

CONCENTRATION, RECALL, MEMORY RETENTION

Now fix your eyes at the spot on the ^{CEILING} ceiling overhead. Just pick out an imaginary spot and stare at that spot without moving a muscle. Now take a deep breath and fill up your lungs. Exhale slowly, sleep now and now a second and even deeper breath, exhale, sleep now. And now a third deep breath, exhale, sleep now. And now let your eyelids close down as each muscle and nerve begins to grow loose and limp and lazy. All of your cares and tensions are just fading away. You're relaxing more with each sound that you hear, with each ^{slow} easy breath that you take, you are going deeper, deeper in drowsy relaxation. I'm going to count from ten down to one and as I do I want you to picture ^{or} and imagine that ^{yourself} you're walking down a flight of steps. With each number I count, the quality of your deep relaxation becomes more ^{soothing and} profound and more intense. When I reach the count of one you will then be aware that you ^{are} enjoying a very healthful and very pleasant state of hypnotic relaxation. Number ten we take the first step downward, each muscle and each nerve ^{turns} grows loose and limp and relaxed. Number nine the wave of relaxation spreads

all across ^{and throat} your body. Number eight, you're relaxing more with each easy ^{flowing} breath that you take, with each sound that you hear, you are going deeper, deeper in drowsy relaxation. Number 7, every muscle and every nerve ^{growing} so loose and limp and lazy. Number 6, you're moving down toward a new and deeper level of hypnotic relaxation. Number 5, you're half way down now, when I reach the count of one, I'll say the word sleep deeply, you'll then be aware that you're more deeply relaxed than ever before. Number 4, each muscle and nerve ^{releases tension} lets loose, relaxing, you're drifting down, deeper, and deeper in sleep. Number 3, going down, deeper in drowsy, relaxation. Number 2, on the next number now I'll give the signal. I'll say the words sleep deeply, when I do you'll then be aware that you're enjoying a very healthful and very profound state of hypnotic relaxation. Number one, sleep deeply, now just relax and then go deeper into sleep. As you go deeper into relaxation, you are realizing that you are a constantly growing and maturing personality. You are becoming aware of strengths and abilities that are developed within you. You are feeling a sense of confidence in your ability to achieve the goals ~~that~~ you have chosen for yourself. You are ^{doing} learning to ^{like} yourself and believe in yourself. You appreciate yourself, and you ^{and feel} do good and kind things for yourself. You meet each situation as it comes with calm and quiet assurance ^{and strong confidence}. You are making contact with ^{your} the center of wisdom and power

that lies
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within you, which knows what to do and how to do it.

Whatever you say, whatever you do, is said and done with complete confidence and self assurance, ^{because you believe in yourself and your ability} You walk with a spring in your step, your head is held high, you see the beauty of life around you. People respect you, because you respect them and ^{most of all} you respect yourself. You have confidence in your own judgement ^{because} and you are honest and dependable. You can and you ^{will} move forward from one positive achievement to another. You're aware that it is possible for a person to concentrate so strongly when reading, studying, or working, that they become completely unaware of things that happen around them. Its possible for you to concentrate like that. From now on, whenever you wish to concentrate, ^{after this} first get ready for the work you are going to do, Get your books, your writing materials, the tools with which you're going to work, have them ready for the job to be done. Next look at the clock and decide how long you wish to concentrate, then write the time that you ^{plan} ~~are going~~ to end your concentration on a piece of paper. Write it three times, for example, if you're beginning at 7:00 in the evening and you decide to study until 11:00 pm, write 11:00 pm, three times on a piece of paper, look at it and say it aloud three times, 11:00 pm, 11:00 pm, 11:00 pm. As you ^{begin studying} say those words you begin to concentrate, your thoughts start to narrow down to the job at hand. Your ears start to become less sensitive to the surrounding

noises, your eyes ^{and mind} are drawn to the work you're about to do. Start working, if it is reading start reading, if it is writing start writing. Whatever the job is, start doing it. ^{As you work,} Within the next few minutes your concentration increases until you are oblivious ^{to} of your surrounding. In the next few minutes the rest of the world seems to fade away. So that for you there exists only the job at hand, and you ^{while you} ~~who~~ are doing that job. ^{When you begin to study} Your concentration rapidly becomes perfect and remains that way until that time that you have ^{set for yourself} ~~stated~~ aloud. Your concentration is continuous, unless there is some real and necessary reason to attend to other things. Your concentration is continuous and ^{uninterrupted} perfect from a few minutes after you start working until the time you have set for yourself ^{to stop}. Your thoughts are all directed toward the job at hand. The outside world is far away, your concentration is perfect until the time you have set for yourself ^{to stop}. The knowledge that you acquire in this concentrated way remains in your conscious memory much longer. As you read, study and work in this manner, you find your ability to remember facts, details, principals, and theories is tremendously increased. You retain a perfect conscious memory of the material that you acquire in this way. You are also ~~and~~ simultaneously developing a new ability to remember things that you had previously forgotten. You are becoming aware of a feeling of personal confidence in your intelligence. You have confidence

and to concentrate
in your ability to master your study. When you read, you read with an absolute concentration and you easily remember what you read. When you listen you listen intensely, and you remember what you hear. You are confident because you have the ability to do the work, the ability to pay close attention to what is said, the ability to concentrate when you are reading, and the ability to remember what you have heard and read. *at your command* While you are reviewing, your concentration on your books and notes is absolute. When reading for review, it is necessary to read only once, and this reading will bring to the upper levels of your mind the studies that you have already mastered. During this time, you read rapidly, and accurately with full understanding.

When you go to the examination you are confident of your ability to write a perfect paper. You know the subject, you know that you know the subject. You are calm and self *assured* possessed. As you read the first question, a feeling will begin to develop, that feeling will be either that you can easily answer the question correctly or that you're uncertain. After reading the question, if you feel the least bit uncertain, pass that question and go on to the next one.

Answer those you know first.
Repeat the process. You have the knowledge to answer all of the questions correctly. *you do it easily.* As you read each question, you are sending an order down to your subconscious mind. This order is that the full and correct answer be delivered up to the conscious level, sometimes this takes a little

but be patient
while. As you're reading the next question, the answer to the first one will be working up to the memory level, at the same time you're sending down orders for the answers to the other question. By the time you have finished reading all the questions, you will be fully ready to answer the first one that you have skipped. Remember if for any reason the answer seems a little slow in being delivered, pass that question and go on to the next one. Your second reading of the question will reinforce the order and by the time that you have finished all of the answers which come easily, the answers to the other questions will be ready for you. Remember that usually the last question counts as much as the first one. Never wait for the answer to a question until you have answered all of the ones which come easily. If the examination is of essay type, the same rule applies, begin writing. If you run dry, or if you feel it uncertain, don't ~~waste~~ ^{waste} time, move to the next question and begin writing. The second time you go back to where you left off, the answer will flow much more easily. Any time you experience an anxious feeling, simply take a deep breath and as you exhale, say mentally the words "calm, poise, easy recall". You are calm and poised throughout the entire examination, because you are calm and confident you work with the highest possible efficiency and you do it easily. When the examination is over, you are confident that you

have scored the grades that you need. ^{want} Your powers of observation and awareness are improving greatly with each passing day. All that you read, hear, and feel ^{all} is fully detected, integrated, and stored in associated patterns in your memory. You possess the key to unlock these stored memory patterns and whatever you wish to recall flows instantly into your conscious awareness. You know that your concentration and retention are constantly improving.

and that your first answers are usually the correct one.
Your quest for knowledge keeps you mentally alert and searching. Each day you are thrilled and delighted by the rich abundant variety of ideas and exciting philosophy that come before you. The intensely creative part of you is enriched and strengthened with each new insight. Whenever you need to remember, you send an order to your subconscious mind. An order to deliver the full and correct memory, and the ideas appear with perfect clarity and form. Each time you use your memory to its full capacity, you feel a deep satisfying inner warmth that comes from your pride in yourself and in your continuing successes. You feel great confidence in the phrasing and organization of your ideas. You are exact and to the point. This rich confidence and your skillful use of your learning powers causes your concentration to become better, more effective, ^{accurate} more permanent with each passing day. Your subconscious mind is a well spring of abundant creative information. It contains all of the answers that are needed and it instantly responds

when needed in a calm, clear, and ^{pleasant manner} easy way, For you learning is a pleasurable experience. Your desire to learn is a powerful driving force that constantly motivates you toward the realization of your full potential for intellectual growth. The full understanding of what you learn comes easily, completely, and in a fully organized way. Your friends admire your knowledge and respect you for your creative use of it. As your stored knowledge increases, your confidence grows by leaps and bounds. You speak with assurance on subjects you have studied, knowing you can command your subconscious mind to send forth this knowledge whenever you want it. Because of this awareness, your whole being radiates an inner glow as you work or play. Revealing you as a witty, informed, and expressive personality. You concentrate with an intense single mindedness. Much as a river flows from its source to its mouth, Like a river your mind flows in one direction, seeking out ideas and answers to the problems. As your mind flows, it grows as a river grows with many streams flowing into it becoming vibrant, always seeking, searching, probing. Whenever you focus your concentration whether upon a well worn text book or the daily newspaper, you are cheerfully energetic, relaxed, and poised. Printed words cause you to integrate your experiences with the ideas presented. You understand ideas the first time you ^{read or hear} ~~encounter~~ them. You are now reading more material rapidly

and easily. Images form clearly and precisely. The relationship of ideas and concept becomes clear and open as you absorb new material. As you quickly read a text, you automatically find the main ideas and you instantly create a mental outline. Because you are constantly aware of the purpose of your study, and because you hold the vision of your goal constantly before you, You have continual success in your learning experiences. ~~You're the~~ ~~sum total of all that you have studied and all that you~~ ~~subtotal of all that you have studied and all that you~~ ~~have experienced.~~ You are thrilled and delighted by the meaning and significance of your easy access to your subconscious memory. You continually grow with your capacity to absorb and use good information. You filter out and reject whatever is not needed. People respond to you because of your extraordinary recall, retention, your scope of interest and your depth of knowledge. This pleasant experience is constantly and continually repeating itself. You are thrilled to have such a sharp and well organized memory. Now each of these ideas are making a vivid, deep, a permanent impression on your subconscious mind. Not just because I have spoken to you, but because it is your intense desire to incorporate these ideas into your subconscious mind. And also because you recognize the foundation of truth from which these ideas emerge. You are becoming free of any and all inhibitory beliefs

you may have held in the past about your ^{own} capacity for using your mental powers. Each repetition of these ideas opens up new levels of awareness for you and stimulates new ^{insights} ~~insites~~ about your true potential for the created use of your perfect memory. Now I'm going to count from one to five and then I'll say fully aware. At the count of five let your eyelids open, and you are then calm, rested, refreshed, relaxed, fully aware and feeling good in every way. One, slowly, calmly, easily, gently returning to your full awareness once again. Two, each muscle and nerve in your body is loose and limp and relaxed, you feel wonderfully good. Three, from head to toe you're feeling perfect in every way, physically perfect, mentally perfect, you're feeling calm and serene. On number 4 your eyes begin to feel sparkling clear, just as though they were bathed in cold spring water. On the next number now, eyelids open fully aware and feeling good, Number 5, eyelids open now, take a deep breath and fill up your lungs and stretch.