

HOMECARE MANAGEMENT CORPORATION

Improve your memory with these 9 common-sense techniques

The minor memory lapses that occur with age-associated memory impairment can't be eliminated completely; however, a number of common-sense strategies can improve overall memory at any age. The keys are to stay focused, active and alert.

Memory Tip 1: Place commonly lost items in a designated spot. If you're prone to losing certain items, such as keys or eyeglasses, pick a spot and always put the items there when you are not using them.

Memory Tip 2: Write things down. If you have trouble remembering phone numbers or appointments, write them down and place the list in a conspicuous spot. Making a daily "to do" list will remind you of important tasks and obligations.

Memory Tip 3: Say words out loud. Saying "I've turned off the stove" after doing so will give you an extra verbal reminder when you later try to recall whether the stove is still on. Incorporating people's names into the conversation immediately after you have met them helps, too.

Memory Tip 4: Use memory aids. Use a pocket notepad, cell phone, wristwatch alarm, voice recorder or other aids to help remember what you need to do or to keep track of information.

Memory Tip 5: Use visual images. When learning new information, such as a person's name, create a visual image in your mind to make the information more vivid and, therefore, more memorable.

Memory Tip 6: Group items using mnemonics. A mnemonic is any technique used to help you remember. For example, when memorizing lists, names, addresses and so on, try grouping them as an acronym. Another mnemonic technique is an acrostic. Acrostics use the first letter of each item to create new words that form a sentence or phrase. Using rhymes or creating stories that connect each element to be remembered is also helpful.

Memory Tip 7: Concentrate and relax. Many environmental stimuli compete for your



attention at any given time. To remember something, concentrate on the items to be remembered. Pay close attention to new information and try to avoid or block out distractions. Anxiety and stress can inhibit recall. Learning a relaxation technique, such as deep breathing or muscle-relaxing exercises, may help.

Memory Tip 8: Get plenty of sleep. During sleep the brain consolidates and firms up newly acquired information. Studies indicate that people are better at remembering recently learned information the next day if they have had a good night's sleep.

Memory Tip 9: Rule out other causes of memory loss. If you suspect that you are having memory difficulties, consult your doctor. Some medical conditions can cause memory problems that can be corrected, including depression, hearing or vision loss, thyroid dysfunction, certain medications, vitamin deficiencies and stress.

– Courtesy of Johns Hopkins Medicine

Our People Make the Difference

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Don't forget

1. Workers must call in before 6:30 a.m. if they are going to be out as there are only two subs

2. Use BLACK ONLY

3. NO WHITE OUT

4. Timesheets need to be sent in the 15th of the month and the last day of the month in order to get paid on time

5. Timesheets MUST match the plan of care

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Address:
PO Box 2640
Lenoir, NC
28645

Phone:
828-754-3665

On the Web:
homecaregmt.org

October Mandatory In-Service

Topic: HIPAA, Back Safety, BBP/ABP, Fire Safety, and Policies and Procedures

Alexander County

Thursday, Oct. 6, 4-6 p.m., Rescue Squad Bldg, 197 Emergency St., Taylorsville

Caldwell County

Thursday, Oct. 20, 4-6 p.m., *HOME CARE Management Corp.* Office Conference Room

Catawba/Burke Counties

Please attend the nearest In-Service training

Lincoln County

Wednesday, Oct. 12, 4-6 p.m., Senior Center at Gaston College (the usual place), 514 S. Academy Street

McDowell County

Thursday, Oct. 27, 4-6 p.m., Grandview Baptist Church Fellowship Hall, 303 Reservoir Road, Marion

**Note the change in time.*

Please make arrangements to attend class. Please call (1-800-223-2841 or 828-754-3665) and let us know if you can or cannot come, as this is very important to our planning for the class. Thank you.

**CNA I and NA II are required to obtain 12 hours of continuing education each year and HOME CARE Management provides 8 hours, which is why in-services are mandatory.*

Check Mail Dates

Time sheets must be mailed on the 15th and the last of each month to ensure you'll receive your paychecks on time. Please remember to send your time sheets to: P.O. Box 2640, Lenoir, NC 28645. Upcoming check mail dates are:

- Wednesday, Sept. 21
- Thursday, Oct. 6
- Thursday, Oct. 20
- Friday, Nov. 4
- Monday, Nov. 21
- Tuesday, Dec. 6
- Wednesday, Dec. 21
- Friday, Jan. 6

Friendly Reminders

Please notify your supervisor as soon as possible of any holiday plans that will require a sub.

Flu season is nearly upon us, and the best way to protect yourself, your client and your co-workers is to get a flu shot. *HOME CARE Management Corporation* will reimburse qualifying flu shot costs. Contact your supervisor for more information.

Happy Birthday

OCTOBER

Mary DiBernardo, 4; Dana Haas, 5; Dylan Brinkley and Donald Jackson, 8; Sylvia McKinney, 10; Barbara Reel, 12; Patricia Cannon, 13; Virginia Lingerfelt, 15; Ray Payne, 29; Etta McKinney, 31

NOVEMBER

Lori Newton and Billie Patterson, 2; Robin Thompson, 5; Glynn Taylor, 7; Mariana Blair, Melvin Sain and Ella Mae Stewart, 11; Brenda Estep and Rose Johnson, 12; Will Rogers, 14; Elizabeth Tollie, 15; Elizabeth Clark and Patricia Nixon, 17; Suma Matheson, 22; Ethylene Roberts, 24; Ann George, 25

DECEMBER

Berlinda Gulda and Janet Lansford, 4; Larry DeVenney, 8; Joyce Seagle, 16; Betty Moretz, 19; Amelia Alexander, 21; Christine Dye and Sioshan Miller, 22; Ethel Joyner, 25; Judy Southers, 26; Siohan Bynum, 31