# Overview of 'Working Memory' Toolbox

## Record Information

(Click here for the related tools)

Our working memory has limited capacity. Cognitive overload happens when our brain has too much to handle at the same time. By recording information immediately, we can reduce the cognitive load on our brain, lower the risk of missing or confusing information, ultimately improving our work efficiency.

**Suitable situation:**

- Finds it hard to retain and process multiple pieces of information at the same time, often forgetting verbal instructions, task execution steps or the required learning materials.

| Relevant tools | | Completing Homework | Preparing for Assessment | Managing School Routines | Managing Daily Routines | Interacting with Others |
|---|---|---|---|---|---|---|
| 7a. | Homework and Essentials Checklist | ✔ | ✔ | ✔ | | |
| 7b. | Activity Log | | | ✔ | ✔ | ✔ |

## Store Information

(Click here for the related tools)

Information stored temporarily in our working memory is easily forgotten over time if it is not organised and processed. By systematically organising complex and scattered information, and linking new knowledge with existing knowledge, we can consolidate it into our long-term memory. This helps with future retrieval, recall and application.

**Suitable situations:**

- Struggles to retain relevant information in learning or daily life.
- Is used to rote memorisation, failing to systematically organise information or connect new knowledge with existing knowledge.

| Relevant tools | | Completing Homework | Preparing for Assessment | Managing School Routines | Managing Daily Routines | Interacting with Others |
|---|---|---|---|---|---|---|
| 7c. | Unlocking Memory Strategies | | ✔ | | | ✔ |

**Suitable situations:**

- Easily forgets learned content.
- Does not have a regular and progressive revision habit, making it difficult to consolidate information into long-term memory.

| Relevant tools | | Completing Homework | Preparing for Assessment | Managing School Routines | Managing Daily Routines | Interacting with Others |
|---|---|---|---|---|---|---|
| 7d. | Spaced Revision Booster | | ✔ | | | |

'Effective Questions' available

Download tool