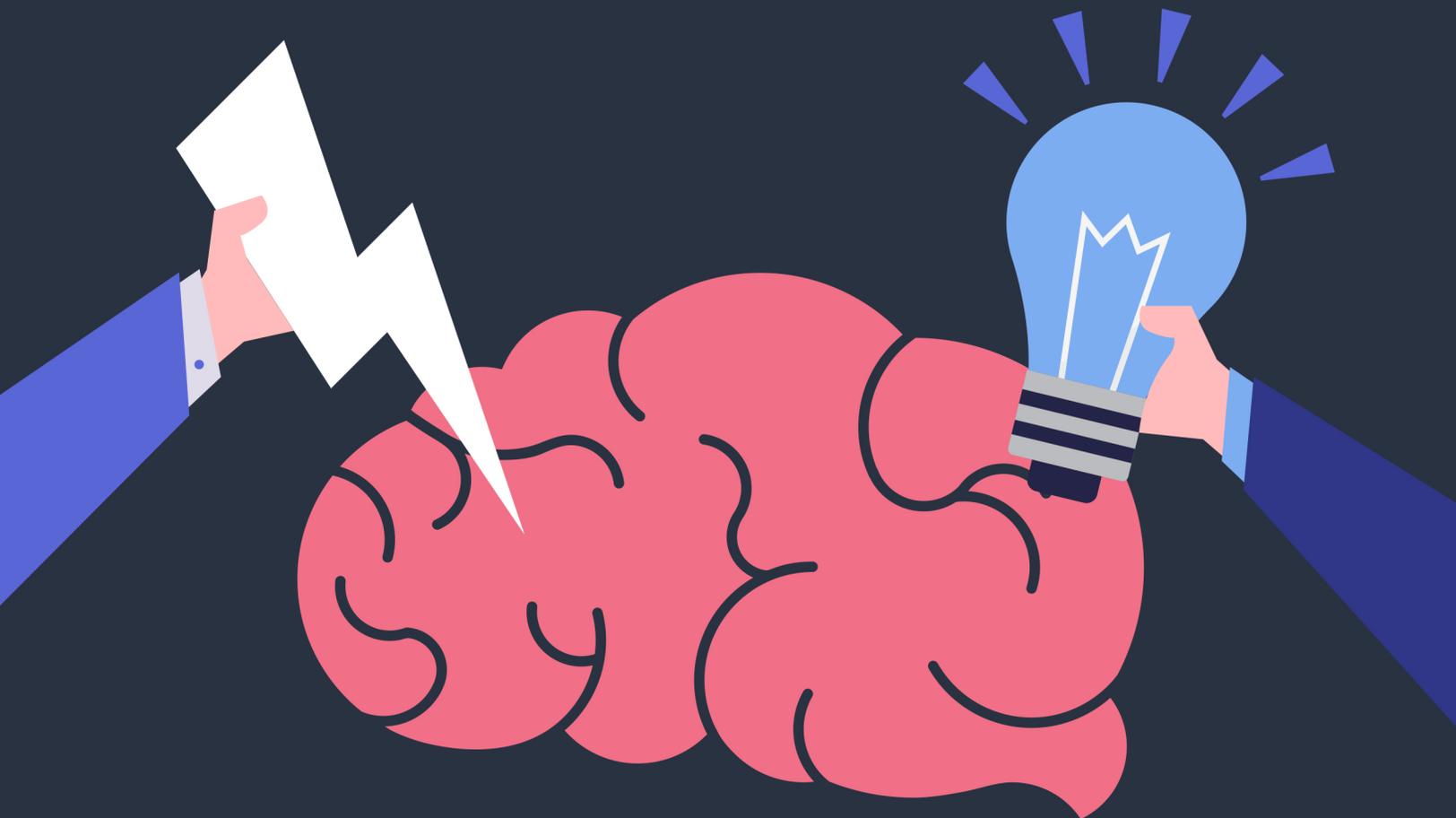


BOOST BRAIN POWER AND BECOME A SUPER LEARNER

(THE ESSENTIAL GUIDE)



Introduction

Have you ever noticed that some people are able to effortlessly remember even the most mundane details and quickly comprehend new things?

Truth is, you can have a great memory and learn anything faster too!

To unlock the full potential of your brain, keep it active and acute.

Brain games may be able to help improve your brain performance a bit, but it actually takes an even more solid change to transform your brain, so as to become a **Super Learner**.

In this guide, you will learn how to make room in your brain for memories, learning and creativity.

What Most People Are Wrong About Brain Power

We live in an achievement-obsessed society that is quick to apply the labels “talented” and “gifted” to everyone who has accomplished anything of note. Successful people are often portrayed as smarter than the rest of the human race.

This is not true.

Successful people aren't born to be smarter, they only **know the best way to utilize their brain**, then work hard to innovate and achieve more.

In the age of information, the best way to utilize your brain isn't to memorize, store or recall a ton of information. It's more about how to organize and optimize the information in a smart way.

If you understand how your brain works and make good use of it, you will be a faster learner and a more efficient problem solver too.

So, how to make space in your brain and make good use of the information attained?

3 Steps to Make Space in Your Brain

Like a personal assistant or secretary, this framework can help you to effortlessly sort through the enormous information that comes to you on a daily basis.

When you've learned to apply this framework, you'll have more room in your brain for learning and creativity.

This brilliant framework is called the **Digital Brain**.

Let's dive into this 3-step framework to create your Digital Brain:

Step 1: Recording

Recording is how you take incoming, raw and fresh information from the wild, into your Digital Brain.

Examples include an idea that suddenly occurs to you while you're doing something else, a really useful snippet from an article you're reading, or the poster for a show that your partner is interested in watching.

Because of the limitation of our brains, we cannot take too long to decide how to save all this information. So you'll need to go through these to save information quickly:

- I. Filter what you store
- II. Fill it in quickly
- III. Fire and Forget (The Inbox)



I. Filter what you store

Store **only Knowledge** - information relevant to you that you plan to use or apply, and **Actions** - information that is directly related to an action you need to take, or supports your decision making about it.

Store it if it's unique to you, hard to access again, or time sensitive.

Ditch it if it's a common fact, one-off information that you won't need again, or anything you can just Google in a few seconds.

II. Fill it in quickly

Use an appropriate app to take down information quickly:

- Use a **Notes App** for ideas and thoughts, and information that has future value - photos, videos, stories, quotes, articles
- Use a **List App** for a wishlist of gift items, or a list of places to visit, or a checklist of to-buy groceries
- Use a **Task Management App** for to-do tasks at work or for home
- Use a **Calendar / Scheduling App** for daily meetings and appointments

And to make sure an even quicker and accurate input of information, do these:

- **Use keywords** - Use keywords to represent what you are trying to store.
- **Only keep what you need** - If you only need a paragraph, don't save the whole article.
- **Take a picture if you're really rushed** - Make sure you provide at least a title or caption with a brief description so that you can remember the context later. Tip #1 to use keywords, is really helpful in this case.

The 4Ws is a general guideline for what to include for completeness:

- **Who** it's for
- **Why** you saved it
- **What** you plan to do with it
- **When** you need to use this information

A good rule of thumb is that you should have at least 3 of them for information recording completeness.

Let's do a quick exercise about the above 2 parts!

III. Fire and Forget (The Inbox)

This is similar to the concept of “the inbox”. This is a temporary place for all the new and disorganized information. Its function is to help you delay your organization, so you can process the more complicated information faster.

You need to organize such information later, so that it’s filed away in the right place for easy Recall when you need it.

Exercise Time!

Let’s do a quick exercise on this before we move on to the next step!

Time yourself for 15 minutes. Take out your phone or computer, now scroll through any information source -- be it facebook, Pocket, a website, newspapers or magazines, try to go through all this information and grab what’s necessary for you. Then try to fill out the following table:

#	Information	A or K*	4 Ws	App to Use
1	Example: Branded watch on sale (advertisement)	K	Who: Husband Why: Anniversary What: Gift idea When: By April	List app
2				
3				
4				
5				

6				
7				

*A or K refers to Action or Knowledge

Step 2: Organization

The organization stage is like checking-out the items in your shopping cart and taking them home to put away for later use. You also have to process your Inbox at least once every day.

If you're not always organizing what you've stored, you can accumulate thousands of bits of random information like a junkyard. That's a waste of space and time used to store it at the beginning.

So how to best organize all the information you've stored? **Use Tags wisely.**

Tags are shared keywords that you can attach to any piece of information. They act as further descriptors that can help make your information even easier to catalogue.

To use Tags effectively, do these:

- **Keep them consistent** - Your tags should be keywords that you can remember easily.
- **Be specific** - Don't use overly general tags like "new", "old" or "miscellaneous" that don't really give you specific context.
- **Use nouns** - Nouns are more specific, and easier to recall than Verbs. Also, if you use nouns throughout, you'll reduce confusion as to the meaning of a tag down the line.

Exercise Time!

Using the table below, identify some potential tags that can be used across the information you gathered in Step 1.

By Person of Interest (Who):

Example: *Wife, Mom, Dad*

By Function/Event/Circumstance (Why):

Example: *Lunch, Birthday, Anniversary, Gift*

By Type (What):

Example: *Web, Photo, Recipe, Card, Quote, Food*

By Time/Date (When):

Example: *Jan-Dec, Noon, Evening*

Step 3: Recall

You might say that Recall is the most important part when we're talking about Digital Brain. Everything that we've done in the previous steps were all to cater for a smooth Recall process.

With the Digital Brain, you can retrieve information actively any time you want, recall related information that you forgot you had, and remember things that you forgot you had to remember.

To reap these benefits, you have to know how to search and discover the information you've stored and organized from Step 2 and Step 3. And this is how the Tags you used come into their real function.

For example, let's use the *Branded Watch on Sale* advertisement as an example. We can use these Tags: "Anniversary" + "Gift Idea for Husband"

While you can locate this piece of information when you search for it with the exact Tags, you may also see other dating ideas you saved earlier for the anniversary under the "Anniversary" tag. Or when you look for "Gift Idea for Husband", you will see a list of ideas that fit an anniversary or any other occasions for your partner.

So besides narrowing down Searches, Tags are useful for many recalling lots of Related information.

Exercise Time!

Maybe the information you gathered from Step 1 does not provide a large base of information to do this Recall exercise, but do try this out when you have already gathered loads of information on your note app or list app!

Becoming a Super Learner!

As demonstrated in this guide, learning comes down to a solid system that is applicable to any kind of skill and knowledge. With a Digital Brain, you will be able to make more room for learning and creativity.

If you want to learn more effective techniques to become a smarter learner, stay tuned with our email newsletter. All the tips and tricks that help you learn fast will be delivered to your inbox!

Also...

Don't Miss Our Free Webinar About Learning!

Join our FREE Fast-Track Class **Spark Your Learning Genius** to pick up some effective techniques to learn smarter! [Sign up here for free now!](#)