

REMEMBERING NAMES

Focus – Lock in on the person’s face, and listen

Ask – Inquire about the name

“Do you prefer Will or Bill?”

“Keri – how do you spell that?”

Comment – Say something about the name and cross-reference it (out loud or in your head)

“My college roommate’s name was also John”

“Today I met *Ted* and *Fred*”

Employ – Use it in the conversation

“It was great to meet you, Egbert”

“If there is anything I can do for you, Sally, please let me know”

Other tricks to help you remember names:

1. Repeat, repeat, repeat – both in your head and out loud
2. Turn the name into an image you can remember
3. Have them spell it, and picture the letters in your mind
4. Associate the name with something about them
5. Use mnemonics, rhyming, or alliteration
6. Write it down as soon as possible
7. Compliment them or give a good-natured apology, and then ask them to repeat it