

MEMORY CHECKLIST

It is important for the job coach to figure out whether the individual has a problem learning new tasks, problems remembering, or both. The job coach can learn more about the client’s particular needs by reading the information provided upon referral. The report from the neuropsychological evaluation, as well as records and recommendations from cognitive rehabilitation programs, will typically provide information about the specific types of memory problems the client is experiencing as well as offering strategies to help compensate for memory problems on the job.

It is also helpful to discuss with the client and/or a family member how issues with memory affect daily functioning and what compensatory strategies are already in place. The following questions may be used as a guide:

How well do you remember...	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
Names			
Faces			
Appointments			
Where you put things (e.g. keys)			
How to perform household chores			
Directions to places			
Phone numbers you’ve just checked			
Phone numbers you use frequently			
To check email			
To read mail, file or toss it			
Personal dates (e.g. birthdays)			
What you want to buy at a store once you are there			
To pay bills			
What you are doing in the middle of a task			
Whether you’ve already told someone something			

What you have just read			
What you read yesterday			
How well do you remember things that occurred in the past if the event was:	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
Ten minutes ago?			
An hour ago?			
Yesterday?			
Last week?			
Last month?			
How often do you use the following techniques to remind yourself about things?	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
Keep an appointment book			
Keep a calendar			
Write yourself reminder notes			
Make lists of things to do			
Plan your schedule in advance			
Keep things in a prominent place where you will notice them			
Ask others to remind you			
Use an alarm clock or timer			
Other strategies: _____ _____			

The Brain Injury Association of New Jersey

825 Georges Road | 2nd Floor | North Brunswick, NJ 08902

Phone 732.745.0200 | Fax 732.745.0211 | Helpline 800.669.4323 | info@bianj.org

www.bianj.org

A Chartered State Affiliate of the Brain Injury Association of America