASTER THE INNER SECRETS OF YOUR
MIND AND MEMORY AND LIVE YOUR FULL POTENTIAL**

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Foreword

Mind And Memory Mastery, “ *Master The Inner Secrets Of your Mind and Memory And Live Your Full Potential* is a noteworthy eBook that will enlighten you on how to grow both mental and emotionally through taking full charge of your brain processes. Varied and well researched ideas related to writers of positive motivation books particularly in regards to self confidence & mind control shall be considered throughout the eBook.

Here, several principles as well as factors that are tied to identifying the power within you through mind control will thoroughly be discussed. Researchers have proved that fine-tuning your mind and focusing deeply on certain relative phenomena will drastically improve your memory capabilities.

The author delves into the broad topic of personal growth which is fully realized when ones memory is functioning at optimum capacity. Mind And Memory Mastery will assist readers unfold their full potential through achieving personal goals and objectives. It will further help one overcome constant worries such as remembering people’s names, crucial meetings and also certain assignments.

This eBook shall further give you relative insight concerning basic lifestyle skills that will boost sharpness of your mind. Students, public speakers and other professionals who entirely depend on the power of memory will find precious information in this book. Loss of memory is a very sad state that can make others quickly lose interest in you as they may assume that you are not an attentive listener. However, this may not be true since your

memory malfunction may be rooted to clinical reasons such as psychological duress. Reading Mind And Memory Mastery eBook will give you great insight in regards to practical ways you can deal with such mind drawbacks.

Researchers have identified that memory loss can be related to other malfunctions such as incoherent speech. These can further lead to stress and low self esteem when the person feels like he/she is not communicating effectively to significant others. Mind And Memory Mastery will present the reader with relevant deep meditation skills that will be of great benefit for those in search of their true spiritual self.

You will master the art of mental relaxation which is vital in clearing away unwanted thoughts from your memory, thereby making you sharper. Make thoughts running through your mind serene by letting them flow but don't be over-attached onto them. Concentrate on your main purpose. Ensure that there aren't any distractions nearby. A distressed environment shall be impeding to your own mental progress. On the other hand, a serene and calm environment shall give the best results.

Mind And Memory Mastery

Master The Inner Secrets Of Your Mind And Memory And Live Your Full
Potential

Chapter 1:

An Overview of Memory

In this section you will be exposed to what memory really is and subcategories of the same.

- There are two types of memory which can either be long or short term. The latter is usually forgotten after it has served its purpose, while long-term memory stays with the person throughout his/her lifetime.
- Memory is ones ability to conveniently store, preserve and recall certain information as well as experiences. Conventional studies related to memory started in the area of philosophy; and they comprised procedures of artificially boosting memory.



Classes of Memory

Memory can be subdivided into three respective echelons which include sensory, short & long term ranks. Sensory memory roughly corresponds to the preliminary 300 milliseconds subsequent to perceiving an object. The capacity to glance at a substance then remember exactly how it appeared within a second is a good illustration of sensory recall at work.

Short term recollection allows one to remember only for a limited duration, not exceeding two minutes. And there are no rehearsals required here. Contemporary estimates regarding the aptitude of short-term recollection is low, generally averaging on about 4 to 5 small items. Nonetheless, memory capacity may be improved via a process known as ‘chunking.’

Many scholars believe that this kind of memory is chiefly dependant on particular acoustic codes vital for storage of such kinds of information, visual codes may also be applicable here but to a minor extent.

In contradiction, LTM can store quite large proportions of information for remarkably unlimited time duration which can be the individual’s entire lifespan. Its storage capacity is also incredibly great.

Many people believe that the different sections of memory are correlated in one way or another.

It is generally believed that technique and depth of actual processing are the major determinants of how experiences are stored up in ones memory, which is slightly different from rehearsal.

- Organization. Psychologists have identified that it's much simpler to memorize information that has been subcategorized than random data. For instance, it's much easier to recite alphabetical letters when arranged from A-Z than it is on the reverse.
- Distinctiveness. When information is associated in a distinctive manner rather than the regular way it would be much easier to remember. Loudly spelling out words is more memorable than when you just read information from a list.
- Effort. Memory is best retained when one puts more effort towards understanding certain information. The more you practice the better your recalling ability.
- Elaboration. People tend to recall descriptive paragraphs more than ambiguous sentences.

Categorization by Nature Of Information

There are some memory oriented scholars who have divided long-term recollection into declarative and also procedural subcategories. Declarative memory necessitates conscious recall. There are particular conscious procedures that need to call back certain information in the mind for proper storage. This is at times referred to as explicit memory because it comprises information which is openly stored and repossessed.

- Declarative memory may also be categorized into semantic & episodic memory. The latter comprises data specific to set contexts like place or time, while semantic memory is concerned with facts that are used from autonomous contexts.

- Semantic recollection permits one to encode abstract information concerning the world, like ‘London is the administrative capital of England.’ On the contrary, episodic memory is utilized in individual memory recollection on issues like emotions, sensations and also individual correlation of certain venues or time.
- Autobiographical memory is related to an individual’s episodic events that are difficult to be eliminated from memory, like your wedding eve or honeymoon. This form of visual memory generally results in actual priming plus it’s assumed there’s some perceptual demonstrational system which underlies this particular phenomenon.
- Topographical memory refers to ones capacity to appropriately be oriented in a set space; consequently one would distinguish and then tag along an itinerary, as well as distinguish familiar settings.

Methods of Memory Optimization

- Memorization refers to a system of learning which permits one to recall data in verbatim. Rote tutorial is the technique that’s used in this mode of memory recollection.
- To improve memory there are certain loosely connected sets of mnemonic ideologies and techniques which can be utilized to drastically enhance ones memory in standard memory art. These include healthy eating, stress reduction and physical fitness amongst others. Brain teasers along with verbal reminiscence tutorial procedurals will also be of great assistance. Researchers have

indicated that with such coaching it would only take 14 days for one to show improved word fluency, along with memory.

- However, you should supplement the above discussed procedurals with activities that increase blood flow to your brain such as reading and actively socializing. Reduce amount of stress that you have to improve on your memory. Stay away from emotional unsteadiness, depression and also try to get some proper sleep for the best results.

Memory Tasks

- Correspondence paired learning. This refers to a situation where one learns to relate a single word with significant others. For instance, when presented with one given word like 'safe' you will have to learn a corresponding remark like 'green' to stimulate automatic recollection of the two. This process occurs in a stimulus and rejoinder manner.
- Free recalling. In this process, the subject shall be requested to study a certain list of statements then afterwards recall or in-script several words which they will be able to remember.
- Recognition processes. Here, subjects are requested to recall a certain list of pictorials or words. Afterwards, they are requested to identify certain previously represented terminologies or pictorials that are set alongside a certain inventory of alternatives which weren't there in the preexisting list.

Chapter 2:

An Overview of the Practical Steps in Improving Mind Capability

In the first chapter, you have learnt exactly what memory is. Including the various components entailed in it. Here, our main focus would be assisting readers with operational skills that can be of great assistance for those that may wish to learn memorization techniques from home, at their own convenience.



Steps

1. Visualization; with both of your eyes firmly shut, one should try to envisage an exceptionally clear picture of the object to be remembered. Imagine that it's just a few meters from where you are, and visualize it in whole color. This has proved to work exceptionally well in boosting LTM.
2. Keep sessions short but productive. One should always ensure that experiments remain short, covering only 15min or lesser than this. Controlled brain work exercises will serve to minimize fatigue as well as boredom, all for better results.
3. Be patient. One vital condition required for effective memorization is persistence. Never be discouraged if success doesn't come immediately as this process is focused on achieving long rather than short-term goals & objectives. Nonetheless, when you have practiced for just a couple of days then success will start knocking on your door.
4. Stay far from all kinds of skeptics. These people have one main agenda of sidetracking those who are in the right path towards

boosting their memory. They have critical mindsets and would tend to challenge everything that you do. Listening to them will only instill doubt in your mind, and one will not be psychologically prepared to complete the various processes needed for realization of memory gain.

Other Techniques Vital In the Process

Most individuals take for granted the actual power of their minds. Our daily routines have made so us too busy that we don't take heed of our natural God given mind aptitude. This particular realization is usually linked to the individual's requisite to carry on in this bedlam and unpredictable society. Those lucky enough to identify their talents are only limited to what is conventional.

There are some well researched vital techniques that would drastically improve your brain's capacity to grasp up information. These systems are prepared and purposely designed to assist individuals attain higher levels of consciousness.

- Deep meditation is one of the applicable methods. Here, one learns how to finely focus energy on the inwards, plus maintain some form of balance as well as peace. Consequently, your mind shall be relaxed in such a way that you will be better positioned to mould it into whichever direction you wish. Doing away with bad habits, adequately empowering learning systems and achieving a striking mindset may be accomplished when one is at this particular state.

There are several guides as to how one can attain this deep meditative mindset, which includes the well celebrated transcendental meditation that produces several dramatic outcomes within minimal time duration.

- Attending yoga classes would also help a lot in assisting you attain a tranquil and favorable state. Their blend of standard ethnic melody, breathing procedures and style will aid one to appropriately sink into peace & utmost tranquility. All you need to do is just shut everything out of your psyche and release yourself. Other get relaxation and energy through the superb 'floatation method.' Here, all you got to do is just lay flat on a pool or tank's surface so as to attain deep relaxation and excellent learning. Consequently, one will be sufficiently invigorated and also re-energized.
- The other meaningful procedure is getting ones hands tied up on tape as well as digital file which has specifically been devised and mapped out to create noteworthy Binaural beats. Definite auditory frequencies can also be weaved over to the soundtrack in a bid to create a cortical rejoinder inside your brain. This will further generate brain waves which relatively match up to the mind status you wish to attain. Through appropriate regulation of brain signal frequencies one can proceed to settle up the mind up to a deep contemplative state. Through using supportive systems such as vocal assisted therapy and also visualization, one can mould up the subconscious and drastically improve mental power.

The above three tried, tested and proven techniques can assist anyone start up on the way to improved mental power, along with developing an altered

viewpoint and living status to the better. Always remember that your psyche is one of the very powerful entities in your body. Taking good care of your mind will benefit one in unique ways that will surprise you.

Tested Techniques in Boosting Mind Power

- Be very attentive and examine subject from various angles. Always pay full attention to the subject of study. You have to take heed so that you shall be in a better position to appropriately store this data into your mind.
- Constantly think through these vital events throughout the day so that they can be embedded in your mind. For you to store relevant and vital statistics or data for longer durations then the memory needs to be focused. Try and think through or constantly imagine that you are on the spot you wish to be, afterwards observe certain unique details. This shall allow you to boast a direct shortcut that will be of assistance in recognizing once more the data relevant to particular entities you would wish to distinguish once again.
- Convert data stored up in your brain into an image. Human beings are known to possess the most powerful pictorial memory. For such cases one can employ certain capabilities to opportunely recall entities which you wish to store or later recall after long time durations. Try and give clearer imagery for each topic, information or scenario such that it can be simpler to identify them.

Our brains are very different from those of other mammals in the sense that we are able to exhibit ‘neuroelasticity.’ This makes one proficient to learn, amend and also adjust data at whichever age the person is currently at. As

regards recalling, ones brain has capacity to appropriately reshape itself. You can successfully make good use of the brain's superior capacity to enhance your own memory as well as learning potentiality through mastering your inner strength.

- Teach relative concepts to other significant individuals. Coaching is a form of learning. As you instruct others you shall definitely revise your own unique knowledge and have better understanding of relative information.
- The Mnemonic System; this has been proven time and time again to be a very effective means of remembering stuff, particularly in instances of detecting long catalog lists. Here, the subject will have to associate certain words with other bizarre or familiar happenings. Psychologists have proved that individuals are able to memorize weird stuff than regular stuff.
- Schedule small but incessant study sessions. It's been proved by physicians that ones brain has the potential to concentrate at its best during the initial 60mins of his/her standard study sessions. Afterwards, its level of activeness will start to dwindle. During this initial study hour it's significant that you grasp the most information, and then strive to retain the same.
- Categorize study material into memorable groupings. Place identical concepts together. Our brains better assimilate information in form of clusters. Moreover, as you inscribe something it will eventually get impressed in your brain. It's advisable to write stuff to remember in your own handwriting, rather than requesting a friend to do the same for you.

- For long-term memory administration, it's advisable to comprehend stuff before proceeding to memorize the same. Just cramming is quite a terrible idea as information would not be embedded into the LTM.

For instance, as you learn definitions always seek to delve into the aspects of relative terms then grasp their meaning. Afterwards you may effortlessly recall relative definition.



Chapter 3:

Physiological Aspects of Mind & Memory Control

In chapter two, you learnt practical home based skills that will drastically improve your mind power. Here, we will focus on biological processes that take place in ones brain during the process of learning new information. The focus will be on:

- a) Chemicals
- b) Neuron interactions



What Happens

Cognitive neuroscience is the science which is chiefly mandated with study of biological procedurals in memorization. Brain sectors that are principally involved with memory retention vary in purpose and area in which they are situated. Some of them include amygdala, striatum and the delicate hippocampus.

Hippocampus is believed to control spatial as well as declarative aspects of learning. On the other hand, amygdala will control ones emotional recollection. Damage to particular sectors of your brain system will eventually lead to memory deficit related to the affected region. It's not adequate to illustrate memory or its close counterpart, learning. These two are solely attributable to particular changes that occur in ones neuronal synapses, which are further mediated with constant 'potentiation' as well as extended stress duration.

Researchers have confirmed that express injections of cortisol hormone and epinephrine will assist in storage of your very recent experiences. The same effect is achieved when the amygdala has been stimulated. Excitement improves memory through stimulating certain hormones which influence the amygdala.

Too much or extended stress may lead to drastic loss of memory. Patients who are suffering from damage of their amygdala would most probably recall emotionally thrilling words than other non-emotionally stimulating sentences. Moreover, ones hippocampus is vital for unambiguous memory. It is also helpful in actual consolidation of your memory.

Hippocampus does receive input from several regions of your cortex, after which it will convey output to diverse sectors of your brain. This particular input results from certain secondary as well as tertiary sensory parts which had previously processed the data. Injury to you Hippocampus can further result to memory loss, alongside difficulties related to memory storage.

Disorders Related to Memory Loss

The general term for memory loss is *amnesia*. There are several categories of amnesia, and through studying their diverse forms one can effectively observe evident defects at the individual's counter-systems that are related to memory mechanism. Consequently, you will theorize their functioning in a standard operational brain.

Other neurological dysfunctions like Parkinson's or Alzheimer's disorder have the potency of affecting cognition and also memory. The 'hyperthymestic syndrome' regularly affects the person's autobiographical reminiscence; basically meaning that one will not forget minor details which otherwise may not be easily stored.

Another disorder is known as Korsakoff's neurosis. This is as macrobiotic brain disorder which negatively affects memory. In some rare cases one can also suffer brief failure of information recovery from the memory, a condition commonly referred to as *tip-of your-tongue* occurrence. However, individuals suffering from Anomia will not experience this condition continuously, mainly due to injury to the anterior along with parietal lobes which operate your brain functionalities.

Philosophical Roots of Mind-Body Interrelations

The study of mind-to-body correlation was investigated by several philosophers all through the previous centuries. It was Rene Descartes who first affirmed that ones mind and physiological functioning are distinct entities. It was through his coherent school of reason that standard Western medicine gained its origins.

Since then, several original evidences and other findings have proven that there's actually a correlation between these two parts. Ernest Rossi explored this topic and then scripted a book entitled 'Psychobiology of Body & Mind Healing.' In the book, Rossi argues that certain 'precursor molecules' serve as the general denominator which makes effective communication feasible between behavior, mind, emotions as well as the state of genes in terms of wellbeing or illness.

They will communicate all through several cells found in both your mind & body. Activities of each single nerve found in the body system can be altered through some messenger molecules. These substances have the capacity to program our emotions, behavioral patterns, memory and also learning capacity.

Essentially, all vital systems found in your body will be able to communicate with each other via similar messenger molecules. A scientific study was done to identify the main reason as to why psychological strain arises, and it was discovered that the chief cause of this was suppressed immune structure.

Stress generally reduces immune response since IL-2 amenable gene system will be compromised due to appropriate production of certain IL-2 conveyance molecules would be low. These findings established that there's a straight association between your mind & body, thought patterns, sensations, emotional tendencies and pictorials which all manipulate certain mechanisms in your body structure.

There are 3 basic steps vital in facilitation of body to mind contact healing. The initial technique is concerned with accessing certain state-dependant reminiscence, learning, as well as behavioral systems which serve to encode particular psychosomatic difficulties.

The next reframing process incorporates reorganizing systems in a particularly healthy structure. Our memory regularly changes each instance that we access the same data. This is because you will adjust it for current use and reprocess differently during the second storage instance. The final step is very simple and involves actively confirming that the relative message has already been stored.

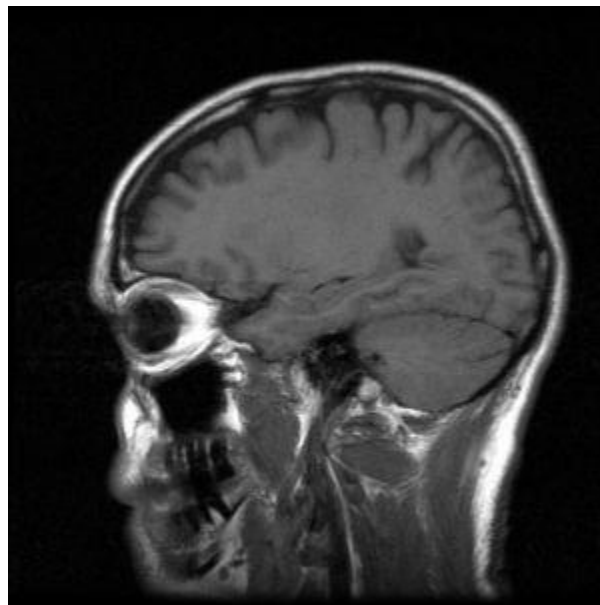


Chapter 4:

An Overview of the Mind Sharpening Procedures

In the above chapter, we have learnt of several physiological processes that lead to adequate memory retention. Here, you will be taken through a few techniques necessary in improving mental alertness. Some of them are:

- ❖ Proper dieting
- ❖ Physical and mental exercises
- ❖ Adequate lifestyle



How To

At times one may experience episodic lapses of forgetting. In such cases sentences or ability to remember slips out of the mind's reach no matter how hard one tries. It can quite be frustrating for one to get out of touch with his/her thoughts, or not sufficiently retain memory already stored up till the required instance. Nonetheless, there are some tested ways of sharpening your brain power such that you will be able to effectively manage all data fed into it.

1. Sufficiently rest both your mind & body. We presently live in quite a swift paced frenzied society. In addition, we are repeatedly prone to incessantly tasking our own lives. This only serves to lay needless stress on ones brain, and the person's memory would be affected negatively. Adequate rest would permit your whole mind & body to effectively rejuvenate.
2. Only consume healthy & nutritious diet. Fish contains omega 3 fatty acids which are known to 'feed' the brain. Taking such meals would complement your brain's capacity to sufficiently retain certain knowledge and also recall it when necessary.
3. Get adequate exercise. Health care experts have proven that someone who's lethargic or slothful doesn't aid the brain to stimulate certain hormones related to memory retention. In addition, exercising aids in quality circulation of blood to the brain thereby increasing supply of oxygen to this region. A brain which is nourished with enough oxygen shall have more clarity than another one starved of this compound.

4. Practice reality orientation operations. Immediately you wake up proceed to recall your forthcoming day. Significant events or appointments should be right at your fingertips.
5. Set lists. It's important to prepare a things-to-do list before commencing with your day. This shall aid you in keeping stuff well organized. You will effectively remove all clutter from mind for better remembrance of more vital data.
6. Cut on your use of additives like nicotine, caffeine or alcohol. All these substances function as stimulants as they will constrict all blood arteries. In the long run this would interfere with appropriate oxygenation in the body system, particularly in your brain. Incase blood vessels at your brain have been constricted this can reduce memory capacities.
7. Sufficiently feed the brain using new knowledge. You can read magazine articles, books or also view relative instructive programs which will sufficiently feed your brain with new data. This can be likened to giving your brain intermittent tune-ups, which is also similar to what you do with the car's engine.
8. Make good use of recurring memorization procedures. This would be an effectual tool in helping kids improve on their memory. However, it will still work exceptionally for much older individuals. Through successively repeating a particular feature, you will be able to imprint its image onto your memory. It would be sufficiently accessible for recall only when needed.

9. Formulate a rhyme that will aid you to recall data. At times, data that's set to music or certain catchy rhyme can be sufficiently cued in cases where one needs to recollect this data.
10. Keep a well documented journal. This is a good way of releasing stress and also sustaining our memories. At times we seem not to remember several details about a topic, but with effectual detailed description of our every day lives we will have something referable that will aid us recall all information which has to be brought to memory at a particular instance.
11. Learn how you can be an effective listener. Keen people usually boast an enhanced recall memory with regards to data they have already heard. Focus on what you wish to store and try as much as possible not to be distracted by secondary forces.



Chapter 5:

Remembering Names with Ease

In this chapter, you are going to learn how to use our mind to remember names and will be covering the following:-

- ❖ Virtual Systems
- ❖ Remembering a Girl's name



Remembering

One's ability to sufficiently recall people's names will serve him/her well particularly in social settings.

Take heed when someone else is being introduced to you. Several minutes after your meeting try to recall the name on your own. In case you can't remember, try to strike a conversation with this individual once more. And this time you may ask for his/her name but in a clever way which will not make the individual know your intentions.

Jot down this new name at least thrice while placing the individual's face in memory. This should be done promptly as you meet up with the individual.

You can further ask how to spell hard to grasp names. One may take a quick glance at the individual's business card for the same, but this is only if the same is offered. If you discern spellings of sentences and sufficiently picture the same in your mind it would be much simple to remember afterwards.

One can further connect particular names to general sentences that are much easy to recall. For instance, an individual known as Gratiano could be sounded as 'grate I know' for better recollection.

Moreover, you can sufficiently make a direct connection to one's vocational center or hobby. For instance, 'Will the steel' may assist you sufficiently memorize the name of a friend who owns a steel mill.

Jotting down new names is usually a very sufficient memorizing procedure which doesn't necessitate lots of effort from the individual. For actual

reminiscence boost, one should check out any significant book concerned with using mnemonic appliances or strategies.

Other Virtual Systems

Always picture specific names in your own mind; then afterwards focus on every letter found on the alphabetic sequence as you think through names which begin with that particular letter. For instance, for the letter 'A' names to be considered include Allison, Ariel or Aimee amongst others.

As you continuously progress all through the alphabetical order, you may access a couple of letters which will 'feel right' to you. Here, one should sufficiently narrow down results to these letters, and persist with actual focus. This name can pop up in you head when you are in need of it.

You may also want to Google whatever you may be knowing concerning this individual, apart from his/her name. Narrow down and optimize your search keywords for the best results. Search for particular combinations of sentences which would sufficiently describe the individual. These may include the individual's hobby, address, occupation or registered clubs.

In addition, you can vocalize words to make them more memorable. Utter the material out loudly. This will allow you to sufficiently see matter and also hear the same. Auditory learners will learn a lot through this system as it's geared for acoustic message deciphering.

You can repeat similar processes with all of your senses for better understanding. Write the stuff all through the computer or paper sheet while reciting it externally.

Through using the tactile logic of creating words along with aural sense of vocalizing these terminologies, the data will sufficiently be reinforced in your mind's recollection system.

A recent study reveals that up to 50% of individuals who utilize this particular system of material review, incorporating most of their senses will retain more data than others who ignore it. You can also practice on skills necessary in memory retention through participating in several online games intended for this particular purpose. These may include chess and drive races, amongst others.

Always remember that people are different and would retain more information in their own unique ways. While one individual may be interested in auditory learning the other can prefer visually illustrative diagrams. However, there are individuals who will blend diverse memorization systems for the best results.

Remembering a girl's name

It is quite embarrassing for one to meet up with a beautiful girl who supplies you with her contact but just as you are planning to give her a call the name disappears from your memory. Apart from enhancing social interactions with significant others, remembering the lady's name will make her like you even more

- Always vocally repeat this name back to her immediately she has passed over the same to you. For instance, you can say 'it's a pleasure to meet with you, Sandra;' instead of plainly saying 'it's so good to see

you.’ This shall aid in imprinting memory of the said name over to your mind.

- Moreover, you can also link her name using another word which rhymes or a sentence which starts with exact letters as those of her name, plus appropriately describes her look and personality in one way or another. You should conduct this simple process inside your head and not vocally.
- It works perfect if the remark is an entity which can clearly be pictured in your brain. One should picture the individual alongside a pictorial representation of words that have been selected in the mind. Imprinting a worthy image at your mind is vital in boosting memory.
- If the name proves to be difficult to remember then you may want to inquire more about its origins. Strange names are particularly difficult to recall, therefore you’ll need to get extra background information to assist you.

Jot down the given name alongside other related associations made soon after your encounter has been completed, and you’ve move away from her. Saying, seeing or hearing ones name alongside thinking about the same are all vital in recalling a woman’s name.

Chapter 6:

How to Prepare Your Mind for an Exam

In the previous chapter we learnt a few applicable techniques relating to how one can fine-tune the mind such that he/she can be in a better position to remember names of new friends.

Chapter six focuses on how one can successfully set the memory in the right direction towards remembering vital data during exam time.



Getting Ready

First off, an exhaustive list of tips you can use prior to facing your exam:

- a. Prepare well ahead of your time. The best way to do this is reading through notes early enough such that you can be finely prepared come D-day. Consequently, you shall be familiar with all terms in a given structure. This shall present you with extra confidence since you already know that you prepared for questions well in advance.
- b. One can also jot down notes in point form for easy remembrance. It's not worthwhile for one to borrow another individual's notes as they may be writing in their own unique style which could be very different from what you are used to. People understand information differently and what one puts into his/her notebook may be different from what you may wish to know. Besides, jotting down the information shall better assist you in memorization techniques.
- c. One should prefer to use related tools to review work for the sake of exams. Highlighters can put more emphasis on words which you feel they require more remembrance, or mnemonics to adequately remember substances which are enumerated.
- d. Identify a serious study group and join. This is definitely an ample way for one to enjoy an ample exchange of several ideas. It shall moreover enhance your memory and also lighten up your burden.
- e. Relax. Some few days prior to the exam one must try to get enough rest. Spend time with friends or proceed to play computer games. One will minimize pressure and stress which will make the mind much

fresher and settled to tackle the forthcoming mind boggling questions.

- f. Eat sufficient food and also sleep right. You can't expect to party all through the night then drink yourself crazy prior to exams and still suppose to pass with flying colors. Simply put, this is the stupidest you can do prior to an exam. It can be likened to rationing your own failure atop a sizable silver plate. Reserve this partying vigor for later. Eat amply and attempt to get yourself some decent sleep to relax your brain.
- g. Never be lazy. Success never favors those that don't set proper aims or work extra hard to achieve their goals.

Complete your own part to be in a better position to seize whichever exam that will come your way. Achievement will just be on your fingertips if you follow these simple rules.

Other Popular Techniques

Forget all about the other scores. Clear your mind by trying to put aside other scores that you may have scored in previous tests. Just focus and think through:

- How convinced are you in regards to your preparation?
- Does the dread of undertaking these tests stifle you?
- Are you irresolute on keenness towards giving your best shot for the test?

If your answer in regards to the preceding two questions in affirmative, then most probably you are in the league of failures. But don't panic as there is a solution.

- Take things easy. Getting frenzied after realizing the above two facts will serve you no good. You should instead try to get even. Have a constructive self esteem and see yourself as a bright examinee.
- Think through any tough goals that have ever been achieved to give you extra confidence. It's this positive mind structure that will offer guidance and effectively optimize emotions such that you can realize the best results.
- Don't generalize topics of study before fully understanding them. Avoid terming some sections as the 'bad areas' as this will only discourage you from appropriately revising them. Remember that fine & bad are simple terms which one employs as excuses for not performing as per the required standards.

After all, it would be almost impossible for one to study a particular subject when he/she hasn't yet prepared his mind to grasp necessary information. You should remove all negative opinions from the mind if good results are to be realized. This shall assist one to amply prepare for several sections. The mind will be extra occupied in your study course, and success shall definitely come through your way.

Benefits of Mentally Preparing For An Exam

Proper test preparation is much more significant than one may have thought. Sufficient schooling shall have a significant impact all through your life since normally it shall determine:

- The amount of cash you shall earn in future. Research reveals that those who boast much higher education will categorically earn at least 33% more cash than those with little education. While this may not seem quite a lot, it is only when you take out the calculator and then multiply number of years you will be in service with salary that you'll realize how much is due.
- Living standards will be improved. Commonly, your income shall determine factors like kind of car that you shall drive, size of house that shall be bought, and the number of family holidays that will be taken.
- Your kid's schooling. It's the income you earn that shall give you choice in regards to where to tutor the children. Simply put, one is only limited by the amount of cash that he/she has.

You need to ask yourself what could be more significant than the discussed factors. Is it your gang, fake friends or drugs? Or alternatively, is it your apathy, lack of enough motivation, laziness or comfort zone. Now, if one truly believes that his/her life, the future children and also freedom are much more vital then the person should consider sufficient test preparation so as to sufficiently pass the exams.

Scheduling For the Main Exams

12 Months Prior To the Exams

- Learn all about recollection and speed safeguarding to assist you properly incorporate and remember extra knowledge.
- Also put your fun life up on hold as you wholly focus on revising right till exam time. This simply means that you will have to minimize the amount of time spent with friends.
- Formulate a standard weekly plan. Dedicate 'x' amount of hours each week for serious study. Select a venue where you will not be disturbed by others.
- Break down study material to minute and sufficiently attainable goals and objectives. You should always celebrate the moment you attain the set goals as this shall give you extra energy to achieve probable goals.
- Sufficiently communicate all your intentions over to the instructors. Ask these individuals for help or counsel. Seek their advice when faced with a deadlock during the course of operations

6 Months Prior To the Exams

- Learn sufficient techniques on how to unwind. A student can do this by amply focusing on breathing systems. The objective would be to breathe much slower and profoundly to ensure that the diaphragm fiber muscle will work the stomach area perfectly. Don't breathe too much as this will cause you to faint.

- Your initial objective will be breathing at least four times each minute. Roughly seven seconds in and also another seven seconds out. The examinee should practice this superb de-stressor system all through the day. It should also be practiced for just 15 minutes prior to retiring to bed. This must be done each day up to the final exams.

3 Months Prior to Exams

- At this point one should have sufficiently covered most of the subjects of study. This would be the time vital in reworking through subjects that had initially proved to be burdensome for you to grasp. One must make a sure list of several subjects or constituent parts of the same. Subsequently, make a weekly blueprint to subdivide your tasks to manageable fractions.

A Single Month before Exams

- Thoroughly learn about them & create a standard Mind Map targeting every subject, particularly those that are difficult. Focus your key subject at the core of each page then sufficiently attach relative subheadings onto the key subject. Important notes will then have to be attached aside each subheading.

2 Weeks Prior To the Test

- Commence with practicing relevant positive imagery and feedback techniques. Construct photos up in your head as related to achievement and also success. Always maintain confidence throughout your preparation prior to the final exams.
- View yourself as waking up morning of D-day and being considerably certain, prepared and equipped to tackle the day. You should picture yourself settling down then glancing at the exam sheet or computer, and relatively knowing that you shall perform excellently for each question that is thrown over to you.
- Begin arguing, probing and rejecting that small voice deep in your mind which is conveying negative messages to you. Let it know that its wrong and you are the one in full control of your life's direction.

1 Day Prior To the Test

- Take time to relax through spending most of your day engaged in diaphragm inhalation procedures. Clear out your mind from all negative thoughts and try to be part of the systems you are learning. You've already done considerable work, so it would only be worthwhile for you to get enough rest, and also be mentally prepared to tackle the task around the corner.

Proper assessment preparation is definitely worth each hour that you have sacrificed.

Chapter 7:

An Overview of the Body, Mind & Essence

Synopsis

In the previous chapter, we learnt simple techniques that one can use to improve on his/her ability to grasp concepts related to exams. Section seven is particularly concerned with techniques one can employ to bring about full realization of the inner self. Topics to be discussed are:

- ❖ What is the inner self?
- ❖ How is our personality shaped by the inner being?
- ❖ Ways of improving our mind & memory functioning for an improved wholesome lifestyle.



View of Personality

Various philosophers and psychologists have over the years tried to answer 'what is personality' and up to date there is no definite answer to this question as different scholars have their own unique views in regards to this topic.

- Some philosophers have proposed that when individuals are born they represent *blank slates*; meaning that we are entirely shaped by the environment which we grow up in. Our experiences in life are what cumulate to form our individual personality traits when we later become adults.
- Another school of thought theorizes that individuals are *born inherently evil*. This philosophical view can be tied to the story of man's sinning and eventual fall and expulsion from God's garden in the bible. Proponents behind this hypothesis believe that this is main reason as to why kids are born with 'selfish traits' as all they care about is just themselves. And it is this egotistic attribute that grows with us well into adulthood.
- In addition, some scholars have said that our inner selves are plainly reliant on the genetic and biological predispositions we have. These people simply connote that we have no control in regards to the direction our personality takes since we are already 'decoded' to follow set routes.

Mind & Personality Development According To Classical Psychoanalysis

- The main proponent of classical psychoanalysis was an Austrian psychiatrist by the name Sigmund Freud. He theorized our personality to be chiefly controlled by our past childhood experiences which are embedded in our unconscious memory. Individuals don't have any control over this part of memory and are unaware of its existence, despite the fact that it has control over their behavioral trends. Freud subdivides memory into three areas which include a) Conscious b) Preconscious and c) Subconscious
 - a. Conscious memory; these are activities that we engage in and are fully aware of their happenings, and our involvement in them. It is at the tip of Freud's iceberg and takes a very small portion of the entire chunk.
 - b. Preconscious memory, this is the kind of recall which that is available only when we need it. We remember stuff that's only important in aiding us to fulfill certain tasks at hand.
 - c. Subconscious memory; Here Freud proposes that individuals are totally unaware of its existence, and the influence it does have on our memory despite the fact that it does play the biggest role in shaping our personalities. For instance, a kid who fell off a table while young may grow up to have an unexplained phobia for heights. The grown up wouldn't trace this fear to any recent happening in his/her life.

Personality Structure According To the Theory

Classical psychoanalysis divides personality into three levels which include a) Id b) Ego and c) Superego.

- A. Id. This is the part in us which operates in accordance to the *pleasure principle*. It seeks immediate gratification regardless of the rationale behind ones action. Id is primal and is at the lowest level of a human being's mental functioning. Example of Id in operation is when a man rapes a young girl, not thinking of consequences that will follow such gross actions.
- B. The Superego, this is the part of our mind which operates under the 'taught principle.' Throughout our lives we have been told by others or learnt from experience what is good & bad. It is this *ethical* predisposition which we get from significant others in our lives such as parents or the society that is embedded in our memories and helps in making decisions of life.
- C. The Ego, this component of our personality functions according to the *reality principle*. It checks and balances both the Superego and Id and it's constantly in conflict with the two, but mostly with Id. Ego rationalizes things through assessing what ones actions would result to, not only for the individual but also other parties who would be affected by these actions.

Mental Defense Mechanisms We Learn

These are both conscious and unconscious psychological systems we use to bring about synthesis and an optimal state of mind. We use them to justify our actions or please others.

1. Sublimation, here the individual tries to escape past painful memories or limitations through substituting them with more positive attributes. For instance, an individual who has difficulty controlling anger may

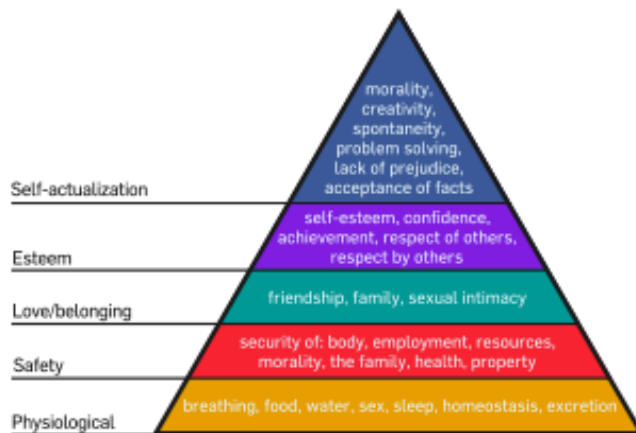
end up becoming a professional wrestler or boxer. This way the person will be in a better position to express anger in a way that is more acceptable to the society.

2. Denial, in this method a person suppresses negative events into the memory and tries to act as usual even when it's clear that things aren't going the way they ought to be. For example, a teenager who has just lost a parent can pretend not be affected by the occurrence, and would not shed a tear but continue playing with friends and laughing around as if things are normal. The truth will only dawn on this person when friends go back their happy families and the pain of not having a family-member close by sets in.
3. Projection, people using projection as a coping mechanism tend to target their own flaws and limitations to other less threatening objects. For instance, a bully who doesn't perform well in class and is bigger in composure than others doing well can harass them for no apparent reason. Or, someone who has just received a letter of retrenchment from work can kick the neighbor's cat to relieve off stress; even if the cat doesn't have any direct correlation with this resignation letter.
4. Magnification, in this process an individual tends to view certain occurrences at either great or lesser light than they ought to be visualized in actual sense. For instance, when diagnosed with cancer the '*magnifier*' can falsely put in mind that cancer isn't that serious and he/she would eventually heal even without seeking proper treatment. This person puts aside the fact that cancer can be fatal if prompt medical consultation isn't sought.

5. Reaction formation, in such a structure the person says exact opposite of what he/she actually intends so as to please the receiver. For instance, when served an unsavory meal by a relative who then requests you comment on the cooking most probably one will lie that it's good, just so not to hurt her feelings.

Achieving Self Realization

The goal of every individual is getting to know the true purpose of life through getting in touch with all the senses and making good use of the environment. Abraham Maslow tried to explain this process through his pyramid of needs which is discussed as follows.



Courtesy: Wikipedia

Physiological Needs

These are some of the very basic necessities of our lives. They are basic and literal necessities for survival of the human species. In case these necessities aren't sufficiently met the individual's body shall cease to function. Water,

food and air are all metabolic necessities for actual survival of any human being.

Also, clothing as well as appropriate shelter provides us with essential protection against adverse climatic elements. Researchers have also revealed that actual intensity of one's sexual impulse is principally fashioned by 'sexual contest' amongst individuals, rather than maintaining a rate of birth which is sufficient to actual survival of relative species.

Safety Needs

Once the above is fulfilled then the next focus would be on security. Here, one seeks to seize precedence as well as dominate behavior. When physical security is absent as a result of natural disaster, childhood mistreatment or in-family conflict individuals will experience PTSD and multigenerational trauma transfer. On the other hand, economic insecurity resulting from worldwide fiscal crisis or retrenchment of the family's breadwinner can lead to stress and despair. Security requirements can be subdivided to a) personal security b) well-being & health c) protection against illnesses, catastrophes and other undesirable impacts. d) Monetary security

Adoration & Belongingness

This intricate layer of a person's needs is social and incorporates real *belongingness* feelings. In addition, the need tends to be stronger during childhood. In some instances it may over-ride one's need for actual safety, like witnessed in kids who cling too much on abusive parents in a condition known as Stockholm syndrome. Maslow argued that absence of such

aspects in the hierarchy as a result of neglect, ostracism or shunning may impede the individual's ability to form meaningful relations later in life. These associations are:

- Family
- Friendship
- Intimacy

People generally need to establish some sense of acceptance as well as belongingness whether it's from huge social gatherings like clubs, gangs or small collective connections such as confidants, intimate partners, mentors or members of the family.

When love is lacking the individual will shrink to forlornness, societal apprehension and also clinical depression. In some instances the need to belong can override physiological or safety requirements. It depends on influence of ones peer pressure. For instance, an anorexic can ignore need to consume sufficient food alongside the safety brought by ample health. The individual would rather prefer the feeling of belongingness and ultimate control as a better alternative to eating.

Esteem

All of us have the inherent need for respect as well as self-esteem and respect. This affords the normal individual with desire for full acceptance, along with value for significant others. Most of us need to participate in certain activities which would afford us a feeling of contribution. We need

to sense some self-value and that is why people engage in hobbies or professions. Certain imbalances at this particular level will lead to poor self-esteem and eventual inferiority complex.

Individuals with poor self esteem constantly require the reverence of others. They will seek recognition or glory, and this entirely depends on the view of others. Research also reveals that individuals with poor esteem will not advance view of their personality despite the fame, external glory or respect they may receive. Certain psychological imbalances like depression may further impede one from achieving proper self-esteem.

Maslow identified two different structures of esteem needs. The lower section is concerned with respect, recognition, fame or attention displayed by others. The much higher echelon is concerned with competence, independence, mastery, freedom and also necessity for strength. It is more on the higher side of esteem because the individual largely depends on inner competence that is largely achieved via experience. Actual deprivation of such needs would result to inferiority feelings, helplessness and also weakness.

Self Actualization

This pertains to the individual's ability to realize wholesome potential and also realize maximum capacity through 'discovering the real self.' Maslow describes this stage as where one strives to be everything they are able of becoming.

Also note that self realization varies from one individual to another as it all depends on goals that have been set. For instance, one person can have a strong longing to be the best parent to the kids. On the other hand, there's an individual who will view self-actualization as being able to express thoughts more in terms of classic inventions, paintings and also pictorials.

Memory and Learning

According to mind & memory researchers, actual learning is characteristically thought to be a mental process. Nevertheless, your brain is a standard physical organ which mostly functions in an electrochemical and psychological way. There are some movements along with categories of exercise which will sufficiently stimulate your mind and aid in learning.

Workings of Your Brain

- On average there are new cells that are produced in the brain right from birth up to the person's demise. This accounts to the individual's capacity to carry on with learning in a bid to sufficiently 'update the mind database'
- Every individual generally has around 100 billion functional neurons in the brain. Each of them comprises about 1,000 and 100,000 nervous links. Information would be conveyed electrically all through neurons via chemical neurotransmitters. If your mind is sufficiently

stimulated while thinking or puzzling up data, then brain cells would liberate chemicals which enhance the intensification of certain hormonal links along the cell structures.

- The brain does consume around 25% of the entire fraction of glucose along with oxygen that humans do absorb. Glucose serves as your brain's chief source of energy and is vital for nourishing nerve fibers for better recollection of information. Through consuming complex carbohydrates, proteins or lipids one would sufficiently feed the body's most hungry organ.
- An individual's biological state does support most of the mental efforts applied. When an individual does stand after long periods of heavy mind exercise, for instance, stretching up the legs would aid you to sufficiently refresh mind functionalities.
- Exercises which comprise a clear combination of equilibrium coordination alongside learning certain intricate movements will produce be a greater amount of neurons. Memory and relevant mastery of certain information can vastly be administered through exercises related to such categories. This is principally because the prime motor cortex, cerebellum and also basal ganglia do coordinate physiological movements as well as thought structures through ordering a cycle of thoughts requisite in thinking.

- Many educational systems prefer classroom setting as their favorite method of learning. However, researchers have found out that it is not very effective because it lacks engagement. Tasks that incorporate movement, communication skills and solving of problems can exercise your brain effectively.
- Humor can also be used to stimulate the brain for meaningful perception & learning. For healing to occur one should have a bold spirit and have in mind the goal of linking individual energy sources for mental clarity in a fun-filled environment.



Wrapping up

There is a saying that goes ‘we are who we are because of the decisions we made in life and should never blame anyone for where we are at present.’ The ability to use our mind & memory are vital in determining the direction our lives would take.

What Is Your Personality Like?

We are either introverts or extroverts and our behaviors are directed by either of these categories. Introverted individuals tend to keep to themselves and are not comfortable around many people; nonetheless this should not be taken to mean that they are bad.

On the other hand, extroverts are outgoing and like situations where the attention is focused on them. They tend to have many ‘loose’ friendship contacts as compared to the other group where individuals form few ‘close’ relationships with significant others in their lives.

Research shows that introverts are generally artistic and most of the musicians, writers and painters fall under this category. On the other hand, extroverts are more comfortable as leaders and may turn out to be activists, politicians or any other profession which focuses on the masses.

Getting In Touch With Our Past

Whether we know it or not our childhood experiences have a great influence on our behavioral trends in adulthood. If you suspect to be suffering from unexplainable psychological dysfunctions such as phobias,

then it's advisable to seek the advice of a trained psychologist for additional help.

Improving on Memory

Just like any other muscle in our body the mind will function at its best when appropriately exercised. Mental workouts such as reading or playing cognitive games like chess would increase the flow of blood to your brain; this will consequently lead to improved memory.

Remember to frequently exercise and also mind your diet. Proper physical exercise affects all aspects of your being, including mind and body. For instance, repeated jogging would create a persistent mental state that would lead to discipline. On the physical side one would develop much stronger muscles and be able to breathe better.

Discovering Our Inner Self

Those who realize their true self are generally more settled in life than others. Their relations are stable and they also enjoy career paths that have been chosen. This process requires one to engage in deep meditation to find out his/her strengths and weaknesses both physically, emotionally, mentally and psychologically. It is only then that you can choose career paths or form relationships that you can handle with ease.

In some instances, spirituality can help us be 'in touch with ourselves.' When we believe in a higher being than our selves we would dedicate ourselves towards discovering the hidden truth according to this

superior force. Again, this to a large extent depends on the person's own belief system. An atheist will definitely not need spirituality as a means of realizing self actualization. We were all created with some aspect of uniqueness in us which can't be duplicated by anyone else. Our responsibility is discovering this aspect of us and making good use of it.



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