



## “Attention and Memory”

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**ABSTRACT:** Attention and memory are cognitive abilities of a person that complement each other. Attention is the ability to focus the mind on a specific object or process, and it manifests in voluntary, involuntary, and post-voluntary forms. Memory, on the other hand, is the process of receiving, storing, and retrieving information when needed. It is divided into short-term, long-term, and working memory types. To develop both abilities, it is important to use special exercises, engage in planned activities, and maintain a healthy lifestyle. Attention and memory are fundamental factors for effective thinking and learning processes.

**ANNOTATSIYA:** Diqqat va xotira insonning bir-birini to'ldiruvchi kognitiv qobiliyatlaridir. Diqqat – bu ongni ma'lum bir ob'ekt yoki jarayonga qaratish qobiliyatidir va u ixtiyoriy, ixtiyorsiz va post-ixtiyoriy shakllarda namoyon bo'ladi. Xotira esa, axborotni qabul qilish, saqlash va kerak bo'lganda uni qayta tiklash jarayonidir. U qisqa muddatli, uzoq muddatli va ishchi xotira turlariga bo'linadi. Har ikki qobiliyatni rivojlantirish uchun maxsus mashqlarni bajarish, rejalashtirilgan faoliyat bilan shug'ullanish va sog'lom turmush tarziga rioya qilish muhim ahamiyatga ega. Diqqat va xotira samarali fikrlash hamda o'qish jarayonlari uchun asosiy omillardir.





**Key words:** Types of attention ,voluntary attention ,by focus,by stability,span,shifting,distracton,meditation,planning,healthy lifestyle,importance of attention

**Kalit so‘zlar:** Diqqat turlari, ixtiyoriy diqqat, e'tiborning yo'naltirilishi, barqarorlik, hajm, ko'chirish, chalg'itish, meditatsiya, rejalashtirish, sog'lom turmush tarzi, diqqatning ahamiyati.

Attention is the ability to focus on a specific object or process while relegating other things to the background. Attention helps us efficiently perceive and process information. It serves as an essential foundation for human cognitive processes such as perception, memory, and thinking.

#### Types of Attention

Attention can be classified based on various factors and conditions:

#### 1. By origin:

Involuntary attention: Attention is drawn to a stimulus (e.g., a bright color or loud sound) without conscious effort. It is based on natural reflexes.

Voluntary attention: The mind is intentionally directed toward a specific object or task, such as studying or solving a problem.

Post-voluntary attention: Initially, attention is directed voluntarily, but later, it continues naturally due to interest, such as reading an engaging book.

#### 2. By focus:

Internal attention: Attention directed toward one's own thoughts and emotions.

External attention: Attention focused on events or objects in the external environment.

#### 3. By stability:

Sustained attention: The ability to focus on one thing for an extended period, such as conducting scientific research.

Distracted attention: Attention shifts to other things due to certain factors.

#### Characteristics of Attention

1. Concentration: Focusing attention on a single object or activity.

2. Stability: Maintaining focus on one object for a prolonged period.

3. Shifting: The ability to quickly switch attention from one object to another.

4. Span: The ability to focus on multiple things simultaneously.





5. Distraction: A shift of attention from the main object to other stimuli.

Ways to Develop Attention

To effectively improve and stabilize attention, the following methods can be used:

1. Exercises:

Concentration exercises: For instance, searching for specific words or letters in a familiar text.

Meditation: Breathing exercises and mindfulness practices enhance focus.

Observation practice: Try to study a particular object for an extended period.

2. Planning:

Plan daily tasks to avoid dividing attention between multiple things at once.

Use time management techniques like the "Pomodoro" method (25 minutes of focused work followed by a 5-minute break).

3. Minimizing distractions:

Reduce noise, technology use, and other disturbances in your environment.

Organize your workspace to eliminate clutter.

4. Healthy lifestyle:

Get adequate sleep (7–9 hours), as sleep restores attention.

Perform physical exercises and reduce stress through breathing techniques.

Consume foods rich in omega-3 fatty acids and vitamins.

5. Games and special techniques:

Board games, chess, and puzzles improve focus.

Visual and mental exercises activate the mind and enhance attention.

Importance of Attention

Well-developed attention:

Improves the efficiency of studying and working.

Reduces mistakes.

Minimizes stress and enhances self-control.

Memory is an essential part of human psychology that enables us to acquire, store, recall, and process information when needed. Memory serves as the primary tool for preserving personal experiences and knowledge.

Types of Memory

Memory can be classified according to several criteria:





1. By retention duration:

Short-term memory: Holds information for a few seconds or minutes. For example, remembering a phone number temporarily.

Long-term memory: Stores information for years, such as past events or childhood memories.

Working memory: Temporarily retains and processes information during active tasks, like reading and understanding a text.

2. By type of information:

Episodic memory: Stores life events and personal experiences, such as the first day of school.

Semantic memory: Retains knowledge and facts, like knowing the names of capital cities.

Procedural memory: Stores skills and sequences of actions, such as riding a bicycle.

3. By perception method:

Visual memory: Remembering things seen.

Auditory memory: Recalling sounds and music.

Kinesthetic memory: Related to movements and physical sensations.

How Memory Works

1. Encoding: Information is perceived and processed into a specific format for storage.

2. Storage: Encoded information is stored in short-term or long-term memory.

3. Retrieval: Information is recalled and used when needed.

Ways to Improve Memory

To strengthen and enhance memory, the following methods can be applied:

1. Exercises and training:

Memorizing new poems or texts.

Solving crosswords, logical puzzles, and math problems.

Learning new foreign languages.

2. Visualization techniques:





Remembering information through images and diagrams. For instance, using charts or graphs to simplify complex data.

3. Association techniques:

Connecting new information to prior knowledge or experiences. For example, linking a number with an event or a color.

4. Organization and planning:

Creating plans and setting daily goals to organize memory.

5. Healthy lifestyle:

Proper nutrition: Foods like nuts, fish, and broccoli enhance brain function.

Exercise: Physical activity improves blood circulation and boosts brain efficiency.

Adequate sleep: Essential for restoring memory and brain functions.

6. Cultivating interest:

Memory retains information better when it is deemed interesting or important. Therefore, focus on learning topics that excite you.

Interesting Facts

Events linked with strong emotions tend to be remembered longer.

The brain can handle only a limited amount of information at once (approximately 5–7 items).

Stress and anxiety negatively affect memory quality, making relaxation essential.

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