

How Not To Forget Appointments & Meetings



By Minoo Jokhi

Renowned American poet and playwright Alfred Mercier had rightly said: "What we learn with pleasure we never forget." As busy individuals we many a times forget our schedules, meetings or even an important appointment as we are forgetful as well as often disinterested and distracted in our daily lives and unable to focus on what is important.

Many a time people are unpunctual for their meetings as they remember late and at times they totally forget that they had a meeting at all! There are days when an individual has multiple schedules to adhere to and they have to find a way to recollect all that is on the agenda.

People often write down their agendas and yet many a times forget about them as they do not open their planner or digital diaries on time!

The modern world has multiple stressors and worry triggers of personal as well as professional nature and sometimes people get so engrossed that their important work appointments suffer. They also develop fears. For fear it is rightly said: "FEAR has two meanings: 'Forget everything and run' and 'Face everything and rise'". And the choice regarding what you want to do is yours.



Memorizing Your Schedule

One should sincerely follow the below mentioned tips to avoid forgetting one's appointments and meetings.

1) Forgetfulness can arise from stress, depression, lack of sleep or other health problems. Other causes include side effects from certain medicines, an unhealthy diet or not having enough fluids in your body and suffering from dehydration. Taking care of these problems may help resolve memory issues to a great extent.

2) Learn to have patience and be less hasty; haste is waste. When you want to rush through everything you tend to forget many things in the process.

3) Try to stick to a regular routine and form regular good habits. That will aid your memory.

4) Don't ignore difficult and critical items on your agenda; do them without fearing failure.

5) Be mentally ready for tough situations and don't let them throw you off

track or else you will start forgetting things and get into more of a flap.

6) Don't let your mind wander here and there; stay focussed. Pay attention when you are noting down the date and time for a meeting or appointment.

7) Be alert, active and attentive throughout the day and fight off lethargy and mental fuzziness.

8) Give yourself a self-incentive every time you don't forget a series of important appointments; self-encouragement always helps you to do better and better.

Some More Tips

Another useful way to remember your schedule is as you fix a meeting see the date in the calendar; visualize the venue where you are to meet and mentally plan how you will go there; visualize the face and name of the person who you are going to meet; do these exercises for mental connections powerfully and you will not forget the appointment.

Also as you decide the

schedule, make a note of it in your diary and also write it in your calendar. We live in a techno savvy world today so you can set an alert in your mobile phone too.

One reason people forget their meetings is also when you fix the appointment your brain hasn't yet registered it; you could be in some other tension or thoughts and you haven't really registered it. Also you may just write it on some odd piece of paper which you throw away without realizing you have written something important on it. It is better to maintain a proper diary for this purpose that you look into everyday at a fixed time to check your schedule.

Meagan Francis had correctly said: "Cleaning and organizing is a practice, not a project." These are true words and a person must be methodical and organized; it makes it easier to remember your meetings. When a person writes down the appointment in the diary, also be sure to write in decent readable writing. If you don't have the diary readily available at that moment write it on a piece of paper with clarity. And why just for appointments; one can write down people's birth dates, one's vacation dates, various bills payments dates, going for a salon for a hair-cut to meeting your company chairman and remember all these appointments with the help of a diary and no fumbling or faux pas at all. But one has to be organized.

And at a later date don't only rely on your diary. Try and use your mind power to memorize some tasks here and there — the not

so important ones at the beginning. Don't write them down but try to remember them mentally. You may make some mistakes but over time you will surely improve.

Use mind maps as they help immensely. They help you think, collect data, remember and create new ideas. It also helps you to think better and overall helps to remember schedules better.

In today's fast-paced, very competitive world, it is really important to remember your schedule to avoid the embarrassment of forgetting to turn up at an important event or meeting. There are many times when you know you have some important event on say the 18th of that month and remind yourself on the 16th but you forget on the 18th.

It causes you to self-disbelieve yourself. Another aid is repetition, as a very useful way to remember your agenda. Anything if repeated and revised within 8 hours a few times can be memorized for a really long period of time. One has to make it a habit to remember appointments as you can be seen as a person who is not reliable if you don't do what you have to do on that day. One has to be professional always. Develop your memory and it becomes second nature to never forget. Link and associate well; if you have an appointment in office number 247 for example, remember it as 24 hours 7 days. And above all practice a lot as it is rightly said: "Practice makes perfect."

• Minoo Jokhi is a Mathemagician cum Memory Development Trainer. Website: www.minoojokhi.in