

# START HERE

## Congratulations!

...on taking your mind and your memory to the extreme! This System is designed to recreate your mind in such a way that you'll be capable of doing things that you only thought rocket scientists or *Rainman* could do!

Implement each aspect step-by-step and let us know how you're doing!

## How to Use Your Mental Mastery Course

1. Read the Playbook one section at a time.
2. Practice the techniques while they're being taught so you can learn and implement them right away.
3. Take action—apply the principles and techniques!

THINK  
easier

**Boost  
Your  
Brain!**

# Mental Mastery Course

# PLAYBOOK

# TABLE OF CONTENTS

## Table of Contents & Supplemental Materials

“The mind is everything. What you think, you become.”

Buddha

### Introduction

- Welcome
  - Quick Start
  - PLAYBOOK

### PART I - The 5 Pillars of Mental Acuity

- PLAYBOOK
- 5 Pillars of Mental Acuity (Part 1)
- 5 Pillars of Mental Acuity (part 2)

### PART II Memorization Techniques

- Easy as PIE
  - PLAYBOOK
  - Easy as PIE
  - Easy as PIE Complex Material
- Easy as 123
  - PLAYBOOK
  - Easy as 123
  - Easy as 123 Cheat Sheet
  - Easy as 123 Interactive Digital Flash Cards on website ([http://www.thinkeasier.com/123/easyas123\\_FlashCards\\_Numbers.html](http://www.thinkeasier.com/123/easyas123_FlashCards_Numbers.html))

# TABLE OF CONTENTS

## PART III Cut the Cram! Study Habits

- Keeping Organized
  - PLAYBOOK
  - Organization (Part 1)
  - Organization (Part 2)
  - Organization Cheat Sheet (for Parts 1 and 2)
- Knowledge Prep - General
  - PLAYBOOK
  - Knowledge Prep (Part 1, General)
  - Knowledge Prep Cheat Sheet (for Parts 1 and 2)
- Knowledge Prep - Preview Information
  - Knowledge Prep (Part 2, Preview Information)
  - Knowledge Prep Cheat Sheet (for Parts 1 and 2)
  - Quick Study

“Remember, happiness doesn’t depend upon who you are or what you have; it depends solely upon what you think.”

Dale Carnegie

# INTRODUCTION

## Welcome

"You don't have to be a genius to think like one..."

And with your **Mental Mastery Course** in hand you're well on your way to thinking easier! Congratulations on taking this leap toward your success!

This course is a complete system with essential techniques that empower you with:

- the method to store information for maximum recall— it's **Easy as PIE**
- effective **Cut the Cram! Study Habits**
- efficient time management
- a competitive edge
- an increasingly clear, fresh, and vibrant mind
- tools to discover your path to success
- a rewarding mind-expanding experience

Success in your life begins with control in your mind! You deserve to have the most rewarding life! Think Easier is about having less stress, learning in less time, and remembering more!

“Learning is a treasure that will follow its owner everywhere.”

Chinese Proverb

# INTRODUCTION

## Welcome

“What the mind of man can conceive and believe, it can achieve.”

Napoleon Hill

## Mindset

Common phrases we hear all the time are,

*I can't remember anything!*

*I didn't/don't do well in school!*

*Learning is hard!*

*I forget everything right after I learn it!*

*This just too complicated!*

These are “think harder” thoughts. If you approach *anything* with such a self-sabotaging mindset, it will impede or even prevent your success. Henry Ford said, “Whether you think you can or whether you think you can't, you're right.”—it's true! The best thing you can do is say **“I can! I can remember. I can learn. Learning is easy. Anything and everything is possible.”** When you approach your *Mental Mastery Course*, or anything else you want in life with this mindset, you will absolutely grow and have a rewarding life.

So, number one, approach this system with an **“I can”** mindset. Number two, follow the instructions.

## Results

You can look forward to an exhilarating process that accomplishes and exceeds your learning requirements as well as invigorates your mind. Your dedication to applying your *Mental Mastery Course* indicates your enthusiasm to learn and succeed. Expect to retain information. Expect to recall information. Expect these results, and you will achieve these results.

# 5 PILLARS OF MENTAL ACUITY

“Give me six hours to chop down a tree and I will spend the first four sharpening the axe.”

Abraham Lincoln

Exercising your mind on a daily basis is critical to your quality of living and your overall success. A sharp mind is essential for:

- Creative thought
- Higher brain function
- Memory retention and recall
- Sustainable energy

When we consistently practice the habits that sharpen our mind, these are the rewards we reap! These begin to be felt immediately and the long-term benefit is achieved through persistence over time.

## Lifestyle Matters

These simple steps you've probably heard many times before are the fundamental keys to mental acuity. Each one has science as well as common sense behind it!

# 5 PILLARS OF MENTAL ACUITY

## 1 Eat healthy

There are a lot of different theories on what is healthy, and different viewpoint and diets, even within our own team and families. We will not promote one diet exclusively (and by diet, we mean “eating lifestyle,” not “weight loss fad”), rather, we will touch on healthy choices.

Some guidelines:

- Eat less, more often. This keeps your metabolism furnace burning!
- Raw fruits, vegetables, grains, nuts and seeds have always been and will always be nature’s way.
- Nutrition values in the soil are depleting compared to 50 years ago, so excellent-quality, real food supplements are a must.

Avoid...

- Fast food
- Energy drinks
- Soda
- Caffeine
- Stimulants
- Alcohol and nicotine
- Other addictive substances

“We are indeed much more than what we eat, but what we eat can nevertheless help us to be much more than what we are.”

Adelle Davis

Remember:

*In a wrapper,  
energy zapper;  
in a peel, energy  
meal!*



# 5 PILLARS OF MENTAL ACUITY

## 2 Exercise

You might as well get used to hearing this advice, it will never go away—our bodies need to move! Start wherever you are and commit to at least 3 days a week, even for just 10 minutes at first. As you are able, increase periodically to something more ideal, like an hour a day, 5 days a week. The more consistent you are, the more you will not want to miss it!

Suggestions:

- Walk
- Jog
- Bike
- Hike
- Swim
- Sports
- Dance (take a dance class)

You might find a group in your area you can join for many of these activities to keep you motivated and having fun!

“Lack of activity destroys the good condition of every human being, while movement and methodical physical exercise save it and preserve it.”

Plato

# 5 PILLARS OF MENTAL ACUITY

## 3 Read

Reading difficult material is a must—we recommend at least 20 minutes a day. The brain reacts in a special, enhanced way when reading and this is a critical component of mental acuity.

Suggested reading material:

- Spiritual / religious material
- Personal development
- Classic literature
- Shakespeare
- Scientific periodicals

### Read on paper, rather than on screen.

Our brains don't process the information the same way when reading through a monitor versus on paper. Additionally, when we have a hard-copy book in hand the brain reacts more positively to the tactile experience. And you can support your local library while you're at it!

“The greatest gift is a passion for reading. It is cheap, it consoles, it distracts, it excites, it gives you knowledge of the world and experience of a wide kind. It is a moral illumination.”

Elizabeth Hardwick

# 5 PILLARS OF MENTAL ACUITY

## 4 Write

Handwriting is essential to sharpening our minds. Journal each day for a minimum of 20 minutes. At least write the things for which you are thankful—keep a separate gratitude journal if you want. Then branch out into other areas as you feel inspired. Processing emotions through writing is an extremely effective tool. Journaling helps you evaluate your experiences and discover yourself. If you feel inclined to write negative thoughts or events, do so with a problem-solving “what-can-I-learn-from-this” approach.

Some journals we encourage are:

- Gratitude
- Personal History
- Daily Diary
- Inspiration
- Dream
- Reading
- Miracle

“Writing is thinking on paper.”

William Zinsser

# 5 PILLARS OF MENTAL ACUITY

## 5 Serve

Service to others is not just key to a happy and fulfilling life, it actually enhances mental acuity! Selfless service at least once a week is great to keep you consistently thinking of others. A great place to start is with your own family, friends or roommates.

Keep your eyes open for opportunities to serve:

- At home
- At school
- On campus
- In your neighborhood
- In your community
- Everywhere!

When we structure our lives around these 5 pillars, we experience daily fulfillment we would otherwise miss. This enhances our overall well-being, our quality of life, our education, our businesses, our recreation, our family time, and our mental acuity!

“Only a life lived  
for others is a life  
worthwhile.”

Albert Einstein

# MEMORIZATION TECHNIQUES

## Easy as PIE

“Only those who have the patience to do simple things perfectly will acquire the skill to do difficult things easily.”

Johan von Schiller

## Easy as PIE

This is the most fundamental memorization technique—much of your success will come as a result of being able to do this technique well. Learn it early on and practice it often. Then you'll see how easy it is. :)

You will use the Easy as PIE technique to build a framework for all of your learning. Then when it comes to exam time, you can simply access the framework in your mind and retrieve the information you need. Here's how the technique works.

PIE stands for:

- Position It
- Imagine It
- Exaggerate It

# MEMORIZATION TECHNIQUES

## Easy as PIE

“All the world is a laboratory to the inquiring mind.”

Martin H. Fischer

## 1 Position It

I choose a room in my home that I'm very familiar with. I spend a lot of time in my office, so I imagine myself in my comfy leather chair at my desk. I begin looking around the room and identify 10 positions of note in order as I see them. The positions in my office are as follows:

- Light switch
- Whiteboard
- Filing cabinet
- Printer
- Trash can
- Shredder
- Scanner
- Phone
- Monitor
- Laptop

### Practice

Now, choose a room you are familiar with, and identify your positions—you can pick out up to 20 or 30, but start with just 10 for now.

Can you see them? Can you close your eyes and see them in order? Now can you accurately imagine them in reverse order?

Once you've got your 10 (or more) positions, you've already completed the hard part of this technique!

# MEMORIZATION TECHNIQUES

Easy as PIE

“Imagination is more important than knowledge.”

Albert Einstein

## 2 Imagine It

Let's say your spouse or friend calls you while you're driving home and asks you to grab a few things from the store on your way.

Here is the list:

- Eggs
- Butter
- Bread
- Cheese
- Milk
- Apples
- Cereal
- Bananas
- Juice
- Oranges

You're a responsible driver, so you don't write or enter the list into your phone—but that's OK because you don't need to. All you need to do is imagine your room of 10 positions, then place each list item on one of those 10 positions.

# MEMORIZATION TECHNIQUES

## Easy as PIE

“Perhaps  
imagination is  
only intelligence  
having fun.”

George Scialabra

### 3 Exaggerate It

You want to really SEE the item on your room's position. The funnier and more outlandish you combine the two, the more it'll stick in your mind with very little effort! We'll use the list with my office's positions as an example:

- EXAGGERATE eggs smeared all over my light switch, running down the wall—YUCK!
- EXAGGERATE writing on my whiteboard with butter, smell it and see how it looks.
- EXAGGERATE my filing cabinet being made out of bread, and the files inside are slices
- EXAGGERATE trying to print onto a piece of American Cheese!
- EXAGGERATE a trash can filled to the very brim with milk! So full that milk is bulging above the rim, jiggling and threatening to spill!
- EXAGGERATE shredding apples to make applesauce! (Hmmm, I wonder if that would work?!)
- EXAGGERATE putting your favorite cereal in the scanner and smashing the lid down!
- EXAGGERATE that your phone is a banana! “Thank you for calling Monkey Business! Eee-eee, ooo-ooo...”
- EXAGGERATE pouring juice all over your monitor. SEE it sparking and smoking!
- EXAGGERATE squeezing oranges inside your laptop. SEE the juice running out!



# MEMORIZATION TECHNIQUES

## Easy as PIE

“Self-respect  
is the fruit of  
discipline...”

Abraham J. Heschel

### Review

Visualize the room. You see the light switch position first, and what's on it? Right—the eggs running down the wall. Then remember what's on the white board, filing cabinet, printer, etc.

### Practice

Now, repeat these simple steps and see for yourself how much you can memorize! Experience how easily you could memorize every muscle in the body or all of the countries in South America! Try your daily to-do list and anything else that comes up during your day.

---

### Bonus Tip

When I'm shopping, I “blow up” the image once I've gotten that item so I know without looking in my basket which items I still need. Just imagine tossing a stick of dynamite on the image and watch it blow!

# MEMORIZATION TECHNIQUES

## Easy as PIE

“Change your thoughts, and you change your world.”

Norman Vincent Peale

Use Easy as PIE with phrases and complex material

## Summary

- **Position It**

Have a clear image of a familiar room's positions in order.

- **Imagine It**

Attach an item from your list to each position.

- **Exaggerate It**

Make it outlandish and silly!

- **Review**

Take a mental tour of your room and recall your list in an instant!

---

- **Bonus**

Blow up the item when you don't need to remember it anymore.

# MEMORIZATION TECHNIQUES

## Easy as 123

### Easy as 123

Now that you've learned Easy as PIE from the previous section, you're ready to learn and master Easy as 123, the best technique for remembering numbers.

“The human mind, once stretched by a new idea, never regains its original dimensions.”

Oliver Wendell Holmes

People often have a hard time remembering numbers because it is difficult to attach meaning to numbers. Just try the Easy as PIE method with a bunch of different numbers, and you'll see it starts to get hard without the Easy as 123 technique. The key to remembering numbers is to convert them into images that are memorable. Once you have this simple-to-learn technique down, you can easily remember any number, of virtually any length forward and backward. Phone numbers, PINs or dates will be a breeze to remember now!

Remembering numbers really is as easy as 1 - 2 - 3!

# MEMORIZATION TECHNIQUES

## Easy as 123

### Step 1

#### Learn Simple Image Associations for Numbers 0–9

“Always walk through life as if you have something new to learn and you will.”

Vernon Howard

Use the Easy as PIE method or the rules from Step 2 to help remember which images go with which numbers.

To remember a number, simply remember an image. While you're first practicing, feel free to refer to the Easy as 123 Cheat Sheet. Then once you have the images for each number 0–9 committed to memory you're good to go!



0 zoo



1 tie



2 Noah



3 ma



4 oar



5 eel



6 egg



7 key



8 ivy



9 pie

See the  
Cheat Sheet!

# MEMORIZATION TECHNIQUES

Easy as 123

“It’s not that I’m so smart, it’s just that I stay with problems longer.”

Albert Einstein

## Example

A square mile is 640 acres. To remember this, convert:

- The 6 to egg
- The 4 to oar
- The 0 to a zoo

Imagine cracking an egg over an oar at the zoo! Now you know the numbers in order because egg is described first, then the oar, then the zoo. You’ll remember it’s 6 - 4 - 0 this way and not 4 - 6 - 0.

Finally, relate the number to the original information. Imagine the egg is HUGE, as big as a square mile and is being cracked over a zoo with an oar. The sound it makes while being cracked is “ACKER!” which you phonetically connect with “acre.” This image forever reminds you that there are 640 acres in a square mile.

# MEMORIZATION TECHNIQUES

Easy as 123

## Step 2

Learn the Letter and Sound Rules and Hints for Numbers 0–9

“Anyone who stops learning is old, whether at twenty or eighty.”

Henry Ford

#	Letters	Hint
0	z s c (soft, as in cider)	“zero” starts with z
1	t d	t is vertical like 1
2	n	rotate n to get 2
3	m	rotate m to get 3
4	r	“four” ends in r
5	l	Roman numeral 50 is L
6	g (soft, as in giraffe) j	6 is similar to capital G
7	k c (hard, as in car) ch (hard, as in choir)	combine and rotate two 7's together to get k
8	f v	a cursive <i>f</i> has two loops like 8
9	p b	flip 9 horizontally to get p, rotate 9 180° to get b

# MEMORIZATION TECHNIQUES

## Easy as 123

“You don’t understand anything until you learn it more than one way.”

Marvin Minsky

### Multiple Letter or Sound Choices

In addition to the hints in the chart, remember that in cases where there are multiple letter choices, the letters relate to each other in that they are formed in the same area of the mouth.

Notice that in the chart there are sometimes two or more letters or sounds that correspond to a number, such as 1 is t or d, and 8 is f or v. In these cases the different sounds are made with the same position of the mouth. That makes it easy to remember that 1 is t but not v because those are made in completely different ways in the mouth. Both t and d have the same tongue and mouth position, as do f and v, and the others. Once you understand this hint, you can easily remember what all of the letter or sound choices are for each number.

# MEMORIZATION TECHNIQUES

Easy as 123

“Great thoughts reduced to practice become great acts.”

William Hazlitt

## Step 3

### Simplify by Combining Numbers

It's helpful to convert TWO digits at once into a single image. This will dramatically increase your skill, speed and efficiency in remembering numbers!

#### Example 1

Someone informs you your backpack is in the lost and found in room 42. Rather than converting the 4 and the 2 to separate images, you may simply remember that:

- 4 = r
- 2 = n

Thus, the number 42 associates with an image that begins with r and ends with n, such as rain. Imagine a room with rain pouring down from the ceiling and flooding the room. our backpack is soaked and floating around. When you finally get around to retrieving your backpack, simply recall your raining room image and you will remember exactly where to go.

You now know everything you need to know to convert two digits at a time into a single image. You can recall even a long string of numbers quickly and easily because you remembered it 2 digits at a time!



# MEMORIZATION TECHNIQUES

## Easy as 123

[Memory is]  
a man's real  
possession...In  
nothing else is he  
rich, in nothing  
else is he poor.”

Alexander Smith

### Example 2

For Pi Day, 2010, Bo remembered pi to the 100th decimal. Let's take it to just 6 decimals—3.141592. We will combine the Easy as PIE and Easy as 123 techniques to learn this quickly. Here's how:

**1. Visualize the positions in the room you will use for Easy as PIE to keep track of the order of the numbers.**

**2. Rememberize the “3.”**

Position it. Identify the first position in the room you're using. (In Bo's office that's the light switch)

Imagine it. Convert the 3 into an image. Earlier you learned that 3 = mom.

Exaggerate it. Visualize an exaggeration of a mom (yours or someone else's, whatever works for you) on the first position and relate her to a dot, decimal or period. (In Bo's office he might exaggerate his mom flipping the light switch on and off as she's saying “Listen to your mother. PERIOD!”)

**3. Rememberize the “14”**

Position it. Identify your second position. (Whiteboard for Bo.)

Imagine it. Convert the 14 into an image—1 = t or d and 4 = r. Your image should begin with t and end with r. Let's go with “tire.”

Exaggerate it. Exaggerate a tire on your 2nd position. (In Bo's office, he might visualize a huge tire bouncing on his whiteboard creating scuff marks and smearing whatever he had written on the board.)

# MEMORIZATION TECHNIQUES

## Easy as 123

“A sense of curiosity is nature’s original school of education.”

Dr. Smiley Blanton

### 4. Rememberize the “15”

Position it. Position it. Identify your third position. (Filing cabinet for Bo.)

Imagine it. Convert the 15 into an image—1 = t or d and 5 = l. Your image should begin with t or d and end with l. Let’s use “towel.”

Exaggerate it. Exaggerate a towel on your 3rd position. (In Bo’s office, he might visualize opening a drawer in his filing cabinet and seeing files of towels instead of paper and folders. Maybe someone put them away while they were still wet and now they reek of mold and mildew!)

### 5. Rememberize the “92”

Position it. Identify your fourth position. (Printer for Bo.)

Imagine it. Convert 92 into an image—9 = p or b and 2 = n. Your image should begin with p or b and end with n. Let’s use “pen.”

Exaggerate it. Exaggerate a pen on your 4th position. (In Bo’s office he might visualize his printer using a giant pen to write on the paper instead of a print cartridge.)

### 6. Review

Go over your images in order and make sure you’ve got them down. Now you know pi to the 6th decimal!

But there’s one more tip to making Easy as 123 EVEN EASIER!  
Read on!

# MEMORIZATION TECHNIQUES

## Easy as 123

### Use the Easy as 123 Flash Cards to Learn Images Associated with Numbers 0–99

Now you don't have to rack your brain to come up with your own images for two-digit numbers, as in the examples above. Just use the flash cards to practice associating images with numbers until you know them forward and backward as an automatic response. It'll become second nature! Once you've got these down, you don't have to think about the rules anymore, and you can commit any number to memory virtually instantly, like Bo does—it really is easy as 1 - 2 - 3. The more you practice this technique, the more proficient you will be!

“Memory feeds imagination.”

Amy Tan

Make it easy with  
the Flash Cards!

**THINK**  
easier










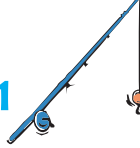










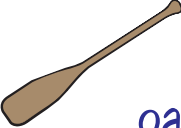





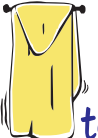







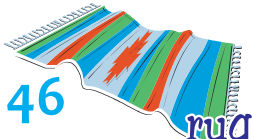















# Remembering Numbers is Easy as 123

#	Letter	Hint	Image	
<b>0</b>	z s c (soft, as in cider)	"Zero" starts with Z		<b>Zoo</b>
<b>1</b>	t d	† is vertical like 1		<b>Tie</b>
<b>2</b>	n	rotate N to get 2		<b>Noah</b>
<b>3</b>	m	rotate m to get 3		<b>Ma</b>
<b>4</b>	r	flip 4 horizontally & add a leg to get R also "four" ends in R		<b>oar</b>
<b>5</b>	l	Roman numeral 50 is L		<b>eeL</b>
<b>6</b>	g j	6 is similar to capital G		<b>egG</b>
<b>7</b>	k c (hard, as in car)	combine and rotate two 7's together to get k		<b>Key</b>
<b>8</b>	f v	a cursive f has two loops like 8 imagine ivy growing like a V		<b>iVy</b>
<b>9</b>	p b	flip 9 horizontally to get P, rotate 9 180° to get b		<b>Pie</b>

THINK  
easier

Rememberizing Numbers is  
**Easy as 123**

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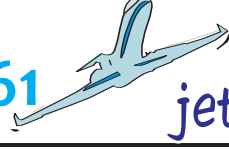























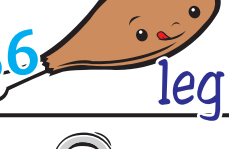



















0  zoo	10  toes	20  nose	30  moose	40  rose
1  tie	11  toilet	21  knight	31  mitt	41  rod
2  Noah	12  ton	22  nun	32  moon	42  rain
3  ma	13  time	23  gnome	33  mummy	43  ram
4  oar	14  tire	24  Nero	34  mower	44  river
5  eel	15  towel	25  nail	35  mail	45  roll
6  egg	16  dog	26  ninja	36  mug	46  rug
7  key	17  tack	27  nunchuck	37  monkey	47  rake
8  ivy	18  dove	28  knife	38  movie	48  roof
9  pie	19  top	29  knob	39  mop	49  rope

THINK  
easier

Rememberizing Numbers is

Easy as 123

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50  lasso	60  goose	70  case	80  freeze	90  peas
51  light	61  jet	71  kite	81  foot	91  pot
52  lion	62  gun	72  can	82  fan	92  pen
53  lamb	63  gum	73  comb	83  farm	93  bum
54  ladder	64  jar	74  car	84  fire	94  bear
55  lily	65  jelly	75  coal	85  file	95  pail
56  leg	66  judge	76  cage	86  frog	96  pig
57  lock	67  jack	77  cake	87  fork	97  book
58  leaf	68  giraffe	78  cave	88  fife	98  beehive
59  lamp	69  grape	79  cap	89  frisbee	99  pipe

# PART III

## CUT THE CRAM! STUDY HABITS

# CUT THE CRAM! STUDY HABITS

## Semester Planning

This section is geared toward students; however, for those of you who are not in school, these tip and techniques easily translate to the office, home, or anywhere!

## Semester Planning

Now that you've got your lifestyle habits and memorization techniques down, you're ready to get into your course work and implement your Cut the Cram! Study Habits! First step, plan your semester.

“Proper Planning  
Produces Pristine  
Performance.”

Tanisha Rodgers

Whether your personality traits call for spontaneous activities or high structure, a successful college experience means planning ahead. On-the-fly behavior is great for your personal life, but that final exam is still going to show up as scheduled! :) And no matter what, you don't want to be stressed when it comes.

So how can you actually have LESS stress and MORE free time in school? Some of that has to do with the WAY you study and learn using the Easy as PIE, Easy as 123, and Cut the Cram! Study Habits, and the rest of it has to do with how you plan.

When the following process of planning is executed, then followed, you will stay on track, keep on top of your studies, assignments, and exams, and open up more opportunities to balance other activities like your 5 Pillars of Mental Acuity and having a life!

### How This Works

We recommend using both an easily adjustable digital calendar AND a hard copy displaying the entire semester at once that you can put up on your wall or door. Using a large, physical calendar on which you will plot out your entire semester up front, color code the time blocks so you can easily see at a glance what type of activities you have lined up. As an added bonus, planning your semester by hand and color-coding it is an excellent way to creatively connect to your planning in a way that won't happen using a purely digital method. And that's great for your brain!

If your digital planner allows for multiple categories or “calendars,” that's great! Set up a separate one, with its own color, for each type of activity you schedule (i.e. class times, professor's hours, exam prep time, etc.). Use your repeat feature, if you have one, for consistent events like classes.

[See Cheat Sheet](#)



# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Forewarned,  
forearmed; to be  
prepared is half  
the victory.”

Miguel de Cervantes  
Saavedra

Now, just follow the steps and use the estimated time frames—you'll be far ahead and well on your way to your best semester yet!

## Step 1

### Gather Your Materials

Here's what you'll need:

- Calendar or large sheet of paper for the wall
- Pen or pencil; colored pencils or markers
- Portable planner (physical planner, app. on your phone, etc.)
- Class schedule and syllabi for all classes this semester

Find a quiet desk or table with plenty of room to comfortably spread out your materials.

## Step 2

### Block out School-Provided Information

#### School Holidays

Why do we do this first? Not because we're so focused on free time, although that is nice, but it simply makes it easier to block in your classes once you already have the holidays outlined.

**Color Tip:** Outline only on your hard copy, rather than fully coloring in the time block, so you may still color-code time blocks for studying if you need to during the holiday.

#### Class Schedule

Next go through and block all your class and lab times. This is where it really helps to have a calendar you can set once then repeat!

**Color Tip:** Use yellow for class times. It's a light color that can fall into the background while more attention-getting colors help focus on special or important due dates.

# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Organizing is what you do before you do something, so that when you do it, it is not all mixed up.”

A. A. Milne

### Exam Dates

Next block in your exam dates. Be flexible and do the best you can with the information you have. You'll update your calendar often as the semester goes on. Some may be in class or in the testing center. For now, just schedule them during class times, unless you know otherwise. List items you might need to remember like #2 pencil, pen, and calculator.

Color Tip: Red will draw the most attention, so try this for your exam blocks!

### Assignment Due Dates

Sometimes you have projects and assignments listed in your syllabus up front. That's so helpful! Block out the whole class time, or a section of that time, whatever works best for you and the planner you are using.

Color Tip: Try a strong blue.

### Professors' Office Hours

Outline your professors' office hours so you can plan to visit each of them at least three times per semester with questions about the material. You may decide on tentative appointments if you'd like, but be flexible so you can visit them during the semester when it best serves you.

This will not only give you priceless help, but it will also give you the opportunity to get to know him/her better, and vice versa. As your professors get to know you, they will want to see you succeed.

Color Tip: Use something pale, like a light tan, that won't draw a lot of attention, since you will not use this information as often as the other blocks.

# CUT THE CRAM! STUDY HABITS

## Semester Planning

“One should always think of what one is about; when one is learning, one should not think of play; and when one is at play, one should not think of one’s learning.”

Franklin P. Adams

### Step 3

#### Block Out Cut the Cram! Study Habits

This is where your semester really comes together! Scheduling your study and research time up front increases your effectiveness, ensures you have essential study time, and keeps you on track and using your time wisely. It’s best to plan for more time than you may actually need and end up with free time, than to have to scramble for more study time.

Now that you have all the information provided by the school blocked in, you can plan your Cut the Cram! Study Habits relative to your classes, exams and assignments. The following instructions include several different types of study time which are covered in detail in subsequent sections. For now, just block them in according to the guidelines provided here, then learn what they are as you continue through this Playbook.

#### Lecture Prep—Chapter Master!

##### 1-Hour block the day before each class

This is the process we use to become familiar with material before a lecture, following these 5 steps, as detailed in subsequent sections.

- Outline
- Summary
- Captions
- Glossary
- Fill In

Preparing BEFORE your lecture is an essential part of college success. For every class period you have, estimate an hour and schedule it sometime after the previous lecture for that class. For example, you can simply schedule an hour per class time the day before.

Color Tip: Try green to indicate exposure to new material. Green calls to mind plants and new life, so it’s a visual clue that this block is for new material.

# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Nothing is so fatiguing as the eternal hanging on of an uncompleted task.”

William James

### Quick Study

30-Minute block before and after each class

Plan to review your Lecture Prep—Chapter Master framework right before the lecture, and again after class, including new information you gained in the lecture. We call this Quick Study time.

Schedule a 30 minute block before class and after, but it may not require that much time. You might do this just as you walk to and from class.

Color Tip: Pale orange. It's important to do this before and after every class, so you want a color that's muted enough to not overpower your planner.

### Post-Lecture Study

1–2 Hours per week per class

Schedule about an hour or two per week, per class to review your material—your material is the Easy as PIE framework(s) in your memory bank created during the Chapter Master process and added to during the lecture or chapter reading. You may have several lectures worth of material to review and you will be surprised how well it sticks with you when you follow the system! You may also add new information as needed during this study time.

Color Tip: Use purple to indicate material that is now in the “understanding” phase as opposed to the “exposure” phase. Again, it helps to easily see at a glance green for new material and purple for material you should begin to understand now.

# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Good fortune is what happens when opportunity meets with planning.”

Thomas Edison

### Exam prep

One 1- or 2-Hour block 1 week before exam

One or two 30-Minute blocks a day until exam

One 1- or 2-Hour block the day before the exam

Start at your finals and work backwards. If you've been reviewing your material through your Lecture Prep and Post Lecture Study Time, you should be basically up to speed on most or all of your material. If this is the case, then this is the guideline:

- Start a week ahead of your exam and block in an hour or more to review all related material (your Easy as PIE framework and the material you've been reviewing in your Post-Lecture Study time). Verify that information against your book, handouts and other study material to make sure you are remembering it correctly. Make any corrections to your memory bank as needed.
- Now that you've refreshed your information and verified it, you can just run through chunks of information every day until the exam. Block in one or two 30-minute time slots a day until the exam. It's not a lot, just review chunks of your material. You can also use this time to fill-in. Look through your book or other materials and plug in more information to your framework.
- Schedule another solid block of 1 or 2 hours the day before the exam to review. This is just to review everything all at once and make sure it's fresh.

# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Let our advance worrying become advance thinking and planning.”

Winston Churchill

### Research, Write and Complete Assignments

Four 1.5-Hour blocks every other day, beginning 3 weeks ahead  
Two 1-Hour blocks 1–1.5 weeks ahead

Again, working backwards from your due date, start three weeks prior to research paper or project due date.

- Block in four 1.5 hour chunks of time every other day until you've scheduled four of them, to do the research and writing. Then,
- Block in two 1 hour chunks to revise and fine tune what you've written. Revisions should be finished close to a week prior to the due date.

Now your assignment is done with days to spare! How stress free is that?!

### Homework

1–2 Hours per week per class

Schedule some time to get miscellaneous homework done. Again, it's better to fill the schedule up front and cut back, than to not allocate the time in the first place and later stress yourself out trying to rearrange for more!

### Study Groups

Rearrange your schedule as needed during the semester to accommodate new study groups. You can correlate your study group with your existing Post-Lecture or Exam Prep time blocks.

---

Again, these are just guidelines to get you started up front. You may need more or less time, but at least you have something scheduled in so you don't have to scrounge for time later! Now you can revise and rearrange as the your semester goes along. If it takes you less time to complete your Post-Lecture Study time, use that for homework or research. When you find yourself on top of everything, enjoy!

# CUT THE CRAM! STUDY HABITS

## Semester Planning

### Step 4

#### Block Out the 5 Pillars of Mental Acuity

This is just as important as anything else! Now that you can see what your school needs are, you can easily plan when you'll complete your 5 Pillars of Mental Acuity. Those Pillars again are:

“Planning is bringing the future into the present so that you can do something about it now.”

Alan Lakein

- **Eat healthy**—Meals and time to shop at the health food store  
Schedule your meal times and create a plan to ensure you make it to the health food store to keep better food stocked up.
- **Exercise**—20 Minutes to 1 hour a day, 6 days a week  
Schedule an hour if you can, or 20 minutes minimum, 6 days a week. Give your body a chance to rest one day a week.
- **Read**—20 Minutes a day  
Keep something besides school work handy. If you have a lot of reading for school, then you're probably covered with the reading requirement, but we still suggest something spiritually or inspirationally nourishing, which will help you excel in school even more!
- **Write**—20 Minutes a day  
We suggest scheduling 20 minutes a day for writing in a journal, regardless of how much writing you have for classes. Block out what you will commit to considering your needs. Remember this is writing by hand for maximum benefit to mental acuity!
- **Meaningful Service**—1 Hour a week  
During school, when your weekday schedule will probably be more full, we suggest you schedule at least an hour every weekend, or shorter chunks during the week if you intend to do some of your roommate's chores or some other quick, but regular service activity.

# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Good plans shape good decisions. That’s why good planning helps to make elusive dreams come true.”

Lester R. Bittel

### Step 5

#### Block Out Other Activities

##### Personal Goals

Perhaps most of your goals right now are wrapped up in school, but if you are making other efforts towards something, schedule time for those in!

##### New Assignments

Block unallocated time for new assignments not listed in the syllabus and to account for anything that might take longer than anticipated.

This is an optional step, depending on how you feel about your schedule and how much time you have left over.

Color Tip: Use a light grey or something else nondescript so you can easily see that it’s unallocated and you can convert it to a specific type of activity later

##### Memorization Technique Practice

If you haven’t learned the Easy as PIE and Easy as 123 techniques yet, then schedule time to learn these before classes start. They’re simple and easy to learn, then you’re free to use them to retain your course material.

##### Leave the Rest Blank

Finally, leave the rest blank. Fill in these spots as the semester goes on with extra school work or keep them open for free time.

### Step 6

#### Post Your Schedule

Display your large calendar on a door or wall where you can see it many times a day and edit it as needed. Keep your personal and/or digital schedule with you and up to date.



# CUT THE CRAM! STUDY HABITS

## Semester Planning

“Seek freedom and become captive of your desires, seek discipline and find your liberty.”

Frank Herbert, Dune

## Follow the Schedule

Stick to your schedule as much as possible, but, hey, we're not machines. This is not about following the plan perfectly because that is not how life works. Don't even try to follow it to a "T." And don't beat yourself up over imperfect days. This is a structure to keep you on track, which in turn will ensure that you are on top of your course material and ready for exams and due dates without having to stress. It's OK to get off track and not follow it perfectly to the minute, that's just life! Be forgiving of yourself and try again. Be flexible where you need to be, and be strict where you need to be. The sooner you accept that it's just not possible to be perfect all the time, the sooner you will blend your great, well-planned schedule with the curve balls life throws you, and the sooner you'll get rid of a ton of stress right there!

So how do you handle it when you've missed some of your time blocks and are behind now?

First of all, if you missed a Lecture Prep—Chapter Master block, absolutely make that up before the class! Do it as soon as you can. If you're out of time, look at the material and just do step one of the Chapter Master process, Outline. That could be very quick, and you could fit it in right before your class, worst case scenario. In a case like this, finish off the Chapter Master process after the lecture.

Prioritize what else you've missed, and switch things around if you have to. Don't try to make up all the time you missed, unless you have enough blank spaces to do so. Make up as much as you can and remove the things that aren't critical that week.

---

You should feel great now that your schedule is all mapped out! If you happen to feel overwhelmed, don't let that get you down. You've set yourself up to have time to study, research and prepare well which will alleviate stress when it comes time to actually use that time for school. You've set yourself up for success! Now implement the memorization techniques and Cut the Cram! Study Habits and experience a whole new way to learn!



# Proper Planning

Produces Pristine Performance (Part 1)

---

## 3 Keys to Getting Where You Want to Go

- Believe
- Plan
- Take Action

---

## Ramp Up Your Productivity!

- Estimate
- Gold Time Management
- 100% Focus

	Urgent	Not Urgent
Important		<b>Gold Time</b>
Not Important		

Source: Your Best Year Yet, Jinny S. Ditzler, Warner Books, 1994

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## Events to Block in for School

- School holidays
- Class times
- Exam dates
- Assignment due dates
- Professors' Office Hours
- Lecture Prep—Preview Assignments
- Quicky Study
- Post-Lecture Study
- Exam Prep
- Research, Write and Complete Assignments
- Homework
- 5 Pillars of Mental Acuity
- Personal Goals
- New Assignments (Unallocated)
- Memorization Technique Practice

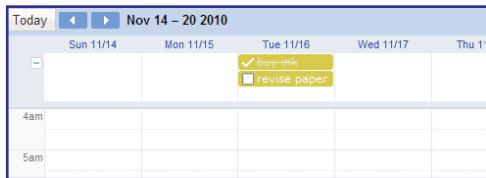


# Proper Planning

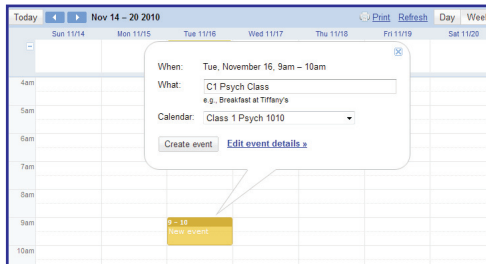
Produces Pristine Performance (Part 2)

## Getting Started With Google Calendar

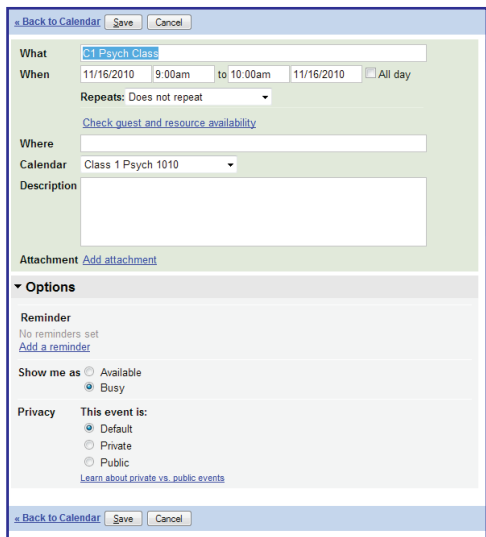
### 1 - Tasks



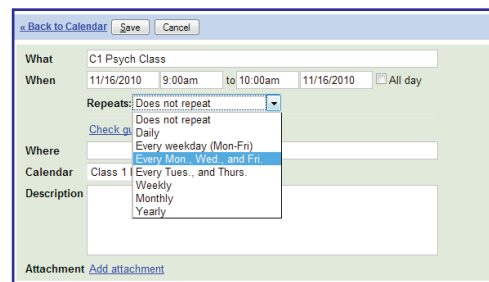
### 2 - Schedule and event. Click and drag across the desired time frame.



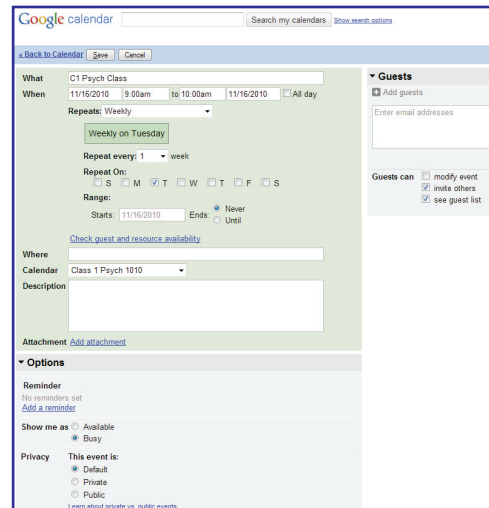
### 3 - Edit event details.



### 4 - Set repeat parameters.



### 5 - Edit repeat parameters or other options.



THINK  
easier

# Proper Planning

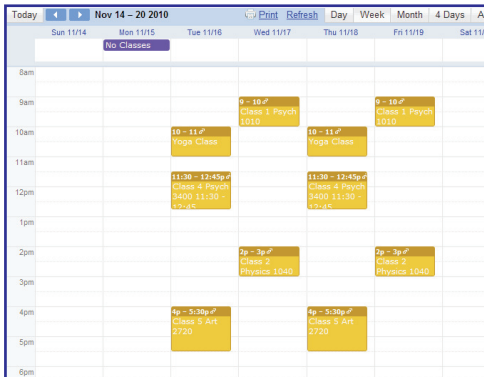
Produces Pristine Performance (Part 2)

## Sample Semester Plan

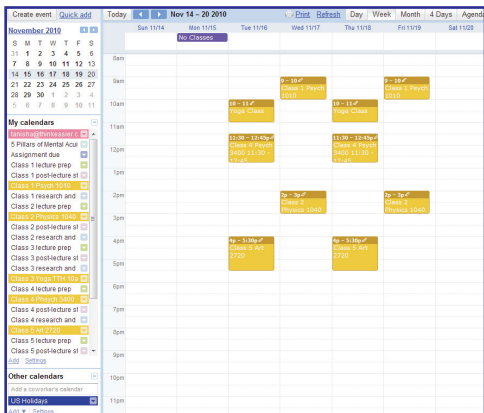
1 - School holiday scheduled as an all day event.



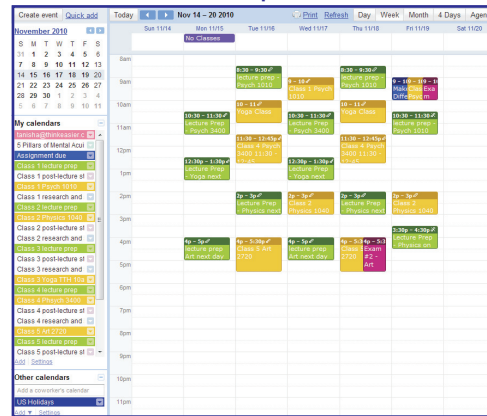
2 - Classes scheduled in.



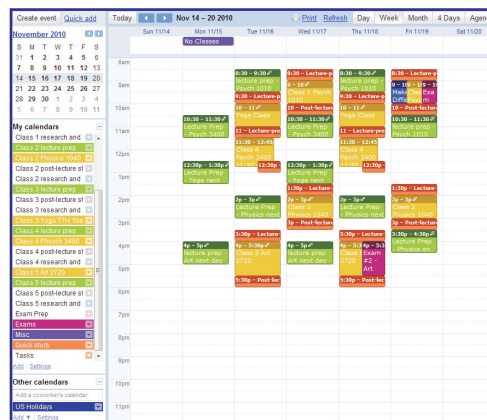
3 - Left pane displays which calendars are visible.



4 - Exam dates, assignment dates and Lecture Prep.



5 - Quick Study Time added.

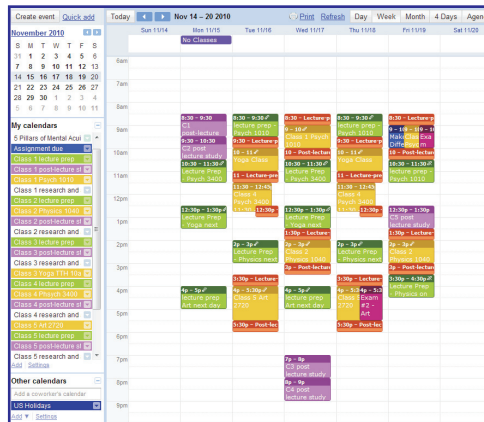


THINK  
easier

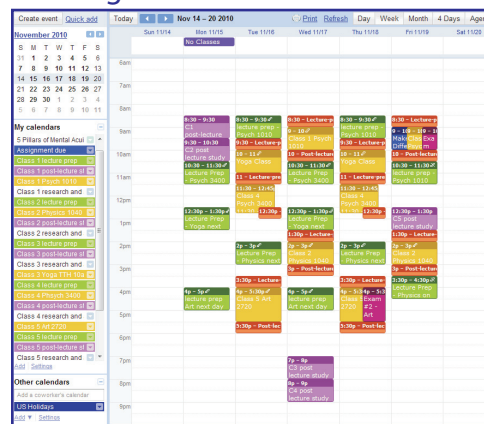
# Proper Planning

Produces Pristine Performance (Part 2)

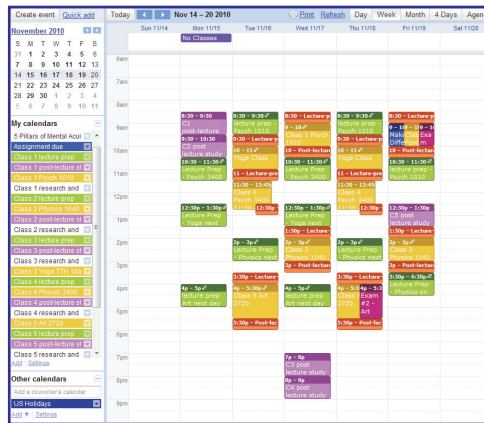
## 6 - Post-Lecture Study Time added.



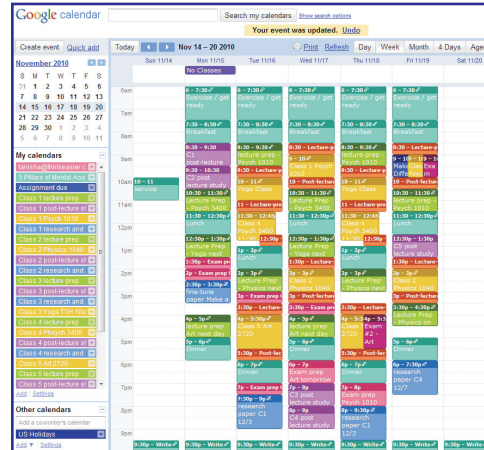
## 8 - Research, Writing, Complete Assignments.



## 7 - Exam Prep added.



## 9 - 5 Pillars of Mental Acuity.



# CUT THE CRAM! STUDY HABITS

Lecture Prep  
General

This section is geared toward students; however, for those of you who are not in school, these tip and techniques easily translate to the office, home, or anywhere!

Here you will learn how to prepare for a lecture that you would hear in college, however you can utilize this technique for learning ANY information!

“Sleep is the golden chain that ties health and our bodies together.”

Thomas Dekker

One important key to thinking easier is having good, natural, sustained energy. This type of energy comes from healthy habits that invigorate our minds and don't “cost” us anything later. The 5 Pillars of Mental Acuity described in section 1 of this Playbook are core practices that naturally provide us with this type of energy.

Here, you will learn 8 practices specific to your lecture preparation. These will optimize your brain for learning so you're prepared mentally, physically, and emotionally to get the most out of your lectures!

## 1 Get Good Sleep

Not just plenty of sleep, but GOOD sleep.

(By the way, caffeine is the number one culprit of poor sleep! Also, sleeping pills can give 8 hours of sleep, but often result in POOR sleep!)

## 2 Eat a Healthy Breakfast

Eat a nutritious breakfast. Start your day out with food that will give you sustainable energy that won't “cost” you energy later. Carry an apple with you that you can eat between classes. Avoid all fast food, sugary snacks, soda and energy drinks.

# CUT THE CRAM! STUDY HABITS

Lecture Prep  
General

“You learn something every day if you pay attention.”

Ray LeBlond

## 3 Love

Remember when you were in love? Maybe you're in love right now! Notice how much energy you have when you're in love. We want to LOVE our lives. When we feel LOVE we feel energy—love gives us energy and energy makes it so much easier to learn!

In fact, the brain naturally loves to learn. When we sabotage ourselves with thoughts like, “Ugh I don't want to go to this class,” we interfere with what our brains want to do. Having a bad attitude or being afraid that a class is hard or boring, limits our ability to learn.

Replace thoughts of negativity and fear with ones of love and belief. Our mantra should be one of faith, peace and prosperity!

## 4 Be on Time

Be in your seat on time. When we're late our minds are reeling and we're frustrated.

When we walk into a class late, we feel embarrassed and want to hide. These feelings close us off to learning and we miss all the great information that the teacher is presenting, which we'll be accountable for on a test. We are much better off when we start the lecture off on the right foot by being on time.

## 5 Sit Front and Center

Try getting a seat as close to the professor as is comfortable. They like the up-front attention. :) Plus, it's great for your mind to interpret as much body language as possible.

Not to mention, when we're up front and center we get the information “first” and have less distractions between us and the professor.

# CUT THE CRAM! STUDY HABITS

Lecture Prep  
General

“Take the attitude of a student, never be too big to ask questions, never know too much to learn something new.”

Og Mandino

## 6 Make Eye Contact

Make eye contact with your teacher often—just be careful not to creep him out! :) The mere appearance of being interested will cause his lectures to be directed toward you. When the lecture is directed toward you, you will naturally hear and retain more. Not to mention your attentiveness will often endear your professor to you, creating a greater desire in him to see you succeed!

## 7 Interact

Speak up in class. Ask questions, ask for clarification, make comments when appropriate. As we participate, our confidence in ourselves and our abilities increases. We feel energized and our brain is primed for learning.

In addition to interacting during lectures, take advantage of your Professor's office hours several times during the semester.

## 8 Chapter Master!

Gain exposure to the material first through the Lecture Prep Chapter Master technique in the next section!

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Our brains can learn much more effectively when we feel good. By practicing these steps before and during lectures, you will eliminate stress and distractions. You will maximize your learning in the classroom and be on the road to success from the get-go!



# CUT THE CRAM! STUDY HABITS

## Lecture Prep Chapter Master!

“Spectacular achievement is always preceded by spectacular preparation.”

Robert H. Schuller

There is nothing worse than sitting in a lecture and feeling lost. And there's nothing better than feeling like you're not only keeping up, but you're ahead! What's the difference? Exposure. When you try to understand a lecture without being exposed to the material first, your mind has to work much harder to keep up. It only takes a small amount of exposure to completely change your experience, and the more exposure you get the better.

## Learning is a 2-Step Process

1. Exposure
2. Understanding

Where do you get understanding? In your lectures, in chapter reading, and in study groups, etc. Many try to understand the lecture without prepping at all first—they receive their first exposure in the lecture, thus missing out on much of their potential for understanding and effectively learning. Others gain their first exposure by reading the chapter ahead of time, which greatly enhances their lecture experience. However, there is an even better first exposure, we call Lecture Prep—Chapter Master, that will enhance your understanding from both the lecture AND the reading! Whether your material is on the simple side or more of a struggle for you, this first exposure is KEY.

When you read a chapter or attend a lecture without the Lecture Prep technique as your first exposure, reaching your high potential for understanding is like trying to read a book without first being exposed to the alphabet. How difficult would it be understand how to read as you stare at a book without having had exposure to the alphabet ahead of time? It might help to have someone read the words to you as you follow along, but it would take a LONG time to eventually understand how to read. You might even give up before you have a chance to really get it. Exposure to the alphabet would take some preparation, but when it's time to pick up a book, you're way ahead of the game—the understanding then comes exponentially more quickly!

# CUT THE CRAM! STUDY HABITS

## Lecture Prep Chapter Master!

“The object of education is to prepare the young to educate themselves throughout their lives.”

Robert M. Hutchins

Because we've trained ourselves to rely solely on the lectures and chapter reading, we don't realize how hard we're making it for our brains to learn, retain, and recall. Without exposure:

- We are going in cold
- We don't know what will be covered
- We frantically write notes
- We miss much of what the instructor is saying
- We are exposed to concepts for the first time
- We miss the repetition component of learning
- We do not have a method of retention
- We are stuck in the downward spiral of having to cram for our exams
- We are more likely to forget the information.

We can go so much further with just a little preparation! It will shock you how much this technique will boost your understanding and retention in your reading and lectures! Some key benefits are:

- We will have a method of retention—a place in our mind (the framework) to easily store additional information for easy recall later
- We will be more familiar with the material going into the reading or lecture
- We will understand the reading or lecture at a new level
- We will be able to focus on the lecture without having to focus on writing notes
- We will study the material efficiently without cramming

# CUT THE CRAM! STUDY HABITS

## Lecture Prep Chapter Master!

“The human mind is  
our fundamental  
resource.”

John F. Kennedy

As in the reading analogy above, when we prepare, we first learn the letters of the alphabet, such as “s” and “h”—what they look like and how they sound. Then we learn how they work together to become “sh.” We further expand with silent consonants and other basics—the more you prepare here, the greater your understanding will be when you read! The Lecture Prep technique works similarly. We first build a simple framework of your learning material, then expand the information within that framework as much as you want. Finally, when you sit down to read the whole chapter or listen to the lecture, the information just drops into your framework easily and virtually without effort. It is then ready for your retrieval when it comes to exam time or real life application even years later.

You’ll need to be familiar with the Easy as PIE and Easy as 123 techniques to take full advantage of this preparation method.

# CUT THE CRAM! STUDY HABITS

Lecture Prep  
Chapter Master!

“Curiosity is the very basis of education and if you tell me that curiosity killed the cat, I say only the cat died nobly.”

Arnold Edinborough

## Chapter Master

Follow these steps for material you must read or that will be covered in a lecture, we'll refer to that material as a chapter in this example. Whether you actually have time to read the whole chapter or not, do this technique first!

### 1 Outline

Identify the chapter sections. They can usually be found by looking in the Table of Contents.

Use the Easy as PIE method to commit to memory each section of the Chapter Outline.

- Position It
- Imagine It
- Exaggerate It

Remember you don't have to understand what all of the words mean at this point, you are just getting exposed to the topics in order.

Now each of these sections will be vivid in your mind during your reading or lecture. When new information is given, you have a framework on which to add more information about each section.

# CUT THE CRAM! STUDY HABITS

Lecture Prep  
Chapter Master!

“The significant problems we face in life can not be solved at the same level of thinking we were at when we created them.”

Albert Einstein

## 2 Summary

Step two is to simply:

- Read the chapter Introduction
- Read the chapter summary
- Read the questions at the end of the chapter, if there are any

That's it! At the beginning there will generally be a couple of paragraphs introducing the chapter, and at the end of the chapter there is usually a summary. And if there are questions at the end of the chapter read through them. You do not have to try to remember any of this information, you just want to read it and be exposed to it. However, if something stands out to you, by all means add it to your new framework (from Step 1: Outline) using the Easy as PIE and Easy as 123 methods.

## 3 Captions

Simply go through the chapter and read all of the captions under every picture, image, graph, and table.

Again, you do not have to try to remember any of this information, you just want to be exposed to it, but do add it to your framework whenever something stands out.

# CUT THE CRAM! STUDY HABITS

## Lecture Prep Chapter Master!

“No problem  
can withstand  
the assault of  
sustained  
thinking.”

Voltaire

## 4 Glossary

Go through the chapter to find glossary terms—read them and their definitions. Some chapters have the Glossary terms throughout the text in bold, keep an eye out!

The Easy as PIE method is great for remembering definitions! For example, in your history book, the word “Flemish” is in bold. Upon looking it up you learn that Flemish people are from Belgium. How do you remember that?

One way is to relate “Flemish” phonetically to “phlegm” caused by “Belgian” chocolates. The more ridiculously exaggerated, the easier to remember!

## 5 Fill-In

Just fill in the blanks! At this point, you may add any or all of the following before finally reading the lecture.

- If the chapter sections have subheadings, learn all of them with Easy as PIE, just as you did in Step 1 for the main sections.
- As you’re working on any of the steps 1–4, look up the definition for every word you don’t know. Some may not be in the glossary, so keep your dictionary handy.
- If there were chapter questions you read in Step 2, answer them now.
- For any information you had merely read during prior steps, you could now rememberize it with Easy as PIE and Easy as 123.
- If you come across acronyms, learn what they are. For example: PPI = pixels per inch.
- If there are math or physics formulas, learn what the components are. For example, if you see the formula  $f = ma$ , just read that “f” = force, “m” = mass and “a” = acceleration, or use Easy as PIE to rememberize the formula itself.

# CUT THE CRAM! STUDY HABITS

## Lecture Prep Chapter Master!

“Own only what you can carry with you; know language, know countries, know people. Let your memory be your travel bag.”

Alexander Solzhenitsyn

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Now that you have gained exposure through the Chapter Master process, you are ready for the understanding phase!

Now read the chapter from beginning to end and attend your lecture—you will find that additional information will attach itself to the framework you built during the exposure phase.

Notice how exciting it is to be familiar with the basics and the terms ahead of time! Notice the energy boosts and greater understanding you experience during your lecture—you have a major leg up!

# CUT THE CRAM! STUDY HABITS

## Quick Study

### Quick Study

“All things are ready, if our minds be so.”

William Shakespeare

Before each class, review the framework for that lecture you built in your memory bank through the Lecture Prep—Chapter Master process. This could be done simply while walking to class.

After each class, review the framework again, this time with all of the new information you've added to your memory bank during the lecture.

It also helps to relate it out loud as if you were teaching it to someone else. If you have the opportunity to do so, DO teach it to someone else—this will solidify the information within you!



# CUT THE CRAM! STUDY HABITS

## Post-Lecture Study

“It’s not the will to win, but the will to prepare to win that makes the difference.”

Bear Bryant

## Post-Lecture Study

The lecture is arguably the most important aspect of college learning. During lectures you have the relatively unique opportunity to learn directly from an expert in the field you’re studying. This is also where you get the really important information—what’s going to be on the test! :) Needless to say, knowing how to assimilate lecture material is critical. Here’s what you do:

### Immediately Following a Lecture

Review the information in your Easy as PIE framework, as soon as possible following a lecture. As you walk between classes, drive home, etc., go over the lecture as if you were the professor teaching the material. Make as many points as you can recall. You may find yourself asking and answering your own questions. Review any written notes you may have made, and jot down additional notes or questions that you’re unable to answer.

### In the Subsequent Weeks Between the Lecture and the Test

Go over the information in your mental framework once or twice each week to be sure that you keep it fresh and you remember it correctly.

### In Study Group Sessions

Study groups are a great way to:

- Test your knowledge and get that free, exciting energy boost
- Help others to learn the material

These exercises will solidify the lecture material in your brain and, when used in conjunction with the other exercises in this manual, you will be able to recall it easily at exam time.

A green circular logo with the word "THINK" in white, bold, uppercase letters above the word "easier" in white, lowercase letters. The background of the logo is a dark green gradient.

**THINK**  
easier

## Cut the Cram – Rememberize It!

# Lecture Prep

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### 7 Info-Retention Boosts

1. Get Good Sleep
2. Eat a Healthy Breakfast
3. Love—Love School, Love Life
4. Be on Time
5. Sit Front and Center
6. Make Eye Contact
7. Interact
8. Chapter Master

---

### 5 Steps to Chapter Master!

#### 1. Outline

Use the Easy as PIE and Easy as 123 techniques to rememberize the chapter or assignment outline. Just the headings is fine for now.

#### 2. Summary

Read the chapter introduction, conclusion or summary, and any end-of-chapter questions. Rememberize these if you choose, but at least read them.

#### 3. Captions

Read all captions for any photos, images, maps, tables, or graphs.

#### 4. Glossary

Use simple exaggerated associations to learn any terms you are not familiar with. You may have come across these terms while previewing the assignment, or if the textbook has bolded or otherwise emphasized glossary terms for you, skim the chapter for those you don't know.

#### 5. Fill-In

Add to what you now know. You may want to rememberize all of the sub-headers to your outline or simply read the rest of the assignment. Keep adding exaggerated images to the framework you have created when you come across points you wish to remember.

# CUT THE CRAM! STUDY HABITS

## Exam Prep

“When you’re prepared, you’re more confident. When you have a strategy, you’re more comfortable.”

Fred Couples

## Exam Prep

Now it’s time to get ready for the exam. This will be a breeze because you’ve been reviewing your material through your Lecture Prep and Post Lecture Study Time, you should be basically up to speed on most or all of your material. Your preparation time should already be marked on your calendar from the Semester Planning section. Now it’s time to utilize this time to solidify all the information you’ve been storing.

### One Week Before Your Exam

Review pertinent exam info you’ve stored in your Easy as PIE framework.

- Take a mental tour—check your Positions and make sure everything is Imagined and Exaggerated clearly. Cover each section that you’ll be accountable for on the exam.
- Verify that information against your book, handouts and other study material to make sure you are remembering it correctly. Make any corrections to your memory bank as needed.

# CUT THE CRAM! STUDY HABITS

## Exam Prep

“You’re not obligated to win. You’re obligated to keep trying to do the best you can every day.”

Marian Wright Edelman

### During the Week of Your Exam

Now that you’ve refreshed your information and verified it, simply run through chunks of that information every day until the exam.

- Fill in blanks as time allows.
- If you didn’t have time to read a section earlier, make sure you do so now.
- If you were able to read all the chapters previously, go back and re-read sections you feel less confident about
- Review chapter questions, headings, sub-headings and captions.

### One or Two Days Before Your Exam

Run through the entire catalog of exam information in your memory bank in one sitting, if possible, to make sure you’ve got it all together and fresh.

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By now you should be feeling great! You’ve prepared well and because you have followed the previous steps to properly store the information, retrieval will be easy!

# THANK YOU!

We hope you will consistently use this System to enhance your memory and get the results you want in school and in life!

Get more support at [ThinkEasier.com](http://ThinkEasier.com)

We'd love to hear how you're doing—leave us a comment at [Facebook.com/ThinkEasier](https://Facebook.com/ThinkEasier)

“The thoughts we think today create the life we'll live tomorrow. So think happy thoughts and think a happy life!”

Bo Landsem

THINK  
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Rememberize It!  
**Rubik's Cube**























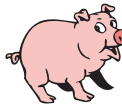




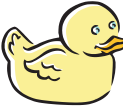
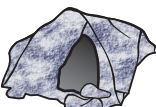






















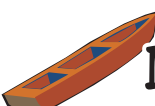
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	r	d	R	D				

**THINK**  
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Remembering

# Playing Cards

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A		CaT	A		SeaT	A		HuT	A		DarT
2		CaN	2		SwaN	2		HeN	2		DawN
3		Clam	3		SteaM	3		HaM	3		DiMe
4		CaR	4		StaR	4		HaRe	4		DeeR
5		Coal	5		SeaL	5		HeeL	5		DoLL
6		CaGe	6		SluG	6		HoG	6		DoG
7		CaKe	7		Sock	7		Hook	7		Duck
8		CaVe	8		StoVe	8		HiVe	8		DoVe
9		CoP	9		SoaP	9		HarP	9		DroP
10		CaSe	10		See-Saw	10		HoSe	10		DaiSy
J		CraB	J		StaB	J		HoBo	J		DerBy
Q		Club	Q		Spade	Q		Heart	Q		Diamond
K		KiNG	K		StiNG	K		HaNG	K		DiNGy

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easier

Rememberize It!

# Pi to the 100<sup>th</sup> Decimal

## 3.



14



15



92



65



35



89



79



32



38



46



26



43



38



32



79



50



28



84



19



71



69



39



93



75



10



58



20



97



49



44



59



23



07



81



64



06



28



62



08



99



86



28



03



48



25



34



21



17



06



79