

Memory notebook

Memory notebooks are used to support prospective memory and recall of information.

You can use a memory notebook to:

- Record contact information.
- List important facts.
- Write down instructions for new procedures.
- Take notes during doctor visits and other meetings.
- Use it as a therapeutic journal/diary.
- Record upcoming appointments and events.

Here you'll find two ways of organizing a memory notebook: by topic or by date.

You'll see that this person has 3 entries for their doctor, on 5/16 and 5/17.

All 3 entries are on the same page for the topic-based notebook. The 3 entries are on two different pages for the date-based notebook.

Memory notebook organized by topic

John's memory notebook

Page	Topic
1-5	Table of contents
6	My doctors - names, addresses, phone numbers
7	Family birthdays
8	Important names and dates
9	Speech therapy notes
10	Dr. Bell (PCP) visits & calls.
11	How to print pictures on computer

Memory notebook organized by topic

Date	Notes from PCP visits
5/16/22	Yearly check-up. Cholesterol is better, blood pressure a little high. Starting me on a diuretic to help remove sodium and water from my body.
5/16/22	Left message for Dr. Bell, not sure how often to take the diuretic.
5/17/22	Dr. Bell's office called. I'm to start the water pill tomorrow, and take one pill every other day.

Memory notebook organized by date

John's memory notebook

Topic	Pages
Speech therapy notes.	P. 6, 9, 12
Dr. Bell (PCP) calls/visits.	P. 6, 7
How to print pictures on computer.	P. 7
List of doctors & phone numbers.	P. 9
Important names & dates.	P. 9

Memory notebook organized by date

Topic	5/16/2022
PCP	Yearly check-up. Cholesterol is better, blood pressure high. Starting me on a diuretic to help remove sodium and water from my body.
Speech therapy	Started this notebook to help me remember important information. Every day, I write the date at the top of a new page and take notes of important stuff that happens. Then I write the page number next to the matching topic on the table of contents page.
PCP	Left message for Dr. Bell, not sure how often to take the diuretic.

Memory notebook organized by date

Topic

5/17/2022

PCP

Dr. Bell's office called. I'm to start the water pill tomorrow, and take one pill every other day.

How to print pictures from email

1. Turn on printer
2. Log into email on computer.
3. Open the email with the pictures.
4. Download the first picture.
5. Open the download folder.
6. Right click on the picture.
7. Select "print".