

≡ *Rapid Recall*

~ A Spiritual Approach ~
by
Charles McClory

A Practical Guide to Learning and Recall

Acknowledgments

I would like to thank my eternal Father in heaven for sending his angels to rescue me from the darkness.

I would like to thank my parents for teaching me discipline and independence.

I would like to thank my three angels for allowing me to be their father.

Michael Gregory McClory
Patrick Bernard McClory
Matthew Stephen McClory

I would like to especially thank my best friend and cousin, Dave W. McClory, who has loved me unconditionally longer than I can remember.

I would also like to acknowledge my many brothers and sisters who have walked with me. You know who you are.

I would like to thank my good friend and mentor, Keith Lute, God bless his soul, for recognizing my potential and being the inspiration that goaded me to a lifetime in the pursuit of excellence and the study of learning.

Also, I would like to acknowledge the many experts whose works I have read and applied. On the Book List page I have listed their contact information for your convenience. These pioneers in the field of learning and education have been of inestimable help to mankind, and their materials should be researched, studied and absorbed by all who have embarked on the endless search for knowledge and wisdom.

Lastly, I would like to thank Elizabeth Clare Prophet for her perseverance on the path and spiritual teachings.

Autobiography

I was born in Pittsburgh, PA in August of 1945. My family moved to a farm in Illinois where I lived until the age of 5. Shortly thereafter we moved back to Pittsburgh. In June of 1952 my mother died from cancer. On February 22, 1954, our house burned to the ground. I guess my teachers let me slide on my homework because of early childhood disasters and lack of supervision. My father remarried in 1956 and my stepmother would sign my report cards with the

comment that just because she signed the cards it did not signify her approval. As a result of a lack of supervision I flunked 3rd grade twice and never passed another grade until I reached high school. I tried very hard in high school and barely managed to graduate. I was not stupid, just a slow learner. I had near perfect attendance in school but I was a consummate daydreamer. I wasted 9 years of grade school. I never saw a test I could not flunk. Because of a lack of mental discipline I did not create the normal neuron pathways. My dendrites did their own thing.

One day while in second grade I visited the corner grocery store and bought 7 cents worth of candy. I tendered a dime and received 3 cents change. I was elated. I came to a very unfortunate conclusion. I could communicate! I could calculate! I do not need school!

In third grade for the second time the teacher was reviewing the math lesson from the previous day. She called on me to stand up and to tell her what was the position to left of the unit's position. My mind froze. I could not recall a thing. Finally, after a very long time standing next to my desk, she announced that it was the TENS position. I felt embarrassed and humiliated. It took me 40 years to learn that **fear blocks the higher mental processes.**

Another incident that I remember was the time we had to memorize Lincoln's Gettysburg Address. I studied hard for a whole week and managed to memorize the first half perfectly. The teacher called on the guy in front of me to recite the first half and then called on me to recite the second half. I died again. I figured, "What is the use in trying?" Another bad decision.

My spelling, grammar and handwriting were atrocious. Math was not too bad but my computation was. My study habits were nil.

After having my IQ tested in high school, I discovered I was of average intelligence. How was it possible to have an average IQ and be at the bottom of the class in almost every subject?

I guess the biggest problem was that I could not remember my lessons long enough to pass a test.

I managed a paper route for several years and worked in a dairy store during my senior year of high school. I guess I could be successful without academics!

I was 21 years old before I could spell my middle name and still did not know my right hand from my left. I said, "Why me?"

In 1968 I saw my smart friend Roy in the recruiting office. He told me he was enlisting. I figured that I could do electronics in the military because I did okay in electronics classes in technical high school. After turning in the entrance examination I asked the sergeant to give me the electronics test. He said that I just took the electronics test. I said, "But there were no electronics questions." He said that the entrance exam tested whether I had the ability to learn electronics, not actual knowledge!

The Air Force concluded that I did not have the ability to learn electronics!?! The USAF did not factor in my desire to become an electronics technician. So I ended up being a dental assistant for four years.

While stationed at Elmendorf AFB in Anchorage, Alaska I met Sgt. Keith Lute. He was also from Pennsylvania and we became instant friends. He was a master of the English language. His eloquent speech made me an instant admirer. We played chess and Scrabble together. He would take me with his family on camping trips or just over to his house on Friday nights to have dinner. It was time for me to begin my quest to undo the damage that I had done to myself through sheer ignorance. I ordered Sleep Learning tapes on spelling and vocabulary and supplemented them with library books. I attended night school for two years with the University of Alaska.

So you ask: Why should I read a book written by a dysfunctional flunky? Think again. I have risen to the level of Computer Engineer while working as an electronics technician at Carnegie-Mellon University in Pittsburgh. My supervisor at CMU evaluated my skills. The only category where I was lacking was in adapting to new situations. This was basically the same problem I had in grade school with comprehension and recall. That was then.

I wrote this book to help those students who have either not connected their neurons properly or who have given up on the system. I hope this book will make its way into the hands of the so-called slow learners. I would also like to see this book in the hands of anybody who would do better if they knew better.

Being a student of learning for over 30 years and having achieved success, I feel that I have something to offer any sincere student.

How long shall we ignore America's greatest natural resource, the human mind?

Will you help me find and feed these lost sheep?

For the love of God,
Charles McClory

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Summary

Book List

Dedication

~ This Book is Dedicated to the Light-Bearers of the World ~

Donations

- This book in its entirety is available via web browser free-of-charge to those students who are considered by the establishment to be slow-learners . God bless you.
- THIS BOOK IS NOT AVAILABLE FOR COMMERCIAL OR PERSONAL PROFIT. Any attempts to do so will be considered a violation of US and international copyright laws and punished accordingly.
- This book is also available in .PDF format to those who want the professionally edited version from **New Hope Enterprises** (<http://www.newhopeent.com>)
- Letters of appreciation and/or donations can be sent to:

Charles M. McClory
1215 Transverse Ave.
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- Thank you

The Staff,
N.H.E.

P. S. The author reminds us that he has used the physical-memory-aid of addressing an envelope as a reminder to send a letter. He is always trying to help. God bless him.

Introduction

This book in its entirety is free to individuals using an Internet web browser.

This book is protected by US and International copyright laws and it may not be reproduced for distribution without prior arrangement with the author. Teachers may read and inform parents as to the availability of this book on the Internet.

This book is written in a straightforward style and does not attempt to psyche up or convince the reader of its validity. It is to be hoped that the reader found this book through personal effort and is ready to apply its suggestions and techniques without needing a lot of hubbub and fanfare.

This book is written for people interested in improving their knowledge and understanding of the various aspects of learning. It would be a good idea to have a dictionary handy while reading because there is no attempt to dumb-down the material for the reader but rather to encourage them to reach higher.

This book approaches learning from a spiritual perspective. This book is not connected to any church or organization. The underlying spiritual message is simply to love God.

This book is a compilation of personal experiences and discoveries that have been accrued over a lifetime of devotion to the field of learning. Its many anecdotes and jokes make it easy and fun to read.

This book is an original, practical and innovative approach to education, learning, memory and problem solving. Also included is a list of suppliers of avant-garde learning and memory materials.

This book is the result of a classic underachiever who ultimately succeeded and wants to help those of like mind. The insight contained herein is ideal for getting to the root of learning problems using solutions that are proven to work. Perhaps you know a child who would benefit from this type of information. This book may also be of value to those people who did well in school but may have difficulty with certain aspects of learning and recall.

The Staff,
New Hope Enterprises

Chapter 1

Education of the Child

Education in America

Education in the United States of America is in a tailspin. I feel that the root of the problem lies in the banning of prayer from our public school system. A decrease of morality results in an increase of violence and illiteracy. I also believe that there should be a separation of church and state. ***However, I do not believe there should be a separation between God and Government. "In God we trust."***

An alternate solution to this dilemma could be the institution of the singing of patriotic songs. I clearly remember the hairs rising on the nape of my neck while singing the national anthem in first grade. Although I knew absolutely nothing about patriotism, my soul could feel the flame of freedom. Surely our paid representatives would not object? I understand that the person who was responsible for robbing our youth of their spirituality is remorseful. Perhaps patriotism will save the day.

The other big problem is that the educators never teach the student how to learn. To compound matters, they cannot understand why the students have so much trouble learning because they themselves were either gifted or had parents who took up the slack.

Most teachers feel that the best way to learn is through brute force. They believe that all you have to do is repeat information over and over many times and you learn. Wrong. High school and college graduates do not learn how to think in school. Most graduates only discover and develop their natural ability to think when their profession demands it. ***Memorization does not equal understanding.***

Teachers in America go to school only once and then they have a license to teach for a lifetime. Our nation's rapid progress should require teachers to go to seminars or to be re-certified regularly.

We have given the educators the task of teaching our children. Now the parents are having to remove their children from the public school system and do the job themselves.

I am not a proponent of spending millions on more classrooms or more teachers. I suggest either completely revamping the current public school system or replacing it with private institutions.

The major purpose for writing this book is to reveal the gross and subtle techniques that are necessary for learning how to learn and rapidly recall information, not bash the public school system. Let's get to work.

Left Brain versus Right Brain

The human brain consists of a left and right hemisphere. The left side is responsible for logical or linear thinking. The right hemisphere is involved in creative or sensory processing. The left brain controls the right hand and arm. Conversely, the right brain controls the left arm and hand. This may indicate that if you favor the left hand you will tend to be more creative, and if you favor the right hand you will tend to be more logical. In the past, grade school teachers forced students to write with the right hand. This practice may very well be detrimental to the child's natural development. My situation is a case in point.

The current school system rewards the linear thinkers and penalizes the creative types. This book teaches the creative thinkers how to utilize their creative abilities in order to master the academic challenges presented by the current school system.

The Four Levels of Understanding

There are four levels of understanding. To achieve progress, meet the child at his level of understanding.

Unconscious Incompetence	-Not knowing that you do not know
Conscious Incompetence	-Knowing that you do not know
Conscious Competence	-Knowing that you know
Unconscious Competence	-Automatically knowing

Learning from Children

The study of very young children could help educators develop better instruction. Children have fantastic memories until they enter grade school. This is because in kindergarten and preschool the focus is on the child's creative, artistic right-brain classic thinking. On the other hand, grade school caters to the adult left-brain logical thinkers.

Only the successfully programmed child will survive the system. They later become educators and the cycle repeats itself. It is time to break the cycle. Change can be voluntary or forced by necessity.

The educators would do well to study the teaching method of Maria Montessori. The Montessori Method incorporates learning techniques that utilize all five senses, including a few more such as love and understanding. (See Book List.) The following three paragraphs are taken directly from her web page.

Maria Montessori was born in Italy on August 31, 1870. She was born to a well-respected family and was expected to grow up to fulfill the traditional role of the Italian woman. Instead she pursued an advanced degree at the University of Rome and became the first woman physician to graduate in Italy. Her interests drew her to work with children, initially those who were disadvantaged and had special needs.

Because she was an anthropologist, Montessori's decisions about working with children were made by observing them first. She was not trained as an educator and thus her decisions were based upon watching what children did and what they were attracted to. Through her observations and trial and error, she developed what became known as the Montessori Method of education. It was a radical departure in Montessori's own time. She did not place children in restricting environments, but instead designed the environment to reflect children. Tables and chairs were child-sized and materials were placed on low shelves to be readily accessible to the students. In addition, many of the skills were designed to teach children how to become more independent and do things for themselves.

Montessori continued throughout her life to work for the betterment of the lives of children, founding training centers for teachers and dispersing this

method of education throughout the world. During her later years her focus became centered around educating children to promote the principles of peace. Her legacy has been the establishment of Montessori schools around the world, which promote the cause of the child as a citizen of the world.

Continuing...

Why not make materials available to preschool children that will prepare them for first grade?

Learning nursery rhymes helps children develop the ability to memorize. (Albeit I find nursery rhymes very GRIM. Pun intended.) Learning by rote enables the child to learn basics like the alphabet and multiplication tables. The problem is to get the intelligent child to memorize by rote without understanding. I felt that there was too much rote and not enough understanding. Whenever I did not understand something, my brain would shut down.

Children need a proper challenge. When my son Michael was just a lad he amazed me when he understood more from a Shakespearean play than I did. The literary classics and classical music provide the proper challenge.

Let us build an education system that utilizes the knowledge of how the human brain functions. One that teaches the child from the cradle to the job. One that is flexible and meets the child at her level of understanding. Let us design the curriculum to prepare the student for a field of study. If the student decides to change fields, it should be painless. It should not be a disadvantage for the child to have to go to school in America.

Games

Children play a game called Simon Says. The object is to follow simple instructions. Parents and preschools should encourage these types of games because it is necessary for children to gain mastery in discipline if they are to develop good school habits. Learning should be fun. Games are fun. Friendly competition is fun and healthy. ***Use competition to improve one's mastery, not to put down other children.***

The Alphabet Game

Once while driving cross-country I invented a game played with adults and children that is fun and will sharpen and develop a good memory. Let's call it the Alphabet Game. Pick a category. Ones I have used are trees, animals, flowers, birds, colors, rocks, athletes, etc. Start with the letter A and progress through the alphabet. Let the youngest go first. Possible animals would be ape, ass, aardvark, antelope, etc. Try it. The Alphabet Game is a family game. Many families have discovered that games provide quality time for family members. Keep in mind that sibling rivalry can be detrimental. Avoid this by stressing competing against oneself or the game. Use competition to hone skills and not tear down one another. Remember, you need your competitors as yardsticks. Do not humiliate them.

Recall, the Fourth "R"

Everyone knows the three R's: Reading, Writing and Arithmetic. Forgotten, is the most important "R" of all: "Recall or Remembering." Pun intended.

How about designing a course devoted to "Learning How to Learn" and/or "Memory and Recalling"? Why not have a standardized test that will determine the areas of strength and weakness of a student? Requiring children to pass an entrance exam to enter first grade could uncover a problem before it is too late. This would allow the parents and teachers to determine if there is a physical defect or if they just need special training.

There could be many reasons for a child to be a slow learner. Maybe their parents cannot help them. Conceivably the problem is genetic or drug related. Possibly a physical handicap is to blame. Isolate the problem and implement the solution before it becomes a problem that is beyond the scope of the system.

AND THE SIGN READ...

The stork is the bird with the biggest bill.

Advice about Children

I was over 40 years old when a friend noticed that when I read, I was using only one eye. I spent many a year stumbling over words. Compound this with being taught to sight-read instead of sounding out the syllables. My eyes never really focused on the word I was reading.

America is falling behind the curve in educating our youth. It is time for change. I sincerely hope that this book will help to clarify and rectify this serious problem.

There is good reason why toddlers can learn at a faster rate than at any other age. Let us examine the child under ideal conditions.

For children, everything is new. Life is exciting. Joy is abundant. They are naturally playful and happy. They are open-minded. They use trial and error. They are on the go until they drop. Their mission is to explore their new world. They readily absorb colors, sounds, sights and sensations. They examine their world by putting it in the laboratory of their mouth. They cling to toys until replaced by something more interesting. Their attention span is short because they are absorbing new information at such a fantastic rate. Also they are very hard to distract when focusing on something.

It is the duty of the parents to provide the raw material that the preschool child needs--materials that will educate, entertain and hold the child's interest. This includes games that will challenge and help the child develop multiple skills.

I remember clearly when my mom punched two holes in the bottom of a shoebox and inserted a shoestring through the holes. I had fun that day practicing tying shoe knots. By the day's end I had mastered tying my own shoes.

It is a sin to waste those years when the child's mind is so absorbent. These are the years when the neural pathways are being formed. Researchers have found that putting colorful mobiles in infants' cribs will help the babies develop awareness. There are many studies that show that the more activity the child has, the quicker he will develop. So be sure to help channel that abundant energy into fun and constructive activities.

When feeding a bottle of milk to my children, I would hold their little hands on the bottle using my hands. In no time at all I could remove my hands and the child would gladly feed himself. Teaching independence will make their parting years possible and more enjoyable.

Encourage children to explore their new world more deeply. Reserve the "NO" word for dangerous situations. Using the "NO" word too much will make the child obstinate.

Obstinate children will do what you do-- not what you say. If you earn the child's respect, it will last a lifetime. If you make a slave out of your children, they will either fear you and flee in hatred or stay and burden you for a lifetime. If you force respect, they will either become your slave or spite you. The safety of the child is paramount. See if you can figure out a way to teach the child the dangers without constantly putting the child down because of disobedience. Gain obedience by giving and earning respect. Fear is not a substitute for respect. ***Fear is only a shackle that could stifle the child's progress for a lifetime. Also, fear eventually turns to hatred.***

Children have a tremendous ability to learn new languages. Encourage foreign words, languages and cultures in order to break down barriers. Do not retard the child's progress by talking baby talk. Speak distinctly and enunciate. Do not be afraid to repeat words correctly. This will help the child at school and help her avoid being teased.

I believe that it is a sin to talk baby talk to toddlers. Reinforcing error is dangerous when the child is developing neural pathways for language and speech. It will be many times harder for that child to become normal. Correct pronunciation should be a requirement.

A recent scientific study has determined that reading to your children when they are young will increase their IQ. Do we really need scientific studies to tell us the obvious?

AND THE SIGN READ...

First teach your child to talk, second to keep quiet.

I learned English orally and not via the printed word. Incorrect pronunciation leads to a lifetime of poor spelling. Children need proper conversation. Idle chatter and incessant talk are useless and irritating. Encourage moderation. The child should out-perform his parents. Parents should be proud of their progeny and not feel left behind by them. ***Y our child's progress can help you to continue your own progress.***

Teacher-Student Dialogue

Teaching without feedback is a sure way to ignore problems. Students and teachers should be on the same page or the administrators need to start earning their pay. Either the student or the teacher should be aware enough to spot potential problems and have the ability to get counseling. I will not go into all the possible problems that could require counseling. Addressing the problem immediately will keep the student from becoming despondent. Otherwise the slow learner becomes a non-learner. I am sure that the slow learner would respond to guidance and understanding.

The hardest thing for me was entering classes of which I had no foreknowledge. By the time I figured out what the class was all about, it was usually too late. Why not show a movie that gives the big picture before opening the book? Grade school students could regularly see videos depicting the various careers. I am sure that the parents and business people would oblige.

Teachers who taught with passion were my favorite. Their animated personalities and love of their subject lit a fire in me. Putting these rare finds on film would be a great way to teach the masses. I had an algebra teacher who said, "I am going to teach you algebra or die in the attempt." She was the best teacher I ever had. I did very well in her class. Unfortunately she did die the following year.

Majors and Minors

I always did better when I was going for a goal. Why not have majors and minors in grade school and high school as is done in college? I would include the arts. Important but uninteresting subjects could be great on videos. Grade the student's major the normal way but do not grade the electives. Let the student choose classes just for fun. I always learned better without pressure.

Ignorance Is Stupidity

I spent many a year letting things go in one ear and out the other. I never liked trivia. And to me, school was a lot of trivia. This was a mental mistake on my part. I did not know that I could easily instruct or program my mind to retain information. I thought that you either had it or you did not have it. Ignorance is bliss. NOT! **Actually, ignorance is the highest form of stupidity.**

You may have heard it said that, "It is better to be silent than to open your mouth and remove all doubt." I would replace that one with, "Ignorance is stupidity."

Teachers believed ignorance to be a discipline problem and used violence to instruct the child. Usually the only thing they accomplished was to harm the child. Now they believe that it is a parental problem.

I believe that the school system and teachers should treat ignorance as a learning deficiency and not a discipline problem. I suggest that preschool be required to teach mental development skills. A second alternative would be to devote the entire first year of school to the development of mental skills. Trying to force-feed information into an empty head is like trying to learn to ride a bike without training wheels. Also, in higher grades, students with learning difficulties could be taking learning classes instead of electives.

I was reared on a farm in Trowbridge, Illinois. My playmates were animals. Instead of going to kindergarten, I went straight to first grade at the age of 5 years and 9 months. Many years later, when I requested my grade school transcripts, I discovered that my IQ tested at 118 in a first grade pretest, and I had subsequently entered an advanced 1st grade class. My mom died of cancer about the time I finished 1st grade. I rapidly fell behind in 2nd grade. By 3rd grade they decided to hold me back. I transferred year after year until I reached high school. By 8th grade my IQ fell to 93. I tried very hard in high school and passed by the skin of my teeth.

I failed grade school because the school system does not teach the student how to learn or retain information. Holding me back in school was not the answer.

"Give a man a fish and you feed him for a day. Teach him how to fish and you can feed him for a lifetime." It does not take a rocket scientist to figure out that one. A good IQ score does not necessarily mean a good student. School systems need to develop educational tools that teach the student how to develop learning skills and recall information.

"There are three abilities that become impaired as one gets older. The first is hearing and I cannot remember the other two." ***Unknown***

Students are not the only ignorant ones. Many of our senior citizens suffer from a lack of recall due to insufficient attention to detail or ignorance of the world around them. I sadly watched as my father's brilliant mind turned inward and finally collapsed. He had no idea that anyone existed outside his little world of self. His narrow ideas obsessed and tormented him to the grave. I will love him forever, but I definitely do not want to be like him.

Your mind is too precious a resource to waste. I would exhort our senior citizens to enjoy their latter years and preserve their mental health. If you cannot take your possessions with you when you leave this planet, what can you take? Your consciousness? Your good and bad deeds? The love in your heart? Both the nasty and the nice can live to be 100 years old. In any case this life prepares us for the next. I will never give up because wasting time is a sin.

Vicktor Frankl, a survivor of the holocaust, came to a very profound conclusion. I believe that failure to follow the following advice has resulted in many individuals in our society becoming as broken records. The following paragraph is taken directly from his web page.

Frankl concluded that mental health is based on a certain degree of tension, the tension between what one has already achieved and what one still ought to accomplish. He believed such tension is inherent in human nature and indispensable to mental well-being. Rather than seeking a tensionless state, the ideal situation is to be striving and struggling for a worthwhile goal, a freely chosen path. Frankl believed that a man's task must be to find a meaning that is unique and specific, in that it must be fulfilled by him alone, and that this search should be the primary motivation in his life. "Success, like happiness, cannot be pursued; it must ensue, and it only does so as the unintended side effect of one's personal dedication to a cause greater than oneself, or as the by-product of one's surrender to a person other than oneself."

"Everything can be taken from a man but one thing, the last of the human freedoms: to choose one's own attitude in any given set of circumstances, to choose one's own way of life." Viktor Frankl

Crime in the Media

My father was an electronics teacher in technical high schools in Pennsylvania for many years. Former students would regularly contact him and tell of their good fortune and thank him for his instruction and encouragement. While teaching at a technical school called Forbes Trail, a student clubbed him over the head. He survived but he never went back to that school. America needs a change.

I maintain that as the morals drop, so do the standards. It does not take a rocket scientist to figure that out. I learned in school that decadence led to the fall of Rome. Why do we study history if not to avoid mistakes of the past?

Children learn sex, violence and decadence from the television programs--very aptly named, because they are programming our children. The producers argue that they only give the audience what they want. I would like to challenge that statement. I would like to see a television network that just had "G" rated shows for those who cannot afford cable. A better idea would be a password-protected TV or one that could block selected programs or channels!

The movies are another example of decadence. I suggest that the producers add a few scenes to movies. Then they could produce a single blockbuster with two ratings. I would venture to say that they would clean up at the box office. The moms could drop their kids off at the "G" rated matinee. The revenues would soar through the roof and crime would begin a real decline.

Multimedia

Media is not the problem. The problem is morals. I believe that schools should take advantage of the many documentary films that are available to teach students. Gifted teachers could be videotaped, and all teachers could use the tapes as supplemental material.

Michael's Story (Anecdote)

I am sure my son Michael will not mind sharing his story with my readers. He inherited a few of my genes. For instance, he would never even try to read the words on a cereal box or milk carton. He could not or would not study. His mom did a lot of his homework. His 7th grade teacher called my wife and me into her office and

recommended that we hold Michael back a year in school. I thought that it was a little too late to apply such drastic measures. Besides, it did not help me one iota, so why should it help him? I said, "No way." My wife, a schoolteacher, surprised me when she did not object. So we signed the piece of paper together. The very same thing happened the following year. We signed the paper again.

I remembered as a youth buying some comic books to read. After I became tired of them I found some Hardy Boys books in my house and read them all. So this gave me the idea to give comic books to my son. I figured that the comic books would at least encourage him to read. It worked!

As fate would have it, I was able to enroll my son in a Montessori school for 9th and 10th grade. I found a very nice Special Education teacher named Carla who tutored him for about three months. She had him using a reading machine that could adjust his reading rate. She also had a balancing device. Michael would stand on it while tossing a ball into the air just short of the ceiling and catching it with one hand. This, she explained, was to balance the left and right hemispheres of the brain. This training helped Michael to be able to dive headfirst into a swimming pool.

I recalled that I had forced him to walk at the age of nine months. I strengthened his legs while I was holding him and later stood him against a stack of tires near the couch to encourage him to take a step. Much later I learned that babies need to crawl before they walk in order to balance their left and right brains. Ouch!

He also learned the Spalding method of reading. (See Book List.) I would recommend it to everyone because it teaches the dichotomy of words and hence improves spelling, reading and understanding of the English language. In three months Michael's reading skills jumped from 8th grade to 10th grade. Wow! The story does not end here.

Due to circumstances, Michael had to enter the public school system but graduated on time with his grade school classmates as an honor student. Wow! Wow!

Michael's hobby as a youth was flying model rockets, and his secret desire was to fly helicopters. After he completed high school he enlisted in the army and his aptitude enabled him to attend flight school. He became a scout aboard an OH-58 Kiowa helicopter during the Gulf War. Part of his schooling included flight training.

Who can say to what heights he could have attained if not shackled by a system that punished his lack of ability and ignored his talents?

Chapter 2

Motivation & Success

Nature or Nurture + Reincarnation & Karma

Scientists and psychologists have been debating genetics versus environment for years. Let us factor in reincarnation and karma and see what we need to overcome.

Nature

Genetics can be your friend or your foe. Most attributes and ailments are attributed to genetics. You have received all of your genetic material from your ancestry. It is their blood that is flowing through your veins. This is quite evident if you have ever met a set of identical twins. Their similarity is phenomenal, although twins and their parents can perceive subtle differences that could be due largely to the individual's drive to be different.

"Oh, boy!" you say. "My entire existence is predestined by the fickle finger of fate. What chance do I have?" Plenty! Your spirit is not genetic because it is totally you. If reincarnation is a fact, not fiction, then your spirit is the sum total of all of your lifetimes. The beauty of the system is that we all have the ability to change the course of our own evolution. One that we can pass on to our children.

Survival of the fittest is the law of the land. The plant and animal kingdom perfectly display this law. It is the built-in system that is responsible for the animals' and plants' ability to adapt and improve and perpetuate their species.

The human species is an exception to this rule because we allow our weak to procreate and thereby muddy the gene pool. This is not necessarily bad because adversity tends to build one's character if we accept the challenge. I am not an advocate of genetic engineering, to improve the race, because I feel that humanity has not developed sufficient morals. A better approach would be to select genetically superior individuals to colonize other planets, being sure not to lose too much genetic potential from our own planet.

Reincarnation & Karma

Reincarnation and karma enter the equation. If reincarnation is true--and I believe that it is--you may have inherited your own genetic material. It is even possible that we could be our own progeny. How sweet it is! That would mean that we inherit what we rightfully deserve. I love it when a plan comes together. Perhaps there is some divine system that selectively causes recessive genes to manifest in your new body. Again, that would mean that you could get just what is coming to you. Now the great plan of the creator begins to unfold. (Perhaps it was this theory alone that was responsible for my accepting the challenge to play the game with the hand I was dealt.) Reincarnation and karma answer the age-old question of why some souls are born handicapped while others are born gifted. The Bible says, "Our God is a just God."

For the uninitiated, reincarnation simply means that we were alive before in other bodies. Karma simply means, "What you sow, so shall you reap." Or, "What goes around comes around." Or, "An eye for an eye and a tooth for a tooth." Or, "Every jot and tittle of the law must be paid." Bet you were wondering what was really meant by those obscure little OT Bible quotations.

All this is not as bleak as it may at first seem. That is because the human spirit is more powerful than any gene pool. The will to survive and to succeed is the predominate force in the universe. There are no limitations. Reincarnation would give you the ability to achieve any goal. If you do not want to wait for some distant lifetime to achieve your goals, then perhaps you should choose your goals more carefully. Be more realistic. Be careful not to limit yourself too much. It is amazing what you can accomplish in a relatively short period of time. I hope that this book and my life might be an inspiration to you. I hope that we may meet at some future time, celebrating our victories together.

Nurture

Of course, our environment plays a major factor in our ability to succeed. However, consider the fact that we also inherited our family. Being separated at birth still does not preclude the possibility of being adopted into a preordained karmic situation. By karmic I mean you deserved what you got. It kind of makes you wonder about your station in this life.

We have the ability to change and improve our lot in life. We have to do it ourselves, although it is prudent to get outside help from the successful ones. We can learn to use our stumbling blocks as stepping stones to achieve our goals. For instance, if the conditions at home are not conducive to learning, then there are alternatives such as studying at a library or the house of a friend. When stuck at home there is always the telephone or Internet. It would be the perfect thing to do while taking a ten-minute break from studies.

You may say that I am stating the obvious. The main reason that I am bringing this up is that as a child I suffered under the delusion that if God did not send help, then there was nothing I could do. This is a cop-out. I should have embraced the old adage that, "God helps those who help themselves."

IQ Test

Read the questions carefully. I did very poorly on this test as a teen, but you rarely had to tell me twice. The answers are below.

1. If you were in a room that has four sides and a window in each side and all windows faced south and a bear walked by, what color would the bear be?
2. How many different species of animals did Moses take aboard the Ark?
3. Do they have a 4th of July in England?
4. Thirteen cups were on a shelf. All but nine fell and were broken. How many were left unbroken?
5. If an airplane crash-landed on the Great Wall of China, where would they bury the survivors?
6. Which direction will a drain most likely empty in the Northern Hemisphere, clockwise or counterclockwise?
7. If a rooster lays an egg on the exact edge of a roof that is directly facing north and south, on which side will the egg most likely roll?
8. How many posts would you need to build a fence 100 feet long using a post every 10 feet?
9. Who was the proverbial mother of Cain?

Intelligence Quotient

Webster says that intelligence is the capacity for reasoning, understanding, and for similar forms of mental

activity; also, aptitude in grasping truths, facts, meanings, etc.

I have invented my own definition. ***Intelligence is common sense in action.*** Learn what you need to know and then practice it until it becomes a habit.

What can we learn from the truly gifted ones in our society? I have had the pleasure of knowing quite a few of this elite group of individuals. Allow me to elucidate.

My Father the Genius

The first genius I ever met was my father, Regis Leo McClory, 1914-1995 (IQ=165). He was an expert farmer, pilot, carpenter, mechanic, electrician, electronics wizard and teacher. He never became rich because he got stuck at the racetrack. He had a perfect memory. The biggest lesson I learned from him was that no task was too great or too small, and of course, "If you are going to do it, then do it right."

AND THE SIGN READ...

RACETRACK - where windows clean people.

My mom died young, leaving him too busy to help me with my studies. Most smart people do not understand why slow learners have such a problem, but they are usually ready to help when asked and seem to have inexhaustible patience with their pupils. I somehow got the idea that I had to work out my own problems. If my father did help me you probably would not be reading this book because I would not have taken up the cause of helping slow learners like myself to overcome their lifelong bad habits.

Please note that I inherited my father's genes but still managed to flunk grade school. Maybe there is more to learning than meets the mind?

Military Dentists & Doctors

My next encounter with the super smart was in the Air Force. I was a dental technician and personally knew over 100 dentists and doctors. I worked with them every day for 3 ½ years. I could observe their thought process. I noticed that they did not talk down to me and some even befriended me, although it was against the rules. I got a

reputation for being a good hygienist and many preferred to sit in my chair instead of a fellow doctor's. I noticed that most had a passion for a sport or hobby that they used as a distraction to relax and/or compete. There was an accomplished tennis player, golfer, archer, pilot, carpenter, model railroader, skier, to name a few. My favorite genius and friend was CMS Keith Lute. He was a master of the English language. His mind was poetry in motion. We played chess and Scrabble together, and he would take me on outings with his family while stationed in Alaska. The letter of recommendation that he wrote for me has been an inspiration to me since 1968.

University Professors and Staff

The next group of intellectuals that I had the pleasure to work with was while I was an electronics technician at Carnegie-Mellon University in Pittsburgh, PA. They were students, professors, and supervisors and coworkers. There was a guy named Dave who mastered a new computer system at home in one weekend. My supervisor Joe had a perfect 4.0 at one of the toughest schools in the country. My friend Norm could fix anything that was mechanical and/or electronic. My coworker and friend Jim was a master machinist. Ray was a trivia wizard and loved to solve problems. Art did not know the word "quit." Dean could write or fix any program, etc.

Religious Life

I will not go into detail, but I have had the honor and privilege of working for four years with my church's staff members on a ranch in Montana. They are the most dedicated and gifted individuals with whom I have ever worked.

What is a Genius?

So what do geniuses have in common? They have high IQ's. They have great memories. Some have photographic memories. They can think fast. They comprehend quickly. They can reduce difficult problems into simple terms. They have a wide range of interests. They are unassuming and usually very humble and are glad to lend a helping hand. No task is too great or too small for them. They do not become bored easily. They love mysteries and problem solving. They use common sense. They enjoy competition. They have a positive mental attitude and they search for truth. They use both hemispheres of their brain equally. They do not have large boundaries between the subjects that are

categorized in their brain. This means that it is easy for them to see more possible answers to questions. They have a wide latitude of interests. They often repeat questions, particularly if they do not make sense, indicating internal dialogue. Basically intelligent people think alike.

Many of these attributes can become the good habits of the slow learner. Learning can be fun. Learning can be joyous. Learning is happiness. Learning should be everyone's lifetime hobby.

Reality & Truth

Reality and truth: embrace them or join the ranks of the insane. I know that this sounds really harsh. Let's examine this further. I am not saying that there are not physical abnormalities that cause insanity. I am not saying that the mentally ill will become normal after reading this book.

I read a story once, Edgar Casey I believe, about a person who ended up in an insane asylum because of an impacted wisdom tooth. This is an example of a physical abnormality, unless one considers the possibility of a deeper meaning. I am referring to reincarnation and karma, as stated above.

Explanation

The foregoing is an attempt to explain that physical defects may actually be a result of a previous state of consciousness in all cases. This is not my theory; I am merely using Bible quotations that support metaphysical laws to substantiate my opening statement.

The Power of Suggestion

Question: What is the best way to study 12 chapters of a book in just one weekend?

The answer is at the end of this section.

The power of suggestion has molded us into the person that we are today. Unfortunately many of the concepts that we have accepted as the laws of our being have been negative and destructive. The word "prejudice" comes to mind. We have allowed the opinions of others or isolated circumstances to rule our lives.

Negative thought patterns are like weeds in your beautiful garden. Whether arrived at logically or emotionally or ethically, they still need to be removed before progress is possible.

Write down a list of the noxious weeds that you have planted into your consciousness concerning your ability to learn and to assimilate information. See if you can isolate the seed thought or feeling. This is important. Was it your own misconception? Did a so-called friend or someone that you respected sow the seeds of negativity?

If you plan to get to the root of your problems, you need to isolate the very first instance. Study the scenario to discover the source. This step could take quite some time, but after you find the noisome critter, SEIZE the moment! Yank the noxious weed out of your consciousness with the greatest fervor you can muster.

Thus done, replant a positive seed of thought and water it with love and affirmations. Then watch it grow into a new flower that goes to seed and proliferates.

Affirmation Example

"Learning is a Joy. I am now the master of my destiny. None shall deter me from my victory. I shall extract and absorb all of the information that I need for success. I will then be able to recall that information in a flash and thus nothing shall prevent me from fulfilling God's perfect plan for me."

Mental Boost

Can you remember a day when you succeeded at something? Perhaps it was learning to ride a bike or whistle or build a model plane. You can give yourself a mental boost by recreating that incident in your mind. Recall every detail. Recall all of the sights and smells and sounds and sensations. You could even write a short paper on the subject. The result should be that whenever you feel blue you can erase the negative feeling by recalling your day of success. Carpe Diem. This is Latin for "seize the day."

Answer to Question:

The best way to study 12 chapters of a book in just one weekend is by studying chapters 1-6 on Saturday and chapters 7-12 on Sunday. ***Just do it. You are only limited by your own limits.***

Positive Mental Attitude

AND THE SIGN READ...

He who hesitates is bossed.

I would like to start by addressing the negative attitude. As a computer repair person for 30 years I see faults very easily; it is my job, and the trait of a Scorpio. If I see a flaw in another and point out that flaw, my onetime friend dubs me his spiritual enemy. Then he attempts to use reverse psychology and accuse me of having a negative attitude or some other such nonsense. I call people who do this Blame-Shifters. It is a dangerous misconception. Instead of gaining from my observations, they prefer losing a true friend. I could be the only person in their entire life who loved enough, who was objective enough, to speak the truth. If others are the source of your problems, then you are not taking personal accountability. ***I believe that a person who takes accountability or responsibility has finally achieved adulthood. The next step is sainthood.***

AND THE SIGN READ...

Better to lose an argument than a friend.

We all need advice. Only a true friend will walk where the faint fear to tread. After many failures I figured out a better way to approach the animal. I must keep the flaws I see to myself and reveal only the solutions, so as not to engage egos.

AND THE SIGN READ...

A man can master any language but his wife's.

How does one avoid having a negative attitude about other people? That is a good question. The Bible says to love your neighbor as yourself. How is that possible when your neighbor's actions do not fall within your parameters for acceptable behavior? ***I avoid having a negative attitude about other people by loving their soul.*** The soul is the purest state of an individual. Problem solved.

AND THE SIGN READ...

Keep your temper. Nobody wants it.

Here is another stumbling block that I have had to overcome. Whenever I have claimed that I had a learning difficulty, my detractors would then accuse me of having a negative attitude or some Freudian complex. Case closed?

They adamantly insist that I get over my hang-up. I developed learning difficulties because of ignorance. How will more ignorance fix the problem? They are the ignorant ones. They cannot help. If I had a physical handicap, they probably would have pity on me. I did not want pity. I needed help. ***Often, life is strewn with friends, family and acquaintances who will knowingly or unwittingly hold you back. Do not be afraid to search the globe for true friends and the necessary help.***

AND THE SIGN READ...

Diplomacy is the art of letting someone have it your way.

How can anyone flunk grade school and not develop a negative attitude? Perhaps if they plan to live a life of crime they might pretend that they are having fun, but deep down inside, nobody wants to be a failure. I think that the only thing that keeps criminals going is that they have lost total faith and they are even better at conning themselves. I guess that is why they call them cons. They need to take it out on other people in order to draw attention away from their own sorry state of consciousness.

AND THE SIGN READ...

As you rip, so shall you sew.

I am writing this section for those who still have enough personal pride to refuse to concede to defeat. I maintain that if you have the desire and the tools, then you will overcome. "***You can never lose a war if you never give up.***" There was a Southern general who fought in the Revolutionary war against England who lost every battle but won the fight ! He retreated again and again until his attackers finally ran out of supplies and finally fled in disarray and defeat.

What are the tools? They are whatever it takes to succeed. It is not easy. Neither is a life of crime. Both take constant effort. They both have their rewards. The big difference is one leads to happiness and joy and the other leads to discouragement and failure. See to it that your reward is not a bounty on your head but rather something that will lead you to everlasting satisfaction.

How does one gain a positive mental attitude? Success would be a good start. If you studied for and received 100% on an exam without cheating, your attitude would change. So would the attitude of your friends. So how can I get 100% on an exam?

Glad you asked that. First you need to pick a goal that is within your reach. Do not guess. Considering past experience and given the proper effort, what goal do you think you can achieve?

(It is taboo to reveal your goals to other people because the dark side of the force will work through them and immediately try to ruin your plans. Keep your plans silent!)

Do not tell the world about your plans. Keep as much a secret as possible. This will become more important as your projects become more important. This book was written under the veil of secrecy.

Next, you need a plan. The best way to get 100% would be to know all the answers on the test. Cheating obviously would not work because your friends and teacher would believe you cheated and you would know they were right and you would have the same problem as before. Loser!

Did you ever think to ask the teacher what you need to know to get 100% on the test? That would be a good start. Knowing what you need to know will help define your task. Figure out the questions, and the answers will come.

Let us presume that you are having an exam on Monday on your favorite subject. You have time to study. If you try to do it all at one sitting either you will put it off or become bored and/or lost. You need a schedule. Pick five sessions of 20 minutes each. In the first session, decide what it is you need to learn. Next, collect the information that you need to master. Last, devote time to assimilating the information. Now this is crucial. You will need to know what is the best way to accomplish this step.

Accomplishments will bestow a positive attitude. If you know you can achieve a goal, you will have a PMA. If you have never reached a goal, then you will have to go on faith. Achieve goals with the proper preparation. There are no guarantees. Over-preparation will probably keep you on the right side of the bell curve but will not guarantee 100% success. I have adopted the attitude of doing my best. This allows me the possibility to fail and still succeed. No one can ask you to do better than your best. I usually find that my best far exceeds my peers' half-hearted attempts. This enables me to keep my self-respect intact and maintain a positive mental attitude.

Self Respect

What is it? Do I need it? How can I get it? Webster says that self-respect is proper esteem or regard for the dignity of one's character. It is proper to feel good about oneself. It is part of having a positive mental attitude. It is necessary to achieve one's personal goals.

You may say that there are people who achieve their goals by the complete lack of respect for themselves and others. For instance, the present-day rock stars. From what I have observed, they look and act degraded. I see no dignity and no self-esteem. Hell is littered with souls with similar goals. My aim is to help those souls who have much loftier goals--those like myself who no longer desire to descend to the depths of human despair; those who want more out of life than frustration and failure. I want to help God's little people get back on track with their divine destiny.

How does one gain self-respect? ***Self-respect cannot be bestowed upon you by another.*** Earn it by being true to yourself. "To thine own self be true." This does not mean that it is okay to be untrue to others, quite the contrary. It means that your words and actions are true for yourself and others as well. This is satisfaction.

Knowing right from wrong is easy. If it feels abnormal or unnatural, than by God, it is abnormal or unnatural. If it feels right, then it is right. As one learns to become true to oneself, doors begin to open. The light will come on, and new and wonderful things will unfold.

Failure is accepting defeat. " ***The battle may be lost while the war is yet waiting to be won.***"

It is discouraging to consistently finish last. I have a chess program that beats me 99% of the time. I play it at the highest level. It does not discourage me because I love the game. It is a challenge for me. Its beauty is that it is both simple and complex. The game will meet you at your level and through perseverance will gradually raise your skill level through the elimination of mistakes. I need a good challenge. Chess fulfills that need. For me it is an aspect of cosmic geometry. I never become discouraged because of the beauty of the game as it constantly unfolds. My attitude maintains my self-respect and I avoid discouragement.

What does self-respect have to do with learning? The same thing that discouragement has to do with defeat. Do you need a head butt to get your attention or would you prefer to hear your name uttered with respect? Do insults gain your compliance or do you prefer respect? Do you like torture or would you prefer rewards to gain your cooperation? Does peer pressure motivate you, or do you prefer to determine your own destiny? Do you prefer lies to the truth? Do you prefer to talk or to learn? Do you prefer to criticize or comfort? Do you prefer to amass information or disseminate it? Who or what is at the center of your being?

Yes, self-respect is pivotal to success in any endeavor, especially learning. Attitude is everything. **So admonish the attitude that will garner the self-respect and reap the rewards.**

Develop the Work Ethic

I developed a good work ethic at an early age. When I say a good job, I mean that I preferred to do a perfect job rather than a shabby one. I guess I learned that from my dad, who was incredibly talented and a consummate perfectionist.

I would love to help someone for a mere pat on the back. I was as happy working as playing. I loved cleaning and grass cutting. I loved organization. Everything had a purpose. I would always find the perfect place for objects, even if it was the trash can. Shoveling snow was okay, but I usually needed to be told to empty the trash, usually just because I forgot. I was usually more willing to work when the projects were self-motivated rather than when tasks were assigned. Also, I preferred one-time tasks rather than regular daily duties. Later on, satisfaction with my work meant more to me than a pat on the back.

That said, I cannot see how I could have been successful without having a good work ethic. True, it took me quite a while to slay the beast of procrastination, but that was probably due more to not knowing how.

In summation I would like to say... **The only way to develop a good work ethic is to enjoy your work. Sometimes we have to do things that are not fun. You could adopt the**

attitude that your reward will be doing something that you enjoy.

Washing Dishes (Anecdote)

The day I learned how to wash dishes was the day that I decided I was making life too hard for myself. Too bad it took so many years to figure out that one.

Tuesday was the day I had to perform the dreaded duty in the dungeon. I spent five years' worth of Tuesdays, that is, about 5 x 52 x 2.5 or 650 hours slaving over the sink. A big problem was my attitude. I had five sisters and I guess I figured that God designed the girls to do the light work. Times have changed. The biggest problem, however, was a lack of proper training. Thinking back, I think that my sisters enjoyed my pouting.

In my senior year of high school a neighbor helped me to get a job working with her at the local dairy store. My first night I found out that I had to do all the dishes. There was about a half a ton of dishes. The first trick that my new boss taught me was to presoak the pots. Wow, what a revelation. I had been scrubbing the crusty critters one at a time. How dumb could I actually be?

The next thing I realized was that the sinks were much bigger than at home. Bigger is better! Hey, I could use the pots and bowls as extra soaking space for the silverware.

The last big revelation was that I did not have to dry the dishes. I found out that the health and sanitation board forbade drying restaurant dishes with a dishtowel. I could let the dishes air-dry by themselves! What a time saver that turned out to be.

I also figured out that I could pre-rinse the dishes to remove the excess food, and then I would not have to change dishwater as often. The biggest time saver, however, was to make sure that the food did not have a chance to dry out on the dishes.

Needless to say, I was eager to try out my newly acquired skills at home. Now I was top dog. How sweet it is. I could flat out do dishes faster and better. This must be a guy thing. I developed a sense of pride in my

work that has inspired me to excel in all endeavors. Cleaning is something that I have learned to do very well.

To this day I cannot stand to see food-caked dishes lying in a sink. I will always rinse off the food and set the dishes on the counter to make them easier to wash later. ***Do not make life harder than it needs to be.***

Developing a Golf Swing

It took me about 30 years to master the golf swing. I always had an impressive golf swing, but the results were usually ugly. Deciding to not seek professional help was not my biggest error. Besides being a slow learner with an ego problem, I had a defeatist attitude. I think these attitudes come in pairs. I played golf great on the front nine, only to completely collapse on the back nine. Next was the problem of a short memory. Often it would take 15 holes to remember a fix that I had learned the day before. From the above you would think that I was a high handicapper. Actually my handicap was around 20 for the first 15 years and fell to about 12 for the next ten years only to start descending again the last few years.

The first ten years I learned to keep my head still and watch the ball through impact and avoided looking up until my right shoulder lifted my chin. The next ten years I dispensed with the ego and learned to stay down on the ball through impact and make a complete follow-through on every shot. The next five years I learned to not try to kill the ball. The last five years my memory has been good enough to be able to recall the focus of the day without fail. Lastly I have learned to not over-grip the club. This has resulted in increased club head speed and shot accuracy with consistency. My latest improvement to my game has been to learn how to chip and putt slowly with momentum, avoiding a jerky motion and an empty head. This technique also gets me out of the sand traps with the possibility of making the putt. If I had time to be a golf pro I could learn their choppy chip shots. I prefer the consistency I get with my infrequent play. I will not say what my handicap is now because I do not want to place any limitations on my game.

I hope that my lessons will be of some value to my readers even if you have never played the game of golf. These steps may apply to any sport or art that requires physical mastery. ***Attitude is everything!***

Formula for Success

- Write down your goal.
- Be clear about why you want to achieve the goal. (Forgetting why could sabotage plans.)
- Do not discuss your plans with anyone who does not have a genuine need to know.
- Create a few affirmations that you post where you can privately read them daily.
- Draw or cut out pictures of the components needed for success and paste the collage onto card stock.
- Write out a list of potential roadblocks that need to be overcome.
- Develop a plan and manage your time accordingly.
- Ask yourself: What skills do I need?
- Make a commitment to action. Do at least one thing per day that will get you closer to your goal.
- Imagine yourself as having completed your goal. Engage your emotions. How will I look or feel?

Quote: "Because you don't reach the goal doesn't mean you haven't had success. I believe this: Success isn't about reaching a point; success is about the journey." Coach Bill Cowher of the Pittsburgh Steelers

A SUCCESS FORMULA THAT ALWAYS SUCCEEDS WHEN APPLIED

by Author Unknown

1. **TEMPERANCE:** Eat not to dullness; drink not to elevate.
2. **SILENCE:** Speak not but what may benefit others or yourself; avoid trifling conversation.
3. **ORDER:** Let all your things have their places; let each part of your business have its time.
4. **RESOLUTION:** Resolve to perform what you ought; perform without fail what you resolve.
5. **FRUGALITY:** Make no expense but to do good to others or yourself; that is, waste nothing.
6. **INDUSTRY:** Lose no time; be always employed in something useful; cut off all unnecessary action.
7. **SINCERITY:** Use no hurtful deceit; think innocently and justly, and if you speak, speak accordingly.
8. **JUSTICE:** Wrong none by doing injuries, or omitting the benefits that are your duty.
9. **MODERATION:** Avoid extremes; forbear resenting injuries so much as you think they deserve.
10. **CLEANLINESS:** Tolerate no uncleanness in body, clothes or habitation.
11. **TRANQUILITY:** Be not disturbed at trifles, or at accidents, common or unavoidable.
12. **HUMILITY:** Imitate Jesus and Socrates.
13. **CHASTITY:** Rarely use venery but for health or offspring, never to dullness, weakness, or the injury of your own or another's peace or reputation.

CREED

by

Marva N. Collins

The following is her creed; her students memorize and recite it daily.

- Society will draw a circle that shuts me out, but my superior thoughts will draw me in.
- I was born to win if I do not spend too much time trying to fail.
- I can become a citizen of the world if I do not spend too many energies attempting to become local.
- I will ignore the tags and names given me by society since only I know what I have the ability to become.
- I will continue to let society predict, but only I can determine what I will, can, or cannot do.

- Failure is just as easy to combat as success is to obtain.
- Education is painful and not gained by playing games, but I have seen failure destroy millions with promised hopes and broken dreams.
- While I have the opportunity, I shall not sit on the sidelines, bitter with despair, and wish later that I had become a literate lifter of this world instead of a failing leaner.
- I will use each day to the fullest. I promise that each day shall be gained, not lost; used, not thrown away. Yet it is my privilege to destroy myself if that is what I choose to do.
- I have the right to fail, but I do not have the right to take my teacher and other people with me.
- God made me the captain of only one life, my own. Therefore, if I decide to become a failure, it is my right.
- We were all promised a pursuit of happiness, and that is what I must do, pursue happiness and success for myself. No one will give it to me on a proverbial platter, and no one will care as much about me as I must care about myself. But I must be willing to accept the consequences for that failure and I must never think that those who have chosen to work while I played, rested, and slept, will share their bounties with me.
- I will wave proudly my flag signifying that I am a failure by choice. But I will never envy those who have selected to wave their unfurled banners announcing their success.
- My success and my education can be companions which no misfortune can depress, no crime can destroy, no enemy can alienate. No envy or names can hurt me.
- Education and success can be a lifetime solace. It guides goodness, it gives at once grace and genius to governments, communities, cities, townships, villages, homes, and palaces.
- Without education, what is a man? A splendid slave, a savage, a beast, wandering from here to there, believing whatever he is told. God is not some cosmic bellboy who comes at my beckon and call. If I want to achieve, the first step must be my own undertaking. Likewise, if I want to fail, that too is my choice. Time and chance come to us all. Whether I decide to take that time and chance is indeed my own choice.

- I can either be hesitant or courageous. Life does indeed maroon the hesitant and inspire the brave.
- I can swiftly stand up and shout, "This is my time and place. I will accept the challenge, or I will let others make my decisions for me."

Answers to IQ test:

1. White
2. Moses?
3. Yes
4. 9
5. Survivors?
6. Clockwise
7. Rooster?
8. 11
9. Eve

Chapter 3

Human Habit

Friend or Foe

We have all heard it said that you are your own worst enemy. That could not be truer when considering human habit. Man is a creature of habit. Good students have many good habits. Poor students have many bad habits. Humans tend to harbor negative thoughts that lead to negative actions. This causes us to become narrow-minded and cynical. ***If you had no bad habits at all, you would be about as close to perfect as you could get.***

Habit is a choice. We can choose to replace destructive thought patterns with constructive ones. My uncle told me that people never change. That statement is true of our real-self or inner self. The outer-self or the unreal self or carnal mind changes daily. If we let it become a tyrant, it will take over and can hold the soul hostage.

Replacing bad habits with good habits is a major key to overcoming learning difficulties. It takes as much energy to practice bad habits as it does to practice good habits. Old habits are more difficult to break.

What is the big secret to breaking bad habits? It is simple. ***Replace bad habits with good habits!*** You have the ability at any moment to take back your mind and return to the innocent state of your pure soul. Regaining your true-self is a simple matter of replacing bad habits with good habits.

Replacing bad habit with good habit is a major key to developing a Rapid Recall Memory.

Procrastination

Procrastination is a big bad beast. It is nothing more than another bad habit, perpetrated by fear or laziness or lack of will. ***Replace it with its antithesis, which is action. No matter how small the action, it will begin to kill the beast.***

Television is usually a big cause for procrastination unless you are watching the educational

channel. When I find something of value on the television, I will check out the characters until the first commercial, then I will find something useful to do and just listen to the TV in the background. That way I can still accomplish something useful. That was a trick I used while gaining my Internet skills.

While working as an electrician, I had the good fortune to work for a master electrician named Arthur. He had a system that was the most efficient I have ever used. He had a large number of electrical jobs in his queue and I was his helper. He had a good-sized truck that he used as a central headquarters for his electrical jobs. What he did that was such a revelation to me was he always had separate cardboard boxes containing the necessary parts for the various jobs. Whenever I finished a job, he would line out a new job for me and give me all the parts for the whole job. This technique had several advantages. The first advantage was that he had the job figured out in his head and thus avoided a lot of hidden problems. Next, it made the job easy to explain using the parts. It also made it easy for me to question his method, which usually cleared up my misunderstandings. Next, it was a cinch to get started without a lot of ado. Lastly, the job went smoothly and did not take too much time.

I would recommend that everyone adopt Arthur's marvelous system. I have used it in many situations. It is a great way to fight procrastination. Why would you put off a project if you had everything you need to finish the task at hand? It also has helped me when supervising others. In order to be an effective supervisor, it's a good idea to know exactly what your crew needs to accomplish--for obvious reasons. Whenever you are doing personal projects, you are in essence the supervisor. Get the most out of yourself by proper planning, and slay the beast of procrastination.

Looking for the easy way to solve a problem could be a subtle form of procrastination.

Procrastination can single-handedly sabotage any plan you may have for gaining self-mastery.

Discipline & Determination with Organization

Discipline and determination with organization will eliminate procrastination. You will need to supply these ingredients of success. I can only hope that you are fed up with failure and are finally motivated to overcome the

beast. Perhaps you need a change in lifestyle. ***Discipline and determination are necessary components for the assimilation of information. You are the only one who can supply these.***

Organization is a good place to start and will get you moving in the right direction.

Start by generating a list of possible objectives. Next, prioritize the list and assign the #1 to your most important goal. Put the list in a sacred place and say a prayer. Prayers vocalized aloud are more effective than those whispered in the heart. Ask yourself questions. Later, choose a primary goal. Write down what needs to happen in order to accomplish your primary goal. Is it attainable? If a particular step seems difficult, you may have to go on faith for a while. Look for answers. Do the same for secondary goals. (See Chapter 2: Formula for Success.)

Breaking Bad Habits

Nail Biting

Here is an example from my life. I was a nail biter. The solution I came up with was to carry a nail clipper around on my key chain. I repeatedly used the clipper to keep my fingernails short, eliminating the bad nail-biting habit. Now it is unthinkable for me to bite my nails. Try to break bad habits as soon as possible. The longer the bad habit has persisted, the longer it could take to eliminate.

Breaking the Cola Habit

I had another habit I wanted to free myself of: the cola habit. I heard somewhere that it had an addictive additive. All that I had to do was switch to another brand and after two weeks I was able to drop both brands forever. That was over 25 years ago. Aside: Many people have the concept that freedom is the liberty to do whatever they please. I have a different interpretation. ***True freedom is freedom from fetters.***

Developing Good Habits

Chess & Typing

Two areas where I have worked very hard to eliminate bad habits are chess and typing. These were good places for me to start because chess is a game I love, and I have a typing tutor program that plays a lot like an arcade game.

Daydreaming

I was also able to eliminate daydreaming by allowing myself to do it only when I put my head on my pillow at night. This has the added advantage of eliminating insomnia by turning off the left brain. The trick is to visualize imaginary people and imaginary places. I like to visualize climbing Mount Everest or flying around the world without a plane.

In order to change a habit pattern, you must make a conscious effort. Place your attention on it and make a mental note. The best time to do this is at the moment when the wrong pattern appears. This will help avoid future problems. Use self-dialogues to affirm your new patterns of behavior. Any time an error manifests itself, you have the power to reprogram yourself. Choose your words carefully. Give your mind an exact command and it will obey it exactly that way. If you leave a loophole, your incredibly powerful mind will find a way out and your childlike nature will attempt to use it as an escape clause.

A good example of this process is driving a car. If, for example, you make an error, due to the seriousness of the nature of driving you will naturally correct any bad habit patterns because you may suffer serious consequences if you don't. Therefore, you can apply the same correction process to learning how to learn. I realize that non-drivers may have trouble relating to this example, but I hope you get the gist.

AND THE SIGN READ...

Keep your head steady and your BRAKES ready.

Pose the Perfect Question

Your mind is a precise instrument. It can and will do your bidding. For that reason you need to pose questions that are clear, not ambiguous. Do not ask general questions. State your question in such a way that there can be no confusion. Be succinct. Brevity is a virtue, but

accuracy is the aim. You can even write yourself a draft letter followed by a well-composed one. You can make a copy and burn one and place the other one on your personal altar and vocally ask for spiritual guidance.

Your mind contains all the information you have ever witnessed; given time, it will sift through all the data and arrive at the most logical conclusion. A good analogy would be the many Search Engines on the Internet. I believe that Alta Vista is the best, although, Yahoo is very user friendly. Alta Vista's advanced search will deliver exact results if you select the correct criteria. Your brain works in much the same way but has the extra-added advantage of intuitiveness.

Asking questions is a great habit. **When you ask a question, you automatically put your brain in a receptive mode.** Ask questions about anything and everything that puzzles you. **Especially ask questions of yourself.** Remember to state the question exactly and use as much information as you can. A great habit to adopt would be to ask, "What do I need to remember?"

I remember in school going up to the teacher's desk to ask a question. When the words came out of my mouth the answer popped into my head. **The moral to the story is that a well-stated question often answers itself.** Nowadays when I ask someone a question, they usually do not know the answer--because if there is an answer, I have already figured it out myself using the above technique.

Making a Mental Note

A mental note is pausing for a moment and reflecting on the proper or correct thought pattern. Do this in your mind's eye or vocally or with physical action. This is a great habit to start immediately. Do it whenever you want to recall something at a later time. Then at crucial times during the day, like when leaving a place, ask yourself the question, "What do I need to recall?" Your mind will recall the previous mental note and answer the question. This is the technique that all the bright ones use. **Making mental notes is a major ingredient to gaining Rapid Recall abilities. This is a KEY POINT.**

Habit, the Point

Habit can be your best friend. It can keep you out of trouble and ensure your success. Bad habits will doom you to eternal failure. Probably the worse habit you could embrace is that of coming down on yourself. This is very destructive and will do great harm. Replace the bad habit of self-condemnation with the good habit of positive affirmations. ***Use the moment of self-condemnation as a reminder to replace it with a positive command!***

Your inner voice is a personal friend who lives inside you. It will aid you in overcoming bad habits. It will be a constant reminder, but you must obey it or it will become silent and fade into oblivion, leaving you with a sense of guilt.

Forgetting

Forgetting and remembering are simple habits. Forgetting is a bad habit. Replace it with the good habit of remembering. The often-heard saying, "Use it or lose it" could not be more appropriate. You just need to know what exercises to do and practice them until they become habit.

You cannot forget something that you did not try to remember. That is because there needs to be a conscious effort to remember. You need to be originally aware of a thing before you can expect recollection. If you are spaced-out, then how do you expect to remember? Absorb yourself and you will be amazed with your retention. So please do not be upset with your mind, because it is not the culprit. ***If you abuse your mind, then you will lose your mind.***

If you think that you will forget something, then you probably will. If you think you will remember something, then you probably will. ***Good mental health is a conscious choice, not casual chance.***

Commitment

For instance, a friend asks to borrow a book from you. You say, "I will try to remember it tomorrow." You are programming yourself to forget. The next time you can say, "I will bring the book in tomorrow," or even better, "I will not leave the house without the book." If you make a firm commitment, you are creating a law.

You probably have heard the statement, "Out of sight, out of mind." This is what many people use as an excuse for forgetting. They assume that simply because a thing is not visible at the moment, then that is excuse enough to forget. Using the power of creative visualization you can prompt yourself to remember anything. Please refer to the chapter on Visualization and Vocalization.

Asking Questions

Here is a two-step process that will increase your probability to remembering to nearly 100%. First you must learn to make a habit of asking yourself these questions before leaving the house or area. "Is there anything I need to take with me before I leave the house?" "Is there any action I need to perform before I leave the house?" You are programming your mind with specific tasks.

Step two is even easier. The first time you commit to your friend, just tell yourself and see yourself putting (action) the book into your car or bookcase, etc. Create an action movie picture in your mind's eye of you and the book. Imagine that you are doing it on a future morning. More is better. If you are usually in a hurry, pause at the door, take a deep breath, relax, and ask yourself the questions. If you do not make a firm commitment to remember, in essence you are programming yourself to forget. Maybe you never really decided to follow up. If you do not make a firm commitment, your mind will interpret that to mean that you really do not want to remember, so it will deliberately not remind you.

What Is Important?

The more important a thing is, the easier it is to remember. For instance, if a friend said that a dangerous panther escaped and is prowling the neighborhood, I doubt that you would forget and inadvertently wander outside unsuspectingly. Another example would be if you were planning a special event on Saturday you would not forget because you are looking forward to it. When you anticipate something you will automatically remember.

Mental Programming

Your Mind Is Your Friend

If your mind reminds you of something too soon, tell your mind to remind you again in five minutes. It will obey. Talk to your mind. It is waiting for your commands. Your mind is your personal friend. It will work tirelessly for you. If you treat your mind as a friend, it will become one. It is like you, it loves compliments and does not like abuse. I am not saying it has a personality, although it may. I am saying that it requires clear communication in order to function properly. If you do not care to remember, then neither will your mind. ***Do unto your mind as you would have it do unto you.***

Your Mind Is a Living Computer

I could give you a long and drawn-out analogy between modern computers and the human brain, but I would probably bore you to death. So you will just have to believe that your brain is as marvelous as--and oftentimes better than--a modern computer, because humans created computers. Also modern computers do not have intuition and other paranormal or psychic abilities.

Casual or Subtle Programming

Casual reading for enjoyment has been a source of entertainment for many years. Reading novels or watching movies has the ability to transport the person into other realms. While this is good for the creative aspects of the mind and expansion of consciousness, it could be a source of subtle or gross programming that affects the person for a lifetime. Just as a dirty joke that you heard 20 years ago continues to plague the mind, so do the ideas and concepts of the writer or director affect things like judgment and morals, opinions, prejudices, etc. Therefore, it is important that these attempts to infiltrate your consciousness be met with the equal and opposite force. In an age of instant communication we are subject to global manipulation or global good. Therefore, challenge error wherever it is found.

Mental Reprogramming

Just as a computer programmer can repair a defective subroutine, you have the same ability to change your own personal mental programming. Long-standing misconceptions

will resist change. Replace them with the conscious, persistent use of mental reprogramming.

You and your friends, relatives, acquaintances and the media have been programming you since birth and even beyond. You are the sum total of all the things that your five senses have observed and accepted as true. This is the point of this chapter. We have consciously and unconsciously allowed our minds to be programmed throughout our entire life. This can lead to success or failure. The computer programmers have a good saying. Garbage in equals garbage out.

You do not repeat mistakes because you are stupid! You repeat mistakes because you did not seize the moment, the last time you erred, to reprogram yourself, by replacing improper thoughts or actions with proper thoughts or actions.

Fear and Faith

Our left or logical brain operates like a governor on a golf cart. The governor on a golf cart will not allow the cart to go beyond a fixed speed. Some may go faster than others, but they all have a limit. This is done to protect the occupants from harm. The name of the brain's governor is fear.

Fear is overcome with faith. Jesus said that if you had the faith of the mustard seed, you could move mountains. I believe that the mustard seed is one of the smallest seeds; and when it is full-grown, it is one of the largest trees. What He is saying is that we need to expand our limitations, and the key ingredient is faith. You need to gently coax your mind with positive suggestions until the limits are overcome. I am not suggesting that you remove the mind's natural safety limits. I am saying that self-imposed mental handicaps can safely be overcome with proper training.

I am not suggesting that you jump into the deep end of a swimming pool to learn how to swim. I am suggesting that you learn how to swim in the shallow water. When you feel that you are ready to test your new skill on the deep end of the pool, tell the lifeguard to keep an eye on you while you try.

We have programmed our lives to fail, and we have the ability to reprogram ourselves to succeed.

Repetition

Repetition is the key. What if a lifetime friend decides to change her name? Out of respect you should refer to her by her new name. After all, isn't that why she changed her name in the first place? You could reprogram yourself by repeating aloud your friend's preferred name one hundred times using different sentences. Senility is a serpent and will creep into your life if unchallenged.

By the way, nicknames often carry negative connotations and could psychologically hold back the individual. Like, who could respect a famous basketball player named Sir 'Chuck' Barkley.

Changing your way of thinking is necessary if you expect to progress. This book is useless unless you decide to change your way of thinking. Why not look for ways to progress, instead of being stuck in a rut? Constant change is what enables our universe to survive. ***If our universe stopped, we would all soon perish.*** Survival of the fittest means that we need to be constantly changing for the better.

Admitting Mistakes

One thing that I would like to point out is that there is a very subtle human psychology that prevents progress. That is not admitting that you even have a flaw. You can test yourself by seeing how many times a day you say, "Please accept my apology....I will not do that again." A great alchemist once said, "If man knew better he would do better."

If we repeat an untruth often enough, our reward is insanity, which in turn leads to institutionalization.

We all know people who have left this plane of existence with good minds. Perhaps good thoughts and deeds are all that we can take with us. I noticed that these people had a few things in common. They would not rest till they got the facts straight, and they never tired of repeating their favorite stories. And most of them had a sparkle in their eyes.

I would venture to say that the more mistakes you admit to, the more progress you will make.

Learning from Mistakes

An athlete is a good example of practice making perfect. The players that are at the top of the statistic heap have taken a God-given talent and pushed it to the limit. They and their coaches had to constantly reprogram the mind and body of the athletes to get to the top. Athletes are not unique.

We all have the same innate potential. Take the Special Olympians as an example to emulate. We can decide right now today to correct any flaw in our programming. We have all accepted imperfection in our lives. Why not begin by eliminating one of our annoying little flaws today by replacing it with its opposite? Start with something easy. Sometimes it is easier to make a small list of flaws and work on all of them because working on any one of the group is a reminder of the others.

Creating Laws

Freedom has enabled humanity to create their own heaven or hell. You are responsible for the condition of your mental health. When you say "I can't" or "I won't" you are creating a law of your being. You are ignorantly programming your mind to fail. Better to say, "I hope to be able to...." or, "I would like to be able to...." or, "I am going to learn to be able to...."

Constructing a brick wall in your mind will prevent you from gaining your victory. Only you yourself can remove those bricks. Start by removing one brick today.

I am not forgetting those with physical handicaps. They also can be very successful in life. Perhaps they will succeed in areas that they have not dreamed of, but ones that were divinely ordained.

Your mind is a powerful organism; it will respond to the slightest suggestion or omission, even someone else's, if you allow. Your mind is resourceful enough to acquire any information if properly primed. You just need to talk to your mind constructively and then listen for the perfect answer, or allow it to seek the truth externally. Barriers are your own invention.

Your mind is your friend. ***Your mind, like you, will falter when abused or abandoned but will excel when loved and encouraged.***

Change Your Way of Thinking

Nature has a built-in mechanism that forces change. Call it "survival of the fittest." If you are not moving, then you are either dead or dying. The mind is no different. The mind will stagnate and produce senility if not properly stimulated. Current thought processes become outdated. Replace them with new paradigms of truth and understanding.

Just as theories in science become obsolete, so also must we reject error and embrace newly discovered truths. It should not be a painful process but a joyous one. ***The ever-expanding and contracting world we live in is a marvelous creation and designed to keep us entertained and enlightened for a very long time.*** This does not exclude the next world. This should free us from boredom. The key therefore is in the raising of one's consciousness. ***I have heard it said that the kingdom of the creator is the consciousness of the creator.*** That makes a lot of sense to me.

Accomplish understanding one step at a time. Personally, you are the only one who can take that step. Perhaps one day you will make a new discovery for mankind because you were willing to take that next step. This does not mean that one needs to discard all of one's most cherished beliefs. It means that current beliefs and patterns of behavior need to evolve and expand to include newly discovered truths.

If, for example, it is discovered that extraterrestrial life has been meddling in human affairs for thousands of years, one should not discard one's faith in the creator but rather expand it to include unforeseen possibilities. Do not limit God. Remember, all theories must be able to withstand the test of time. The universal laws of nature will not bow to human misconception. True belief systems are confirmed by new discoveries, not destroyed by them.

My point is that we may need to learn new techniques to accomplish tasks that heretofore were automatic. Like those who have suffered handicaps late in life have to make adjustments, so also do normal people need to make adjustments. We need to change outworn habits with new and effective habits. The sky is the boundless limit.

To overcome limitations, we need to look for alternate ways to accomplish our tasks.

I have a saying that has been a mainstay most of my life and I would like to share it with my readers. ***Progress is happiness.*** I have always been self-disciplined and whenever I backslide it makes me sad. ***Do not become a master of limitation but rather a master of acceleration.***

Chapter 4

Sensitize Your Senses

Past learning techniques have stressed the importance of developing and using your dominate sense. If you have physically impaired senses I might agree, but I have found that more is better. ***The more senses you involve, the greater will be your retention.***

Due to a relatively isolated preschool environment while living on a farm, I did not develop academic or educational learning skills. I communed with the animals. I could not visualize my father's face nor distinguish notes from the same octave. Books were not available. My childhood memories are limited to major events. Fortunately, there were enough catastrophes to make my life memorable, although perhaps I became traumatized into stagnation. Meeting people did not arouse my interest nor did travel. By age eight I had seen all I cared to see. I was content to entertain myself with idle play.

More is better. More senses. More details.

Research has determined that we remember about 20% of what we read, about 30% of what we hear, about 40% of what we see, and about 60% of what we do. However, when we read, hear, see, say, and do, we retain about 90%. ***More is better.***

Also, the best catalyst for recording events into permanent memory is via the use of your emotions. ***Linking your experiences, in the order in which they occurred, with emotion will enable you to relive each experience with the gusto of a Shakespearean playwright.***

You must be consciously aware of daily experiences in an orderly fashion to enable you to have supercharged recall. This will enable your mind to reassemble the sights, sounds, smells, shapes, colors, feelings, impressions, textures, tastes, etc., of an experience. Therefore I wholeheartedly support the holistic approach to learning.

The big advantage of developing increased awareness is that it will enable you to have supercharged learning and recall skills.

Use All of Your Senses

Give your mind's eye a test. Imagine a banana before your face. Do it for ten seconds. PAUSE. Is it green? Is it yellow? Does it have spots? Peel it with your mind. Smell it. Taste it. Smash it. If you have difficulty doing this exercise, try it out on a real banana, and try to remember the experience in separate segments. Science study reveals that the brain records experiences at many levels. The more levels of an experience that you **consciously** record, the easier it will be to reconstruct the experience. More is better. Experiment with other objects. It should begin to get easier and easier. This will help you to immensely improve your recall. Remember: the more senses you can develop, the easier it will be to recall information.

When recording or recalling events include all the sensations you can imagine not just mental pictures.

Taste & Smell & Touch

Many people think that they have mastered these senses. If it tastes or smells bad, do not eat it. It does get more complicated. The Russian scientist Dr. Pavlov discovered many years ago that if he rang a bell every time he fed his dog, he could get the dog to salivate simply by ringing the bell. Humans do the same thing when they smell Thanksgiving dinner cooking. It gets the juices flowing.

There is another experiment that you can try on yourself that illustrates the power of smell. Peel the rind off a grapefruit, a lemon and an orange. Now divide them into segments and put all the sections randomly onto a plate. Now put on a blindfold and ask a friend to place a broken piece of fruit under your nose to smell while he feeds you a different piece of fruit. Now tell the person which piece of fruit you are EATING and which piece of fruit you are SMELLING. This experiment demonstrates the important role that these senses play in our lives. Do you see how the brain has the ability to control your perception and thus your memory?

Babies analyze their world by chewing on everything. Much can be learned by this method of examination. I would say that you have not really experienced something until you have tasted it. Imagine what your life would be like

without the sense of taste. I am not suggesting that you should lust after food. I am merely saying that if you have a habit of ignoring life, you are unknowingly giving yourself a command to forget. ***Your goal should be to become aware of everything in the greatest possible detail.*** There is absolutely no way that you will run out of mental resources. The more you attempt to register into your memory, the more you will be able to recall. Your brain works in much the same way as your muscles. The more you use them the stronger they become. "Use it or lose it." More is better.

Oftentimes a sound or smell will revive an entire experience. More is better.

Brain Balancing Exercise

The truly great individuals in society have developed the ability to utilize their entire brain in a balanced and natural way. A good mental exercise that you can use to assist the process is to relax and close your eyes. Visualize a capital "A" in the upper left-hand portion of the screen of your mind. Next, visualize the number "1" in the upper right portion of the screen of your mind. Now go back to the left and visualize the letter "B" and then on the upper right visualize the number "2". Your eyes should be switching sides automatically behind your eyelids. Continue until you reach "Z" and "26". Now repeat the entire process, reversing sides with the numbers and letters.

This simple exercise practiced daily will help the two hemispheres to work in consonance. There are other marvelous kinesthetic exercises described in a book called "Brain Gym." You will find the contact information in the Book List section.

Kinesthetic Learning

Physical Memory Aids

It is okay to use physical memory aids as a crutch until you can master mental memory aids. Leaving notes around the house is an effective method for remembering information or goals. Such notes would be particularly useful for inculcating the mental memory aids provided throughout this book.

Another aid would be to leave your car keys in a strange place as a reminder, or turning an object upside down to remind you of something. I have used these aids on numerous occasions.

Vida Blue, the ace baseball pitcher, would carry two dimes in his back pocket as a constant reminder that his yearly goal was to win twenty games. Religious types will wear string bracelets to remind them of spiritual goals. You could park your car in an odd way or place to remind yourself of an errand you need to remember.

I know many people who do not have good memories and who do not carry a small address book with them at all times. Nobody would expect you to remember all the information contained in even such a small space, but there are those who rely on others to either remember or provide the necessary numbers. I for one do not appreciate being constantly asked for numbers by these inconsiderate people. It would be efficacious for those who cannot remember numbers to carry an address book with them in their wallet or purse.

There is a trick for remembering numbers on a touch-tone phone. It is easy to remember physical patterns in the mind. Most phone numbers make a distinct pattern when graphically traced out on the push buttons. Remembering patterns is far easier than the individual numbers. More is better.

Physical memory aids are necessary until you have practiced and mastered mental memory aids.

Presence of Mind

Presence of mind simply stated is "being here now." It is a combination of poise and common sense. Let's look at its opposite.

The absent-minded professor goes to work and forgets to put on his socks. He preoccupies his mind with theorems and formula. He accepts the inconvenience it causes for the greater good that may come about by his experiments at the lab. Then there is the house spouse who burns the food. Or the older fellow who forgets to take his pills. Or the rest of humanity that forgets grocery items.

What one needs is to develop presence of mind. There are some simple exercises that will utilize the sense of touch to bring you back to the physical or real world. Practice the first exercise while doing mundane tasks like using the bathroom or eating breakfast.

Allow me to expand on the eating breakfast scenario. Practice being conscious of your actions, such as putting your spoon into your bowl of cereal. Observe it as you place it in your mouth and chew. Feel the coldness of the spoon and the wetness of the milk and the crunchiness of the cereal. Sub-vocalizing your experience will enhance the experience. Taste the flavor of your cereal regardless of whether it is your favorite. When you've finished eating, this consciousness will continue while you prepare to leave the house. Things like lunches or umbrellas will pop into your head because your mind is now beginning to operate in the real world. If time is getting short, do not get anxious or frustrated. Relax and take a deep breath. Take control of the situation, and presence of mind and common sense will prevail.

After a time the process itself will become automatic. You will be able to retain all experiences with ease. Your mind will go a mile a minute recording your daily activities in minute detail, totally unconsciously. All experiences will inscribe themselves into your brain for later recall. Information will more easily be recalled, because the circumstances surrounding it will become indelibly etched on the screen of the mind. You have given your mind the authority to record your daily activities.

You will experience a heightened awareness 24 hours a day. You will become a safe driver on the road of life. Common sense will become common, and presence of mind will become a habit.

Stories & Jokes

Stories are easy to retell because they evoke a series of pictures and usually create bizarre pictures in your mind or have a moral or lesson. History is a story that is relatively easy to recall except for the names and dates. Of course, it is the names and dates that are usually the substance of the testing. From history I remember that, "In 1492 Columbus sailed the ocean blue." That is easy because it rhymes. Also I remember that the Battle of Hastings occurred in 1066. I remember having that information looping through my head the day I read it. The moral is: to

retain names and dates, just let them loop in your head or think of a cute rhyme.

Jokes are stories that are either hard to recall or stick like glue. The more gruesome stories seem to last a lifetime. (I would beseech the dirty joke tellers to either warn their victims beforehand or invoke God to erase them from your mind.) It is usually easy to recall a story in just the right situation. The trick is to recall it at a predetermined time. We all have heard a good one that completely slips our mind. The key is association. Being consciously aware what category you filed the story under in your brain and associating it with something will aid in recall. Also, you can develop the habit of greeting people with your thought for the day. Requiring your mind to remember and exercising it will generate success.

More is better. The more graphic and emotional a story, the easier it will be to remember. This includes the animation used in the delivery of the story. Try to record animation in your mind as well as the text of the stories for later recall.

You will remember a story much easier when you repeat it to someone else. Include as much sensory detail as possible by trying to relive the experience.

Your imagination can be as real as reality. That is why dreams seem so real. Be careful not to go overboard. The virtual reality hardware targeted at our youth is presenting the danger of over-stimulating the imagination .
Tests have revealed that the use of virtual reality machines makes it harder and harder to separate fact from fiction and thus reality from unreality.

Also role-playing games have the advantage of helping individuals to overcome shyness.

Remembering Dialogues and Movements

How do actors recall their lines? Some learn best by rote or repetition. This works for some. Others, dancers included, act out the play or dance in their head and body. The stage itself or gestures act as cues to bring their lines or steps to mind at the precise moment. Athletes rely on muscle memory. They have repeated their movements so many times that they become automatic. They remove flaws during practice. Golfers have the advantage of a practice

swing that helps in adjusting their swing to the terrain. The above examples demonstrate the importance animation plays in memory. Ignoring the physical world is a hindrance to learning. You should be cognizant of your environment in any situation you plan to remember.

Others, like actors, learn the emotional framework of the role first. Now the emotional gestures become the associations to glue the lines into the scene.

Schools of academia cater to the left or logical brain. Students who can remember facts easily are said to have a well-developed left hemisphere. The right-brained (creative) types usually have difficulty with facts and tend to be the slow learners. The key is to utilize your creative talent to aid recall. Having a balanced brain would be ideal, but when it comes to survival one needs to go with what works. Try animating or acting out your homework. See if you can create a lasting impression.

Finding Lost Items

If you have ever lost a valuable or important item, it may be possible to locate it using a simple process.

Take a fresh piece of paper and begin to write everything that you can think of concerning the day the item disappeared. Try to recreate the entire day in your mind and then transfer that information onto a piece of paper. Include all the sights, sounds, smells and sensations that you can remember. When finished, destroy the paper and begin again. When you are sure that there was nothing left out, destroy the paper again. Now, give yourself the command to remember the location or whereabouts of the missing item.

In a few days or weeks you will get a flash of insight concerning the exact location of the missing item. Obviously this cannot happen if the item was taken without your knowledge. You may, however, deduce the who or the when it was taken.

Visualize and Vocalize

I have used these mental functions in combination to effect positive change in my attitude and have successfully erased years of ignorance and lethargy.

Visualization

Once when I was a lad my father held before my eyes an S&H green stamps catalog. Everyone used to save trading stamps back then. After about ten seconds, which seemed like an eternity, he removed it from my view and asked, "What did you see?" My mind went blank, as usual. About all I could remember was a storefront with merchandise that was available in the catalog. I could not recall a single item. He tossed it aside and figured I got the point. Boy, was I lost. It was many years later when I realized that my father was testing me and it was his way of saying that I was looking but not seeing. I finally learned the lesson. It did not occur to me that I could look at a thing, close my eyes and be able to see the thing in my mind's eye. Daydreaming was pretty useless because the images were vague and lacked detail. I was walking around in a fog, ignoring my surroundings, as though matter did not matter. I could not even visualize the faces of my family members. I could not describe them with my eyes closed. I could not imagine music, see shades or distinguish tones or tastes, mostly because I could not care less. I preferred my own daydreaming and practiced ignorance as a way of life.

Mental Snapshot

One Saturday morning on the way to the golf course I discovered that I had the natural ability to take a mental snapshot. It was really very simple. ***I found that I could stare at an object for about one to two seconds and scrunch my eyes closed and I could still see the picture in my mind's eye.*** It was a reasonable facsimile of the original, including color. I was a little slow in those days and never saw the vast potential of my newly discovered ability.

Ten years later I decided to practice visualizing. It is a necessity in my church when praying for world conditions. I found that with a little practice I could see things with my eyes closed with increasing detail. The first time I closed my eyes I could remember the shape of an object. I would open and close my eyes and see the color. Each time, I added more detail to the image in my mind. Texture, weight and composition were easy to remember. Next I would pretend I was touching it with my hands and remember the feel. I could rotate it in my mind. I could see the insides by cutting it open or dropping it with my mind. This was exciting. If you want to have some fun, pretend that you are the object. (Why is this not taught in preschool?)

There is a book about a man who took visualization to the next level. Read the true story of Nikoli Tesla. He invented the electric motors and generators that made the industrial revolution possible. (See Book List.)

Developing a Photographic Memory

I would like to relay a story that I have from a very reliable source. This person told me that her mother decided to go to college and get a degree while in her thirties. Having been out of school since high school she soon found that she was ill-equipped for the task. She was so determined to succeed that she picked up her science book and transcribed the entire thing cover to cover. A truly amazing thing occurred. She developed a photographic memory! From then on she could remember everything she read word for word. Obtaining her degree became purely academic.

Mental Reading

I discovered that I could dramatically improve my reading skills using the power of visualization. I first learned the technique while in church as a way to help me concentrate during long services. This involved visualizing the spoken words that I heard while praying or singing or just listening to the minister or while watching multimedia.

I was flabbergasted to discover that I had unknowingly developed the ability to read. After 30 years of being a frightful reader I now could confidently read with the best. I believe that this exercise synchronizes the eyes with the words and the mind.

I was notorious for being a poor reader and speller. Now I have the confidence to read in public. The only thing that slows me down now is words that I have never seen before. This is because I learned the inferior look-say method of reading instead of sounding words out phonetically. Sounding out words a syllable at a time is the best method because the mind is forced to begin at the beginning of the word and work through to the end. Perhaps the look-say method contributed to my slight tendency toward dyslexia (interposing words and letters).

The objective is to be able to see, in the mind's eye, all the letters and words that you hear. Group letters together to form syllables and words. As words begin to

repeat, they appear more quickly. Eventually you will be able to keep up with the words. This is a great concentration aid and even helps in the retention of material, but the greatest benefit is in the increased ability to be able to read.

As an adjunct to this training, try to read something every morning when your mind is fresh. Well-written material is best. Find out for yourself what a joy it can be when reading comes easily.

Mental Map

As an aid to remembering an errand, I will map an alternate route home in my mind three dimensionally. I graphically visualize myself taking the new route home. Also, if I have two tasks to do, I will fix my mind on the task most likely to be forgotten. This makes it my priority, knowing that my major task will not be forgotten. It is much easier to remember groups of things to do than singular tasks.

Photo Reading

Photo reading is a technique invented by Paul R. Scheele. His book teaches you how to photo read 25,000 words a minute. Yes, you heard correctly; 25,000 words a minute.

Paul claims that if you force feed a huge amount of information into your mind, eventually your logical left brain will shut down completely and the creative right brain will take over and process all the information. The subconscious mind has an unlimited storage capacity and the right brain is its doorway.

Regular photo reading exercises will train your mind to store and process billions of bits of information while you sleep at night. This will enable you to draw intelligent and intuitive conclusions concerning the subjects that are photo read. This would be a great adjunct to any field of study.

There is a story about a good chess player who won his state chess championship after photo reading chess books.

The scientists claim that we only use about 10% of our brain potential. Photo reading unlocks some of that hidden potential.

The Power of the Spoken Word

-Talk to Yourself-

Talking to yourself aloud as though you were alone may be a sign of intelligence as opposed to insanity. I have worked with professors who constantly talk aloud for their own benefit. What I have come to realize is that the insane make insane talk while the intelligent affirm reality. The crazies create their own little world of nonsense while the intelligent create a world of perfection based on truth. People choose what they want to believe; again, "Garbage in equals garbage out."

You have the ability to create your own destiny. By making positive affirmations one can attain one's goal. So talk to yourself. Affirm your goals orally. Do you recall the Bible phrase, "In the beginning was the Word, and the Word was with God, and the word was God." This is the method God used to create the heavens and the earth. He has given us the same power to create or destroy. Let us see to it that we use this gift for the good of ourselves and of humanity.

Self-talk is an excellent way to gather thoughts and arrive at the correct decisions more quickly.

Earlier I mentioned that at age 21 I could not spell my middle name (Michael). I used to swap the e and the a. I eliminated this nuisance by repeating the correct spelling, accentuating the letter "a," about 100 times.

Also, I did not know my left side from my right. I quickly corrected this ignorance by using my hand to slap my right leg while repeating aloud. "This is my RIGHT side." Once I knew which was my right side there was no need to practice the other. The power of spoken word in conjunction with kinesthetic action worked!

Shun Ignorance

Whenever someone utters an untruth about you, do not be afraid to challenge their error and set the record straight. Omission is as grievous a crime as commission. We have the right to challenge and disarm someone's negative opinions of us. It is not necessary to allow ourselves to be pelted by the wanting theories, morals or philosophies of others. Just pleasantly affirm your own destiny. If, for instance, someone calls you stupid, you can cancel out their curse by

saying, "I am NOT stupid." The "I Am" words are very powerful and should only be used with positive statements. If you remember from the Old Testament, "I Am" is the name of God. He affirmed his being and He expects us to do the same. That is why he gave us his name as a memorial forever.

If you find that you have a difference of opinion with someone close to you, there is no need to fight. You still can be friends. You just need to let them know that you do not accept their erroneous statement and agree to disagree. You will gain their respect.

Spoken Self-Commands

The power to make positive changes of self is best achieved by using positive spoken self-commands. This is undoubtedly the greatest lesson you can learn. You are programming yourself every time you open your mouth and say something. Those who are educationally challenged tend to utter error. Repeating truth has the power to erase errors. Correctly using "I am..." or "I will..." can quickly repair years of error.

Varying the tone or quality of your voice can be an effective way to emphasize or record information in your brain for later recall. Try to vary your voice in the following manners:

Deep Voice
Soft & Intimate Voice
Normal Voice
Loud & Commanding Voice
Shrill Voice

This is another way that performers are able to engage their emotions and recall their lines more easily.

Truth or Consequences

Affirming the truth aloud will reprogram your mind to overcome all personal character defects. The power of the spoken word has been unprecedented throughout history. Use it for constructive change in your life and reap the rewards.

Positive Affirmations

Pick a mantra or design one of your own that addresses your
specific need.

Plaster the walls of your house with them.

A major key to rapid recall is working simple crossword puzzles.

I have the innate power to retain and rapidly recall information.

My memory is functioning perfectly.

My mind is healthy.

I listen to and obey my inner voice.

Remembering is easy.

I am consciously aware of my surroundings.

Repeating information transfers it to my long-term memory.

I cannot forget something that I did not try to remember.

Learning is easy. Learning is fun.

I am a spiritual being becoming my true self.

Let us be smart about this.

Every day, in every way, I am getting better and better.

Overweight Mantra

I know a person who had a weight problem as a child. I guess she found a Norman Vincent Peal type article that had the immortal quote of Emile Coue, and took it to heart. This famous French psychologist invented the perfect mantra. She decided to try it. Daily she would repeat over and over, "Every day, in every way, I am getting better and better." It worked! She lost the excess weight and after 35 years has remained thin in spite of the gene pool.

Chapter 5

Developing Rapid Recall Skills

What do you think is the most important brain function a student needs in school? What do you think is the most important brain function neglected in school? If you guessed recall or memory or mental skills, you are correct. Teaching the development of recall skills is the objective of this book. Without recall, no learning has taken place.

A good memory is essential for success. Without it we cannot succeed. You probably would not be reading this unless you had already figured out the importance of a good memory. So let us proceed to discovering ways to repair the damage caused by a lack of the proper use of your natural memory.

Please give your mind permission to assimilate these marvelous and natural learning techniques.

The Power of the Mind

Your unconscious mind is able to coordinate a million bodily processes simultaneously. The subconscious mind is able to record every single event in all of its existence and even those before birth. There are many good books about the near death experience. These books detail how a person's entire life passes before them. This includes the pleasure and pain you perpetrated on fellow man and beast. (See near death experience in the Book List.) This is also in evidence during therapeutic hypnosis. I am not recommending giving over control of your mind to another. I am just expounding on the plethora of information that substantiates the power of the mind to record everything that passes through your senses.

It is also a matter of record that electrical impulses injected into various locations in the brain of a patient will cause him to spontaneously recall entire events possibly many years in the past. Patients re-experience memories in exact detail, including sights, sensations, sounds and smells!

Why not develop your brain to its fullest potential? Why not give your conscious mind the assignment to record and retrieve every significant daily event? ***This is achievable by consciously being aware of or paying attention to every action that is occurring in your world. Conscious***

awareness can become automatic with practice and it will supercharge your mind's ability to recall. It is possible to play back your daily activities in your mind like a movie. More is better.

Practice until it becomes automatic.

The Inner Voice, Friend or Foe

Your inner voice or inner dialogue is a connection to your higher mind and to your lower mind. The higher mind is positive and speaks universal or absolute truth. Your lower mind or carnal mind is negative and speaks relative truth. By relative I mean that it reaches its limiting conclusions through the ego's subjective fear. Some examples are: "I never did it before so I can't do it now," or "If I try this I will surely fail," etc.

How does one tell the two inner voices apart? I am by no means an expert on this subject, although I have achieved some measure of success. Perhaps other people get different messages. Perhaps they get inspirations or gut feelings or it comes from their heart. I have been experimenting for several years and have come to some personal conclusions, but I do not want to influence my readers with my conclusions. This is a personal battle that must be waged independently. A good place to start your adventure would be to listen to which inner voice comes first and which comes second!

I have noticed that when I choose the voice of the higher self, I end up in the right place at the right time. I have also noticed that things that initially seem disastrous turn out to be blessings in disguise.

My life began to improve the day that I adopted the motto, "Not my will but Thine be done." Things have not always worked out as I anticipated, but in the end I can truly say that I would not change a thing. Even my failure in grade school has had its ultimate purpose.

God fortune should be your goal. Also, remember that the higher mind never argues or becomes angry. ***If you become angry or distressed or afraid, you can be sure that your carnal mind is feeding you these feelings.***

Recall-Loops

I have had to invent the term recall-loop because I have not read anything that even recognized the process as a mental faculty. I define recall-loop as information that loops through your mind, oftentimes unwanted. Have you ever asked a question of a person absorbed in thought? They seem to ignore you. After a long pause they say, "Did you just ask me...?" and they repeat the entire question word for word? Your words were on hold, looping through their mind.

Another example is a song that keeps repeating in your head. Do not be upset with your mind. Recall-loops are a necessary learning facility of the mind. Simply replace the unwanted song with one that is more useful or acceptable. Do not get angry with yourself, but simply replace the useless pop song with a spiritual song or prayer. This sends the positive message to the brain to not discontinue this mental function.

Another perfect example is a small child. Once they get an idea in their head it is hard to ignore them. They keep coming back every few minutes until they get a resolution. Do not discourage the child's natural recall-loop ability.

Recall loops are great if you do not have a piece of paper to write down information. Just repeat the information over a few times and the mental loop will kick in. Mental loops help transfer information into your long-term memory. Mental loops are great for unlearning something. Repeat the corrected information a several times and the mental loop will replace the incorrect information with the corrected version. Initially a conscious effort is necessary. Also, memory loops are great for getting the pronunciation of words straight in your mind. Gain successful learning skills by repetition of good habits.

Mental Note

A mental note is a major key to rapid recall. Create a mental note by placing your consciousness or your attention on a thing. You cannot expect to recall something that you never actually gave yourself the conscious command to remember! You may need several levels of awareness. Maybe you need to use inner dialogue and or a mental picture and/or an audible voice command and/or a physical reminder. In any case, you must make a conscious effort to remember a

thing before you can expect to recall the same thing. This fact cannot be overstated.

Association

I suffered under the delusion that the more I put into my head, the harder it would be to find the good stuff. This is a misconception. Actually the old adage of "Use it or lose it" is more applicable. **More is better.**

Your memory uses association to organize information in your brain. Use the same associations or focus to retrieve the same information. Practice this consciously in the beginning. Later it will become automatic. Children need to master this process at the preschool age in order to be successful in first grade.

Young children need to drill repeatedly because they have not developed enough raw data to be able to make associations. That is why they need to be able to recite their ABC's and multiplication tables.

It is extremely important to give children as much information as possible when they are very young. This includes verbal, visual, sensory, mental, etc.--language, music, math, mechanical, theatrical, sports, etc. The child will choose her own field of expertise. It is important not to limit a youngster because there can be permanent psychological damage if the child underachieves in too many areas.

The great geniuses developed their mental skills early in life. I do not see a problem with that if the child is able to cope with the social pressures that will present themselves. Our geniuses have propelled us forward in every generation. We should not want to break their spirit and stifle mankind's progress. The parents and teachers should be able to recognize a genius and not hinder her progress. Coax children in the natural direction that they choose. They will progress much more quickly. This will also save the parents many hours of frustration.

Our brain is a fantastic organizer. It automatically senses, sorts, stores and retrieves information. Our aim here is to learn this mechanism so that we can easily retrieve information in the future. Sort of like remembering where you put your book or glasses or keys, etc.

Think of all the animals that you possibly can...

LONG PAUSE...

Did you think of farm animals?
Did you visualize animals you saw at the zoo?
Did you picture African animals?
Did you see animals you saw on the Discovery channel?

Were they vivid and in their natural color?
Were they moving?
Were they in groups?
Were they interacting?
Were they making sounds?
Were they tame, helpful, scary?

If you thought of all of the above, then you already are a genius.

If you thought of only one category, then you need to expand your perceptions.

Sighted people think in pictures. Let us visualize a map of the United States of America. We might see its correct shape. Next we could see the Mississippi River dividing the country. We may see outlines of the states, perhaps states that you have visited. If I would say "Washington, DC" you would immediately focus on the East Coast. If I said "the White House" you should see a beautiful large alabaster building with giant pillars. If I said "the oval office" you would zero in closer. It should be easy to see the president sitting in a big leather chair.

Retrieve experiences using mental focus. It usually is a picture but could be a sound or smell or feeling, etc. that triggers the recall. The trigger or focus occurs by duplicating a part of the original experience. If, for instance, you are having difficulty recalling someone's name, then begin by reconstructing all the information you can recollect about that person. When the information reaches a critical mass, the name should pop into your head. Although this method is not foolproof, it is definitely the place to start. Some of the information that helps could be: The name sounds like... It feels like... It seems like... Consider country or nationality. Is it a common or uncommon name? Short or long name? Tongue twister name? Is it an alphabet soup name?

After you have amassed all the conscious information you can recall, tell yourself that you will think of the name, then do nothing. Place your conscious mind on something else and your subconscious will process the

information. Your subconscious mind should pop the name into your head.

Association is the key. The mind will build a tree that will associate everything in your memory to something else. For some people this process is so automatic it requires no effort. This is because they consciously or unconsciously learned how to recall. They then practiced it daily.

There are people that we know with whom we never really created a conscious connection or association. Do this whenever you have trouble remembering a name that you should already know. **The best way to do this is to ask yourself this question, "What does this name remind me of...?"**

The slow learner must make a conscious effort, moment by moment, in order to turn on the mental facilities. After much practice, they will become automatic and the slow learner will become normal or even exceptional.

Mental Hooks

The more information you have stored in your mind, the more mental hooks or pegs you will have to hang new information.

I discovered a group of naturally occurring pegs in the human skeletal anatomy that I use to attach or associate a list of ten items. It consists of ten movable joints. Because they are mobile, they provide intrinsic action. Also, personal things tend to be more memorable.

1. Jaw hinge or mouth
2. Neck or Spine
3. Shoulders
4. Elbow
5. Wrists
6. Fingers
7. Hips
8. Knees
9. Ankles
10. Toes

The plan is to take a list of, say, ten grocery items and associate each item with the joints, in sequence from 1 to 10. It is important to make a ridiculous action involving the joint and the grocery item.

Take for example this list of groceries:

1. Bagels
2. Soy Milk
3. Almonds
4. Raisin Bran
5. Yogurt
6. Herb Tea
7. Fish
8. Ginger Ale
9. Cup-of-Soup
10. Popcorn

1. Taste a bagel—it's in your mouth with your tongue sticking through the hole and you're trying to say hi.
2. Picture trying to move with miniature boxes of soy milk wedged into your neck joints.
3. See your armpits as nut crackers and try to crack an almond still in the shell.
4. Imagine your elbow leaning on a surface covered with crunchy raisin bran. Feel the pain.
5. Visualize a cup of fruity yogurt being suspended from your wrist. Swing it in a circle until it fits snugly.
6. What would it feel like to put your finger in a boiling cup of herb tea? Would you jump and/or scream?
7. Ten killer sharks, with chopping teeth, clung to my belt.
8. How about using large, sharp and painful (ginger ale) bottle caps acting as kneepads.
9. Odd you should use hot cups-of-soup as ankle bracelets. Bet you mom would not approve.
10. My, what interesting corns you have on your toes. I hope they do not pop.

I think you get the idea. Actually I would use this powerful method for more important things. Things like remembering a list of learning aids or tricks and use a piece of paper for my shopping list. Have fun.

Easy Crossword Puzzles Rapid Recall

I tried to absorb all of the little tricks that the memory experts were selling. I could remember lists of items but my general recall was still getting worse. I was getting so paranoid about my ability that I became paranoid on job interviews. You know the question, "What is your biggest weakness?" I have been doing contract work for about

three years. ***It was not until I started doing at least two EASY or SIMPLE crossword puzzles every morning and evening that I gained the ability to rapidly recall information.***

I would not have started this book if I did not fully recover my ability to rapidly recall information. I would venture to say that my ability to rapidly recall is better now than it ever has been.

"THE SINGLE MOST IMPORTANT TOOL NEEDED TO OBTAIN A RAPID RECALL MEMORY IS WORKING EASY CROSSWORD PUZZLES EVERY DAY!" This may sound too easy or farfetched, but it really works. The reason I emphasize the word EASY is because the tough ones are too challenging and time consuming. They can become discouraging and they do not repeat enough to activate the brain's ability to rapidly recall information. Difficult crossword puzzles also engage the logical brain more.

The easy ones force the mind to recall words that should be fresh in your mind because the answers constantly repeat while the questions constantly change. This will rapidly jump-start your recall ability! Thirty years of experience has led me to this conclusion. ***If you do nothing else except work EASY crossword puzzles, you should gain the ability to rapidly recall information.*** The amazing thing is that things that you have forgotten years ago are now instantly available.

DO NOT BE AFRAID TO LOOK UP THE ANSWERS IN THE BACK OF THE BOOK! You are not testing your ability to figure out the answers. You are training your mind to rapidly recall the answer the next time!!!

Even if English is not your native tongue, I would still recommend the easy crossword puzzles. You do not need to know the reason for the answer, because the whole purpose of doing the easy crossword puzzles is to increase your recall speed, not to teach you English. If you encounter a few odd answers and they are annoying you, you can look them up in the dictionary or ask a friend at a later time.

It is a good idea to highlight the questions that you could not answer with a light pastel color. Then you can easily review them before you begin your morning or evening session. ALWAYS make conscious mental notes when you are learning new information.

You should expect to see results after about two or three books. Set a goal and check your progress. Achieving

a goal will encourage and inspire you to go higher. If you become bored, give it a rest for a few days or a week and/or work a few harder puzzles for variety. Do not give up until you achieve the results that you desire. Experiment to see how many easy crossword puzzles it takes to keep your memory sharp.

Working puzzles is a great mental builder and can be done while the TV or radio is on or when taking a break from other studies. **An added advantage to working crossword puzzles is that of becoming a good speller.**

Puzzle Therapy

There are many other types of puzzles. Medical researchers have discovered that working different kinds of puzzles can be a fun and efficacious way to restore mental functions to brains damaged by accidents. There are many different varieties of puzzles and each different one has the potential to develop or restore different brain functions. Puzzles are readily available at the super market. If they can help a brain that's damaged, I would guess that they would be beneficial to all people interested in increasing their mental skills.

Total Recall

How can the avant-garde memory experts totally recall the names of thousands of people that they have met only once? How can they read and comprehend a hundred words a second? If you would like to become a memory expert like the pros, you can find their contact information in the Book List section of this book. Below you will find a brief summary of their techniques.

I would not recommend jumping ahead to the memory experts on the Book List before mastering the rapid recall techniques described herein. I have been reading and listening to the memory experts' materials for many years, but my ability to recall simple day-to-day information was still non-existent. Examples would be forgetting to make a phone call or what I was just saying when interrupted or forgetting what someone else just said or taking 15 minutes to remember something from my past. My brain was still like a sieve for daily use. If you gave me a list of ten things to remember or the names of ten new people, I would have no problem remembering them, but I rarely have to do that in daily life. As I have stated in another section, I did not

finally gain the ability to rapidly recall things until I had worked several books of EASY crossword puzzles. A year of doing hard crossword puzzles did nothing for my ability to recall!

Therefore, I highly recommend that you master the material provided in this book before jumping ahead because rapid-recall is a prerequisite to learning new information. What good is it to master marvelous memory techniques if you forget to use them?

Learn from the Experts

Audio tapes are the greatest boon to education since books. Your car can become a traveling university. Also, joggers with their little cassette players can get a real education if they will avail themselves of the opportunity to listen to self-help or educational tapes.

What Do the Experts Say?

Things that are odd or unusual or absurd are easy to remember. Use this to great advantage by creating strange visualizations that contain weird associations that depict the desired mental images interacting. Include movement or action to enhance recall. Next, include yourself in all images to make them extra memorable. Exaggerate size and numbers and shape. Substitute objects. For example, visualize a tree that is an airplane or a house that is a dog or a banjo that is a grapefruit, etc.

Therefore, create an image that includes the desired information along with yourself doing something weird or unusual.

Memory Maps

The memory map is an effective method of storing information in your brain for easy recall. It is a form of doodling with a purpose. While listening to a lecture or tape, etc., draw pictures that remind you of the parts that you want to remember. Remember to make action pictures. Try to put action in your drawing to associate or connect the pictures in a meaningful and memorable way. It should now be easy to recall the entire picture. If it is a little foggy, just review your picture and it should now be clear in your mind. If you can recall your memory map you should be able to recall the associated information.

Remembering a List of Items

The Greeks developed a unique way to remember a list of items or parts to a speech. They would visualize the first five objects in a room in their house, in a line from right to left or left to right. Like door, couch, window, table, stove. Next, they would associate the first object to be remembered with the first object in the room. If the two items are connected in a funny or bizarre or exaggerated way with personal action, the listed items will not be forgotten. This can be repeated for every room in the house, etc.

Remembering People's Names

Anticipating meeting someone will aid in remembering the person's name. Looking forward to meeting someone will get the juices flowing, so to speak, and put your mind in a more receptive mode. Also, pick out a distinguishing facial feature on which to hang the person's name.

Whenever you hear someone's name for the first time, try to take a mental photograph of the entire experience. **Make a mental movie that you can replay later!** Later you can relive the experience. Be sure to pronounce the name and ask for corrections if necessary. People love to hear their name pronounced correctly. Knowing the name's origin and/or meaning will enhance retention. Do not hesitate to ask. Most times the person will have a patented reply for such questions. Savor the moment.

If there is no time for pleasantries, than at least think of what the name reminds you of or sounds like. You can create a picture with most names. Like the name Bill could be a dollar bill or duckbill. John could be a toilet. Betty could be gambling. Mary (marry) could be a wedding ring. Pronounce the name in your head a few times to initiate a recall-loop. This will keep the name from being instantly lost in a flash, as often happens.

If you meet a lot of people, then there is a memory technique that is common knowledge among the memory experts. Take their most significant facial feature and exaggerate it in your mind. If, for instance, a person has significant ears, then use them as a peg on which to hang their name. Like if his name is John, you could see toilets swinging from his ears like earrings with you sitting on the seat. More is better.

The major keys are:

1. Choose a facial feature as a peg.
2. Choose an object that sounds like or reminds you of the name.
3. Create a ridiculous picture in your mind with you performing an action with the object associated with the person's name to the outstanding facial feature of the person.

Surnames are not a problem. For instance, if a person's name is Mary Kizeroski, you could picture yourself (kissing a raw ski) covered with wedding rings connected to her outstanding facial feature. You may need to create some gruesome sights, but if it works don't knock it.

Whenever you want to remember the name, think the action you are performing. The picture will jump back into your mind in a flash.

If you fail at first, critique your action to determine what needs improvement.

Remember, more is better so feel free to experiment.

If you meet the person on a regular basis, their name will pop out without needing the picture. If you create really great pictures, they will last a lifetime or until no longer needed.

The beauty of this system is that it convinces your brain that names are important to you, and the brain will utilize your system automatically and you will begin to remember names effortlessly.

You know how people are always saying that they remember the face but not the name. This technique takes advantage of that fact.

It is usually the right brain (creative) types that have the most difficulty remembering names, but faces are a cinch. Why not utilize your brain's natural creativity?

Sometimes there are names that you know but never tried to remember. I can usually remember these names by going through the alphabet listening for the letter that starts the first or last name or a letter that I know is in the name, like j or z, etc.

Foreign languages also lend themselves as well to the substitute words and vivid action pictures.

Cello Player (Anecdote)

I have a friend who plays a cello in an orchestra. Musicians have excellent memories. When he was studying to pass a written exam for his driver's test, he acted out the test questions with miniature cars. He used slips of paper with answers to questions in his little driving scenarios. I wish someone would have told me that little trick when I was 6 years old. I loved to play with little toys. It would have made learning fun and I am sure I would have passed many more exams. ***I have found that it is easier to assimilate information that deals with quantities and lengths because it is easier to visualize and recall solid information than abstract data.***

Rhymes & Mnemonics

In home room we learned that thirty days have September, April, June and November, all the rest have 31 except February, which has 28 except for leap year. Then it has 29. (September and November provide the rhyme)

In Spelling class we learned that you can make a rhyme out of the word Mississippi.
(Mi-crooked letter-crooked letter-I-crooked letter-crooked letter-I-humpback-humpback-I)

In History class we learned that, "In 1492 Columbus sailed the ocean blue."

In Geography class we learned the lines of latitude and longitude on the globe by thinking of an upright ladder. The longitude lines are the long lines (vertical support) and the latitude lines are the short lines (rungs).

In Science class we learned the difference between stalactites and stalagmites. The stalactites hold tight to the ceiling of the cave and the stalagmites are mighty mounds on the floor of the cave.

In Music class I learned a mnemonic designed to recall the lines of the music scales. Remembering that Every Good Boy Does Fine gives EGBDF. The spaces on the music scale do not need a mnemonic because the letters spell the word FACE.

In Boy Scouts we learned that the spout part (direction of pouring liquid) of the Big Dipper points to the North Star.

If memory aids last a lifetime, why not invent many more memory aids on your own?

Chapter 6

Sensible Studying

Study in a quiet atmosphere will simulate the testing atmosphere. It is also best to be studying and testing in a relaxed state. Anxiety equals stress, stress equals tension, tension equals pressure, pressure equals pain and failure. Stress cuts off the higher brain functions. A great alchemist once said, "Anxiety warps perspective without producing any perceptible benefit whatsoever." Fear is nature's check valve. Fear is also one of humanity's greatest shackles. Use your higher mind to evaluate your abilities because your lower mind will send you in the opposite direction. **Remember, a simple smile can erase tension.**

Studying is most productive when done at a set time and in a set place. Find a quiet space away from distractions equipped with all the school supplies you will need. Plan your time. Breaks should be frequent. Do not waste time. Idle conversation with others causes boredom with your studies. Get up and take a break instead. Eliminate daydreaming. Studying in groups can be very helpful. Studying new material just before a test is not very efficient. Taking a pre-test or doing a review is much more effective.

Taking breaks allows the mind to relax and process the information studied. People tend to remember the first and last thing studied better than the middle. Therefore, it is even more important to take frequent breaks. Depending on the material, it usually takes between twenty and thirty minutes before the brain will go on overload. Be sure to take a break whenever this happens.

It is more efficient to get a thing right in your mind the first time. If you tend to get information mixed up on tests, then you have not studied hard enough. You will also be more likely to get it confused in the future. If you are studying a subject that you intend to major in, then it is wise to study long enough to gain mastery.

The memory cycle has three steps. The first is review. The next is record. The final is recall.

Proper Rest

The body repairs itself during sleep. It balances the body's pH by taking the body from an acidic condition to slightly alkaline. If I have trouble sleeping, I get a drink of water and urinate. This speeds the body through its recharge cycle and helps me to return to sleep. Also, as a youth I would sleep with my head under the covers. The body needs fresh air. This is one of the first bad habits I ever broke.

The mind sorts out the day's information. Eating something before retiring will have a sedative effect. It will also make your body work harder to refresh itself. You will also be hungrier in the morning. Eating in the middle of the night is a psychological problem. I would recommend fasting from dinner (6pm) to breakfast (6am). If you eat before going to bed, your body will have to work harder. You will need more sleep. Needing less sleep will increase your alertness. Slightly less food than needed is much better for good health, kind of keeping you on the cutting edge. Find ways to increase the quality of your rest. ***Drink plenty of water. Also, a shower is a good way to wake-up the body.***

Sleep should be enjoyable. You should arise rested and alert. I once heard that if you go to bed exhausted you will wake up exhausted. I do not quite agree with that statement. Better said would be: if you go to bed stressed, you will wake up stressed. When I was a senior in high school I would do as many push-ups as I could just before retiring. This had the two-fold effect of strengthening my upper body and sending me to dreamland in a flash.

AND THE SIGN READ...

Our paints are just pigments of your imagination.

Later on in life when I quit doing push-ups I needed to turn off my left brain. I accomplished this by using my imagination. I would create an imaginary place with imaginary people. Remember that your consciousness is of utmost importance. Do not use it to imagine evil. Try to have constructive dreams. This is the perfect time to use your imagination and create beautiful images. This will help keep you from having nightmares and restless sleep. Keep a pen and pad on your nightstand to record important thoughts. This will free your mind from concerns and allow you to go into a deeper sleep more quickly.

AND THE SIGN READ...

Sleeping at the wheel results in a wake--yours.

If your goal is to become an A+ student you should consider getting up at 4 am in the morning to study. At this time you will be free of distractions because your city will be asleep. Also, your mind will be fresh and any review work will be fresh in your mind for testing that day. You will still need to get enough rest. I would recommend afternoon naps, if possible. This will enable your mind to be fresh for a second time in the same day, making for a more efficient use of your waking hours.

Nutrition and Health

A hungry person has a difficult time concentrating. A tired person has a hard time concentrating. In order for your mind to be alert and fresh, your body needs to be healthy and rested. If you have learning difficulties you will need all the help you can get to turn things around. **Drink plenty of fresh water.** Exercise will increase oxygen and blood flow to the brain. A balanced diet will supply natural sucrose that feeds the brain. Do not create eating habits that will plague you for a lifetime.

It is better to feel good about oneself all the time instead of satiating oneself for the moment.

The B vitamins have a beneficial effect on memory, vitamin B1 being the most beneficial.

Breakfast

You will need to experiment to find out what is best for you. I like raisin bran because it gives me strength and energy. Hot food is perfect in cold climates. If you need a mid-morning snack, consider a piece of fruit.

Lunch

Lunch is usually less controllable. Balance is good. Overeating is bad. I am not going to tell you what to eat. Everyone needs and likes different things . ***I would suggest that you learn what your body needs and not overeat. Balance and moderation will be best for all.*** The meals like grandma used to make. It is not good to eat a lot of just one kind of food. Balance aids digestion. Sleepiness, gas and stomachaches are symptoms of imbalance. ***All food should be taken in moderation.***

Afternoon Snack

An afternoon snack is preferable to a large lunch.

Afternoon Nap

If you become tired after school, I would recommend a little rest if you need it. Trying to do homework when you are tired is not an efficient use of your time.

Supper

Supper should be a social gathering, a happy hour , filled with plenty of good food and conversation. Avoid stressful situations when eating. Turn off loud radios or unpleasant or distracting TV shows and disrupting conversations. It should be the last food of the day.

Always be careful of what you are putting into your mouth. Scientific study has determined that if you are under 25 years old that alcohol can damage your memory. Also marijuana has a detrimental effect on your brain cells. I have even heard that antiperspirant's can be absorbed through your skin and that the zinc can cause Alzheimer's disease. This accusation may be as yet be unproved but it does make one think as to what other substances are slowly ruining our minds & bodies.

Study Time

Plan your study hour and fulfill your goals. Wasting time will make for a dreaded experience. Having a designated area for study will make life easier. Having to look for supplies will waste time and cause stress. Do not look for ways to avoid homework but rather ways to finish your homework easily.

Relax

Be relaxed and in a positive frame of mind while learning and while testing. Tension and anxiety have the ability to block the higher mental functions. Like the psychologist's fright and flight analogy.

Remember that laughter is still the best medicine.

Take a few deep breaths with your belly and feel the soothing effect. Focus on your breathing alone. Now begin to smile on the inside as you allow yourself to feel the joy

of success. Feel its warmth percolate to your entire body and face.

You can even visualize a bright yellow sun above your head. Feel its light and heat. Allow the flame of wisdom and illumination to penetrate the crown of your head.

Music and Memory

Music has several beneficial effects on the memory. Soft and mellow music has the power to relax the emotions and dispel anxiety. Tests have revealed that heavy metal rock music can kill houseplants. Conversely, houseplants will thrive when exposed to certain classical music. Sounds weird but you will learn faster if you go slower.

An Indian botanist named Dr. T.C. Singh discovered that a water plant called the hydrilla, was stimulated by ragas. Further experimentation revealed that certain tones increased yields. Amazingly the increased productivity was passed on to later generations. Discordant music produced the opposite effect.

Also, there is evidence to indicate that listening to Johann Sebastian Bach's classical symphonic music has the ability to increase your abilities in mathematics. It has something to do with causing the brain to create millions of neural or dendrite connections. These are the same pathways used in higher mathematics.

Also, Georgi Lazinov, the father of Suggestology, claims that Baroque Classical music played in largo 4/4 time puts the brain in the best state for assimilating information.

Distractions

Distractions like TV's have a disorientating effect and waste valuable time. To avoid stagnation and boredom, take frequent breaks. Also, alternate subjects to avoid overlapping similar subjects. In other words, go to a subject that employs another section of the brain. A great way to clear study times that also avoids commercials is to record your favorite TV programs.

Breaks

You should take at least two short breaks or one long break every hour. You should mix up the work so that you do

not become stuck on a tough or boring subject. If you become stuck and no help is available, then take a natural break or skip to another subject. Often the solution will appear after a brief break. Use earplugs or headphones to remove distractions. Loud or wild music tends to cause agitation and rob energy. Soft music will generate peace of mind and conserve energy. Some claim that rock music gives them energy. Studies reveal that the rush you feel really results from the rapid drain of energy.

After taking a short break, do a quick review. It will get you back into the study rhythm and also transfer the previous lesson into long-term memory.

Preparation for Class

It is one thing to be caught up on your homework, but being prepared for class includes previewing or pre-reading your upcoming lessons. Some teachers assign upcoming material as reading assignments the night before. Doing it this way will make the next day just a review. ***Review is the single most important factor in recall.*** In the event that the teacher does not require you to read ahead, do not be afraid to read ahead. If the teacher asks questions that you know, it is not necessary to be the first to raise your hand. You could play it coy and not let the class know that you have studied ahead.

You do not need to understand everything that you read. Reading fast and looking for recognizable information will increase your reading speed and comprehension. If all pre-reading accomplishes is putting questions into your mind, that is good. This will actually create a space in your brain for the answers. Make a small, light pencil mark in the margin where your question arose. Do not let the teacher pass your pencil mark without answering your question.

Notepad and Pencil

Carry a mini-notepad at all times. Most of the geniuses I know are not afraid to write down information. I carry a mini-notepad in my shirt pocket, with a golf pencil stuck into the spiral. My grandfather always carried a small pencil in his pocket. He said that the point will not break and no one will walk off with a stubby pencil. He was right. Do not use a pencil sharpener or the point will become dangerous and break easily. Golf pencils have blunt

points and take a real long time to wear down, and when they do you can use a pocket knife to bring them back to life.

Do not be afraid to make lists of things-to-do. This is the first step to overcoming procrastination.

Jot down new words. Look up words during non-study times if possible. A powerful vocabulary will make reading and comprehension easier.

I have found that if I expect to remember technical information, I have to write it down first!

Jot down questions you have concerning information that you want to retain for future use. ***A well-constructed question usually answers itself.***

Review

Review is the unsung hero of all test takers, particularly just prior to an exam. The sooner you review a subject, the better it is for recall. The best way to move information into your permanent memory bank is to review your notes one hour, one day, one week, and one month later. I would also recommend saving all your notes and schoolbooks for future reference. This will enable you to brush up on a subject in a flash. Students who take good notes usually are the bright ones. Writing small saves space. Use highlighters to accentuate what is important. Organizing information into groups will enhance recall. Also, reviewing your notes before retiring, and upon arising, is a great way to transfer information from your short-term memory into your long-term memory.

Restating information in your own words will accelerate your mastery of the subject.

Testing

Schools use testing to determine how much the student has absorbed.

There are two kinds of information that you will learn in school: important material and not-so-important material. Commit important material, like rules, to long-term memory. Commit less important material to short-term memory. The student should learn how to determine what is important and

what is not so important. If you are not sure, just ask the teacher.

Reviewing tests was always a learning experience for me. Unfortunately it was too late to help my grade. It is much better to know the correct answers before you take the test.

Much of the information presented in school will never make it to long-term memory. Therefore, you can pass any test if your short-term memory contains the material being tested. This may not sound right but such is life. **Review is the most important step needed to pass a test.**

The important material should end up on the mid-term and final tests.

Make a mental note each time you make an error. The best time to correct a flaw is now. Visualize or reenact the corrected mental pattern. This is especially helpful in spelling or typing.

What are the keys to rapid recall?

1. Practice, exercise and repetition.
2. Develop the habit of asking questions.
3. Jot down questions or things that are important.
4. Thinking negatively about your brain has disastrous consequences..
5. Develop a friendly relationship with your mind. Ask your mind to help you to recall things.
6. Develop the habit of correcting errors on the spot.
7. Develop the habit of replacing negative thoughts with positive thoughts and creative commands.
8. Develop the habit of running through your conscious mind all information that you wish to recall.
9. Develop the habit of regularly asking yourself, "Is there anything I need to remember?"
10. Use the mind's ability to loop on something until transferred to permanent memory.
11. Work **EASY** crossword puzzles

If you can remember where you put the information, it is much easier to recall the information later.

Classroom Tips

1. Sit as close to the instructor as you can.
2. Review previous class notes occasionally.
3. Copy down everything written on the board.
4. When studying, set a time limit.
5. Stop at the end of each page you are reading and reflect on what you just read.
6. When answering essay questions, always READ THE ENTIRE QUESTION.
7. On an essay question, always write something.
8. On an essay test be neat.
9. On a multiple choice question if you don't know the answer, eliminate the answers that are definitely wrong and guess B or C.

Chapter 7

Reading & Writing & Speaking

Communication

With the advent of the Internet and email, the world has entered an age of communication. This is truly wonderful. I hope that increased communication will enable us to avoid global catastrophe.

Communication involves correctly speaking or writing and listening or reading plus thinking and understanding with feedback.

Assuming is the biggest problem. It's been stated that when you (ass u me), you make an ass out of you and me. The military uses a standard protocol that requires confirmation of every transmission. It would be wise if the civilian populous would adopt a similar practice, particularly if their business is important to the wellbeing of large numbers of people.

It is very important to speak clearly and distinctly. I have found that those who have learned English as a second language tend to either speak too softly or too fast to be understood properly. Perhaps they feel incompetent or embarrassed or they are adapting English to their native style. They are only compounding the problem. Many choose to get by with the little mastery they have gained. It takes a lifetime to master the English language; fortunately we have the time. If the whole world decides to adopt English as a common language, then it is imperative that everyone make an effort to speak it correctly. If not, we could all end up speaking a different language again. History has a habit of repeating itself if we do not learn from our errors.

Another solution might be to create a new language based on English that uses fewer words with easier rules.

If you do not hear or do not understand what you have just heard or read, then by all means do not be satisfied with only half of a communication.

Another deterrent to successful communication is useless chatter. If you have something important to say, do speak up. There is no time like the present. Otherwise it is best to be silent until you have something useful to ask or contribute. I am not referring to the so-called dumb

questions. *A question can never be dumb if the answer is going to raise your level of understanding.*

Humor

The sign read:

BONELESS CHICKEN DINNER \$1. 50

So Uncle Joe thought he would give it a try.
They gave him two hardboiled eggs.

Reading for Comprehension

1. Read the front and back cover and inside leaflets.
2. Read Forward, Introduction, Contents, Biography, Glossary, Index, Summary, References, etc.
3. Read the first and last chapter, and the first and last paragraph of each chapter.
4. Skim the entire book as quickly and calmly as possible. Note graphs, diagrams, charts, and captions. Notice unusual pages or italicized words or bolds, and fonts. Create a mental blueprint of the book.
5. Determine if you want to read the book.
6. Take deep breaths and relax. Now read the entire book, for comprehension, as quickly and calmly as possible. If you slow down too much and lose your train of thought, you could sacrifice comprehension.
7. Ask questions and look for answers.
8. Be on guard for words like and, nor, or, not, no, can't, won't, etc.
9. Pause to register information in your consciousness. Accept or reject information. Use light pencil marks as references.
10. Transfer notes to tablet.
11. Review notes.
12. Reread book.

The Big Picture

Webster says that to comprehend is to understand the nature or meaning of; grasp with the mind; perceive. The best approach is to get the big picture. The second is to grasp the logical parts. Reading a book from cover to cover is a mistake because you could be halfway through the book before you begin to get the big picture. This could cause

confusion and loss of information because of lack of perspective or just having a shaky foundation.

Build a Mental Tree

Most subjects and topics can be thought of as being built like a tree. They begin with a strong foundation or roots and have a trunk that supports limbs and branches and leaves. Therefore, it is best to get the big picture before actually reading for comprehension. Do this by reading the leaves on the cover to get some background information. Find out about the author's background and why he wrote the book. Then, check out the appendix, glossary and table of contents. After examining the table of contents ask yourself questions like: What would I learn from reading this book? What perspective will I gain? Which chapters seem interesting? These questions will pique the appetite. Perhaps you will decide that the book is not worth reading or you may well decide to read only certain chapters. I have found that if there is no interest then you will probably never finish the book. So, why not just take what you can hold and leave the rest alone? It is better to engross yourself in a book that interests you.

If you decide to read the entire book, then it is best to speed read the book. Note the things that stick out, such as chapter headings and sub-topics, italicized words, pictures and captions, graphs, inserts, etc. Skimming through the book will help you get the big picture, and it helps to train the mind to cast off the slow-reading habits. You will be prepping the mind to receive the information on the final read.

Now read the book cover to cover, filling in the space that you have opened up in your mind. Build your tree starting from a strong foundation. Either highlight or jot down information that you want to refer back to at a later time. Look up words that seem to be important in understanding the material. Keep an unabridged dictionary handy to save time.

Get Thee Understanding

Understanding is the key ingredient to making the information permanent in the mind. If you are reading and nothing is being absorbed, then you are wasting your time. I have found my eyes and inner voice looping over a sentence while my mind was off in other realms. It is not very conducive to comprehension to have your mind wandering all over the place. Take a break whenever you find this

happening, because your mind is trying to tell you it needs a break. If there is something that you have on your mind, you will need to put it to rest before continuing or, again, you will be wasting your time. There may be more appropriate times to contemplate what you have just read.

Oftentimes the subject matter will cause the mind to examine the possibilities. While this may be inherently good for higher cognitive understanding, it can break your momentum and actually retard comprehension of the material at hand. So I would advise keeping a notepad available to jot down thoughts so you can continue on unabated.

Spelling

Because of my poor study habits I learned most words from hearing them. Because I could not distinguish sounds very well I mispronounced the words. This led to very poor spelling.

What is the best way to study for a ten-word spelling quiz?

Take a lined sheet of paper and number the lines from 1 to 10. Transcribe the words to your list in syllable form. Be sure to use a dictionary. This gives the mind a chance to examine and absorb your new words. This is very important because it is much easier to be able to recall the words if perceived correctly the first time.

Next, pronounce the word aloud phonetically and spell the word correctly. A dictionary should be used for this purpose or find someone who can help you to pronounce the words correctly. This is also a really good time to check out the definition.

At this point, put a circle around the easy words. Give yourself a little test by visualizing the easy words and writing them down on the back of your paper totally from memory.

Next, find words pronounced or sounding exactly as spelled. Put a box around them.

Next look for the words that are similar to words that you already have mastered. Maybe the beginning or ending is different but the meat of the word is identical. Give those words a check mark.

Lastly, put a dash in front of the remaining words. Examine them carefully. Is there anything about them that is memorable? Do the letters form a pattern? Do the letters rhyme? How about double letters? Do the letters follow any rules like, i before e except after c?

If you cannot find anything unusual or memorable in the word, you will have to use brute force. That is, you will have to repeat the word over and over until it makes a home in your head. Use it in a sentence. As you learn more words you will create more associations and therefore need less brute force.

- 1.) Number a separate sheet from 1 to 10.
- 2.) (Syl lab´ i fy´) the words. (Use a dictionary and include accents.)
- 3.) Be conscious of each syllable and letter you are copying. (First impressions are lasting.)
- 4.) Pronounce the words (aloud) phonetically using their syllables.
- 5.) Find embedded words and put a circle around them.
- 6.) Visualize the easy words and write them down on the back of your paper, from memory!
- 7.) Find words spelled exactly as pronounced and put a box around them.
- 8.) Find the words that are similar to words that you have already mastered. (Use a check mark.)
- 9.) Examine the remaining words and look for memory aids.
- 10.) Commit the remaining words to memory via visualization and/or rote repetition.

Grouping things into similar categories will enhance recall.

Here is another type of memory aid that can be used to remember a tough spelling. EIRE is the name of (the former name of) the Republic of Ireland. You could remember that it's spelled like the word FIRE. Another example would be LEI, the flowered wreath that Hawaiians place around the tourist's neck. I think of the word LIE spelled with the last two letters reversed.

Vocabulary

If your goal is to improve your vocabulary, then start by learning the roots of words. Prefixes and suffixes are common to all words and change the meaning of the roots. This practice will enable you to learn many new words simultaneously. This will speed up the process and give you a solid vocabulary foundation. An added benefit is knowing the meaning of words that you have never seen or heard before.

A good practice is to learn a new word every day. You can buy daily calendars that work well. Read the definition and think of a cute sentence that uses the word. Later that day spring your sentence on a friend or stranger. Not only will it raise some eyebrows, but it will make the word a permanent part of your vocabulary. See if you can make a sentence using two or more new words.

Another fine practice is to buy vocabulary tapes that you can listen to upon retiring. Your mind can go to school while your body is relaxing. I would only play them for 20-30 minutes before retiring. This will help with the pronunciations, especially foreign languages. Playing tapes all night may disturb your sleep and hamper the brain's recharge cycle.

If it is a foreign language that you are want to learn, then try transcribing something that you already have memorized like your national anthem into the new language that your are trying to learn. Using AltaVista on the Internet makes this an easy task. This will have sort of a Rosetta Stone effect and accelerate your learning.

While in the Air Force I discovered a good way to improve my vocabulary. I wanted to write a letter to my family relating my military experiences. As usual, I was not happy with my letter but instead of tossing it into the trash can I got a bright idea. I rewrote the letter using different adjectives and verbs that I found in my handy little dictionary. A thesaurus would have been easier. I replaced all of my mundane words with real gems. My family got a good kick out of the letter. My college graduate brother-in-law had to explain it to them. I can still remember some of the actual words I used.

This letter was a turning point in my life, first a hobby then a passion. I finally fell in love with learning after 20 years of living in ignorance. I enrolled in college and gained 2 years' worth of credits before I realized that my first love was electronics. I dropped out only to continue my education in technical school. I received my Associates Degree in Specialized Technology three months ahead of schedule and landed a fabulous job.

Power Vocabulary

Develop a powerful vocabulary. Raise your consciousness and transform your life by using words like these. Maybe someday these words will describe you. These words are capitalized for listing purposes only.

Astounding
Amazing
Beautiful
Colossal
Ebullient
Ecstatic
Elated
Expedient
Exquisite
Excellent
Exhilarating
Extraordinary
Fantastic
Gracious
Happy
Incredible
Marvelous
Nice
Outstanding
Spectacular
Stupendous
Superb
Tremendous
Utter joy
Wonderful

Book Reports (Anecdote)

The dreaded book report!

I had an experience once that gave my confidence a real boost. I enrolled in a three-month-long religious studies course. I am talking 24 hours a day. We were given a book to read. It was Jonathan Livingston Seagull by Richard Bach, a really uplifting book.

The assignment was to read the book and write a 12-page book report over the weekend!!! I was scared to death of the task. I wanted to do well but had never in my entire life written a book report that I turned in to the teachers. No wonder I never passed a single year of grade school. What was I going to do?

I dreaded the weekend. I prayed aloud. "GOD HELP ME!!!" This He did. Somehow I got the bright idea to use a yellow highlight marker to mark the parts of the book that I

found appealing. It was Friday night so I started to read the book. It was so good that I could not put it down. Taking short breaks, I finished the entire book before falling asleep about five hours later. It is not a long book, but I was such a poor reader back then. I could read the same book in less than two hours now.

By the by, it is much easier to read a book if you just let your eyes fly over the white area over the text! Try it now.

Early the next morning I found that I had highlighted about 15 passages in the book. I took each passage and reduced it into simple phrases and copied the phrases to a piece of paper. I chose the passage that I wanted to start my report with and labeled it #1. I continued with the next most logical passage and labeled it #2. This continued until I had numbered all 15 passages in the order that I wanted to present them. The whole process took only about half an hour! I took a break.

Returning to the task, I proceeded to write the entire 12-page report in about one hour!!! This is no joke. The outline I made and the highlight marks made it a breeze. It was easy to find the references and quotations in the book. I had so much material after just one hour that I could discard the excess. I am not finished yet. This was only a rough draft. I took another break.

While on break, I got another GOD idea! Because I did not have a computer or typewriter, and I could not type anyway, I bought erasable bond paper and a pen that used erasable ink. It was a new concept for me. I proceeded to transcribe the entire book report in my best penmanship in less than an hour! If you do not count my slow reading (5 hours) I wrote the entire book report in about 2 ½ hours!!! I finished before noon on Saturday. I did it, by the grace of God!!!

The teacher announced to the class that five of the 125 book reports got honorable mention. You guessed it. My report was among the best. I am sure that my Father in heaven enjoyed it because his prodigal son was VICTORIOUS!!!

Writing a Book or Thesis

Writing a book or thesis requires that the writer synthesize and organize his material into an understandable

form so that others may benefit from his or her research. This process should be considered by anyone who plans to master a subject. This is why I started to write this book about five years ago but became disheartened when it seemed impersonal and overwhelming, as is stated in another section of this book. I also did not feel competent because of a certain lack of mental mastery. Once I overcame this, I still had to deal with overwhelming.

I defeated overwhelming by breaking down the subject into its constituent parts. I started with a list of keywords and subjects. This became a tree that I built upon until I had my table of contents organized. All the while, I would begin writing about the individual topics as I felt inspired. I found that early morning was the best time to be creative. I would wake up early and begin on the topic that I felt inspired to deliver. I did this during the week before work, and on Saturday I would input the week's work into my computer without looking at my notes. I found that it flowed much better than the original. I could always review my notes for missing information.

I have no idea how my style of writing will be received. I can only hope that my book is easy to read, inspiring, comprehensible and practical. I also hope that my book fills many people with a new sense of purpose, thereby enabling them to reach new levels of attainment. This will finally free me of the burden of guilt I have carried throughout life for failing grade school.

Thus said, I would recommend to anyone to write about your victories so others may benefit and also to complete your own learning cycle. Teaching and writing books is the highest form of understanding.

Speeches & Oral Reports

Speeches are best type written out in their entirety with the main ideas highlighted in yellow. This will give you the ability to ad-lib an entire speech, only glancing at your paper to assure continuity while guarding against a mental lapse.

Oral Reports (Anecdote)

Summer Vacation ended all too soon, albeit it was totally boring as usual. Upon returning to 6th grade English class, I was pleasantly greeted, by my new English teacher who also happened to be a new customer on my paper route. I do not recall her name. Boy did she give me a big

surprise. The first assignment she handed out was an oral book report assignment on "What I Did on My Summer Vacation."

I was devastated. I had never done an oral report. I had never stood before a mass of people where I was the only one speaking. She did not know that I was the class dummy and never completed school assignments. I would just show up, listen, scratch my illegible hand writing on paper, flunk the test, and go home. Then I would be transferred to the next grade. This went on all through grade school. I failed 3rd grade twice. How was I going to stand up in front of my classmates and teacher unprepared? I anguished about it the entire weekend. There was absolutely nothing about my summer that anyone would want to hear. I was not given to doing things worth talking about, not to mention public speaking.

Monday rolled around as it always had since I began first grade. I never missed school unless I was sick and that rarely ever happened. The English teacher arrived. I guess I was hoping she would not call on me. My worst nightmare was about to happen. "Charles, would you please stand up and tell the class about your summer vacation?" I was dead. I slid out of my chair with much trembling and said, "Nothing much had happened on my summer vacation." "Gulp" Unless you wanted to hear about my trip to lake Erie. Where did that come from? She replied. Of course we would. Please proceed.

I had no preparation. Where should I start? I figured the beginning was probably best.

Timidly I began. One sunny Saturday morning my paper route manager, Mr. Barkley, told me that the newspaper was having a contest and that there were prizes for getting new customers. I quickly deduced that more customers meant more money. I figured that I could easily get new customers. "Sure" I said, "I will get some new customers today."

I began knocking on doors. I easily got 10 new customers. The top prize was mine. An all expenses paid trip to Cedar Point? I did not even know what that meant, but I had a bigger problem that took my attention off the trip.

Most of my new customers were outside my paper route. Later I found out that they were unhappy with the other paper boy. So they gladly signed up with me. The problem was that I had almost doubled the area of my route but only

increased my profit by 10%. Anyway that is another story. Let's get back to my trip.

The day of the trip arrived. I had a small suit case all packed so my aunt Esther took me downtown, via streetcar, to where the chartered bus was waiting. I waved goodbye as the bus departed. After a long and boring drive the driver pulled up to a rather rundown hotel by the lake and dropped me off. I went inside and sure enough there was a dingy little room waiting for me, but there was just one problem. I looked around to see if I could find someone assigned to look after me. I never found anyone. I was all alone! (Voice cracking)

Here I was in a strange place with strange people. What was I to do? I decided to go outside and look around. I found an amusement park and a beach. The amusement park was out. I did not have much money. I guess my mom thought I either had money or was going camping. So with one choice left I headed straight for the beach.

It was a beautiful day. The beach was warm and sandy. So I began to dig in the sand with my hands. After a while I found a clam that was as big as my fist. It had something sticking out of it that quickly retracted.

While minding my own business, playing with my new friend, I was rudely accosted by 3 rather mangy looking teenage boys. "What do you got there?" Someone muttered. It was one of those classic, "Kick the sand in the skinny kid's face scenarios". Brawn vs. Brains. They did not know who they were messing with. (Tear forms in eye)

Nobody was gonna take my clam. What they did not know was that I was the fastest kid in my school. I was white lightning. Nobody ever caught me from behind.

I guess they were a little startled when I leaped to my feet and I and my clam bolted for the safety of my hotel room. I never look back when I run because I only have one thing on my mind. I could hear their obscenities fading into the distance. They gave up the chase when they realized they were out classed.

Upon returning to my hole in the wall, I remembered that I had heard that when a clam is put into warm water it opens up. Curious to see what would happen, I filled the wash basin with warm water and gave Clyde a dunk. After about five minutes, it happened. He opened his mouth and stuck his tongue out at me. I guess he really preferred the

beach. So I returned him to his little home on the beach and that sums up my trip to Cedar Point.

I sat down to a nice round of applause from my class mates and teacher. In fact, my teacher liked my oral report so much that she had me recite the whole thing again for her other English class. When finished, she remarked how well I had done without notes, and that it was better the second time. Little did she know that the whole thing was spur of the moment with zero preparation.

I almost did not include this story in my book because it does not go into detail about writing an oral report. I decided to include it as an inspiration to those who think that their life is unimportant or to those who are afraid to stand up and be heard. We all have something to contribute to life. We all have a purpose for our existence.

I have always wanted to write my thoughts down on paper. Also, because of being on the wrong end of the bell curve, I know how hard it is to grow up in the dark, so I have always tried to share information with others. It was not until I asked aloud, "God, why did you make me!?" did the entire plan for this my first book descend. I hope you enjoyed it and that it will help you or someone you know.

God bless you,
Charles Michael McClory

Rapid Recall Summary

By Charles M. McClory

(<http://www.newhopeent.com/RapidRecall/>)

- Develop a positive mental attitude.
- Make friends with your mind. Compliment it and it will complement you.
- Do not condemn yourself but use the moment to correct flaws.
- Do not accept negative programming from others. Challenge the curse.
- Do not lie to yourself or others. "To thine own self be true."
- To eliminate flaws, ADMIT MISTAKES! Vow to yourself not to repeat the error!
- Ignorance is the highest form of stupidity.
- Listen to your inner voice. Determine the difference between the higher and lower self.
- Talk to your self!
- Give yourself self-commands.
- ***You cannot forget something if you never consciously tried to remember it in the first place.***
- Never give up.
- Action slays the beast of procrastination.
- Enjoy your work.
- Get thee understanding.
- Discover and exercise all of your senses. ***More is better.***
- When you create self laws it is like building a wall. Only you can remove the bricks.
- Children reach adulthood when they accept responsibility for their actions. Many never do.
- You can always love the soul.
- Keep silent and just do it.
- Self-respect is self-endowed.
- Affirmations will raise your consciousness. "Every day, in every way, I am getting better and better."
- Talk to yourself. Ask lots of questions! Listen for the answers.
- MANTRA: God, help me.
- Develop a plan that can succeed, then follow it through.
- Replace bad habits with good habits.
- ***If you had no bad habits at all you would be about as close to perfect as you could get.***

- Intelligence is common sense in action.
- Study the experts in your field of study and follow the advice of successful people.
- ***True freedom is freedom from fetters.***
- Use determination or will to develop self-discipline.
- Slay the beast of procrastination with organization and action.
- Music can make or break your plans.
- Practice being consciously aware of every action engaged in at least once a day. Like eating breakfast.
- Become consciously aware of every sight, sound, smell, taste and sensation happening now.
- Learn to reenact entire events with the verve of a Shakespearean actor.
- Eliminate useless errors with proper COMMUNICATION.
- Use conscious ***MENTAL NOTES*** to reprogram your mind with the correct information!
- Repetition creates RECALL LOOPS. Use them to repair your thought patterns.
- Visualize lots of words to improve reading skills.
- Work at least one ***EASY*** crossword puzzle every morning and evening to develop ***RAPID RECALL***.
- Use completed puzzles as study material.
- Do not be afraid to look up the answers in the back of crossword books. You are developing Rapid Recall, not testing.
- To develop total recall, study the memory experts' material.
- Pegs - Memory Maps - Recalling Names -
- Convert words to weird or bizarre pictures.
- Associate and integrate mental pictures using personal action pictures.
- Exaggerate pictures - substitute objects - exaggerate size or numbers or shapes.
- More is better.
- ***Good mental health is a conscious choice, not casual chance.***
- Your physical health plays an important role in your mental health.
- Junk food clogs your system. "Garbage in equals garbage out."
- Exercise will get the oxygen flowing to the brain.
- Drink plenty of fresh water. Your body's electrical system runs on water.

- Get proper rest. Study when your mind is alert. Early morning is a great time to study.
- Take 1 long break or 2 short breaks ever hour. More is better.
- Jagged, discordant music can create stress while soft & smooth music can relieve stress.
- Relax -- Stress blocks rapid recall.
- REVIEW AND REPETITION LOCK NEW INFORMATION INTO LONG-TERM MEMORY.
- ***We have programmed our lives to fail and we have the ability to reprogram ourselves to succeed.***
- Taking good notes will provide the questions and answers for the tests.
- Notebooks, scrapbooks and diaries record your life's history. They will refresh your memory.
- Games or mental gymnastics will sharpen your mind.
- Good mental health requires that you constantly raise your consciousness.
- READ GOOD BOOKS.
- A healthy body should contain a healthy mind.
- ***Do not become a master of limitation but rather a master of acceleration.***
- "Now that I know better I will do better."

In conclusion I would like to reiterate that you should not blame anyone but yourself for your shortcomings in life. You got what you deserved! When you blame others you are subconsciously waiting for them to fix the problem. That will never happen. You will end up as a procrastinator with a bad attitude. If you ever expect to improve your lot in life, you need to replace your accusations of others with positive action by yourself. NO EXCEPTIONS.

God Speed,
Charles M. McClory

P. S. If you fail to get a rapid recall memory and fail to work a lot of easy crossword puzzles, than blame yourself!

Recommended Study

I would like to again thank the many authors whose works I have studied. Their timely books have inspired and helped me to gain a certain self-mastery that has been my greatest

source of pleasure. I would like to recommend those books that are pertinent to your current interest. Please avail yourself of any opportunity to learn new techniques and information. I have heard it said that, "If the messenger be an ant, heed It!" As I have stated earlier, the universe is full of infinite possibilities. There is no need to ever become bored or tired. Life can be an exciting and rewarding experience.

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MEGA MEMORY and ADVANCED MEGA MEMORY by Kevin Trudeau
ACCELERATED LEARNING TECHNIQUES by Brian Tracy & Colin Rose
THE POWER OF VISUALIZATION by Lee Pulos ,PHD

Distributed by
Nightingale-Conant Corporation
7300 North Lehigh Avenue
Niles, Illinois 60714
1-800-323-5552

MEGA SPEED READING
by Howard Berg & Kevin Trudeau

Distributed by
True Vantage Inc.
5940 W. Touhy Avenue
Niles, IL 60714
1-800-281-4450

PHOTO READING
by Paul R. Scheele

Published by
Learning Strategies Corporation
900 East Wayzata Boulevard
Wayzata, Minnesota 55391-1836 USA
1-800-735-8273

BRAIN GYM
by Paul E. & Gail E. Dennison

Published by
Edu-Kinesthetics, Inc.
Post Office Box 3396
Ventura, CA 93006-3396 U.S.A.

Yoga, Youth & Reincarnation
by Jess Stearn
SUPERLEARNING &
PSYCHIC DISCOVERIES BEHIND THE IRON CURTAIN
by Lynn Schroeder & Shiela Ostrander

Superlearning
450 Seventh Avenue
New York, NY 10123

THE HOLOGRAPHIC UNIVERSE
by Michael Talbot

THE WRITING ROAD TO READING;
THE SPALDING METHOD OF PHONICS FOR TEACHING SPEECH, WRITING,
AND READING
by Romalda Bishop Spalding

MONTESSORI METHOD
by Maria Montessori

MAN OUT OF TIME
Life of Nicoli Tesla
by Matrgaret Cheney

THE SCIENCE OF THE SPOKEN WORD
REINCARNATION, THE MISSING LINK IN CHRISTIANITY
by Elizabeth Clare Prophet
[http:// www.tslorg](http://www.tslorg)

THE SCIENCE OF MIND
by Ernest Holmes

HOW TO MULTIPLY TOUR BABY'S INTELLEGENCE
by Glenn Doman & Janet Doman

EMBRACED BY THE LIGHT (near death experience)
by Betty J. Eadie

SAVED BY THE LIGHT (near death experience)
By Dannion Brinkley

THE SACRED POWER OF MUSIC
by David Tame

...THE BEGINING