

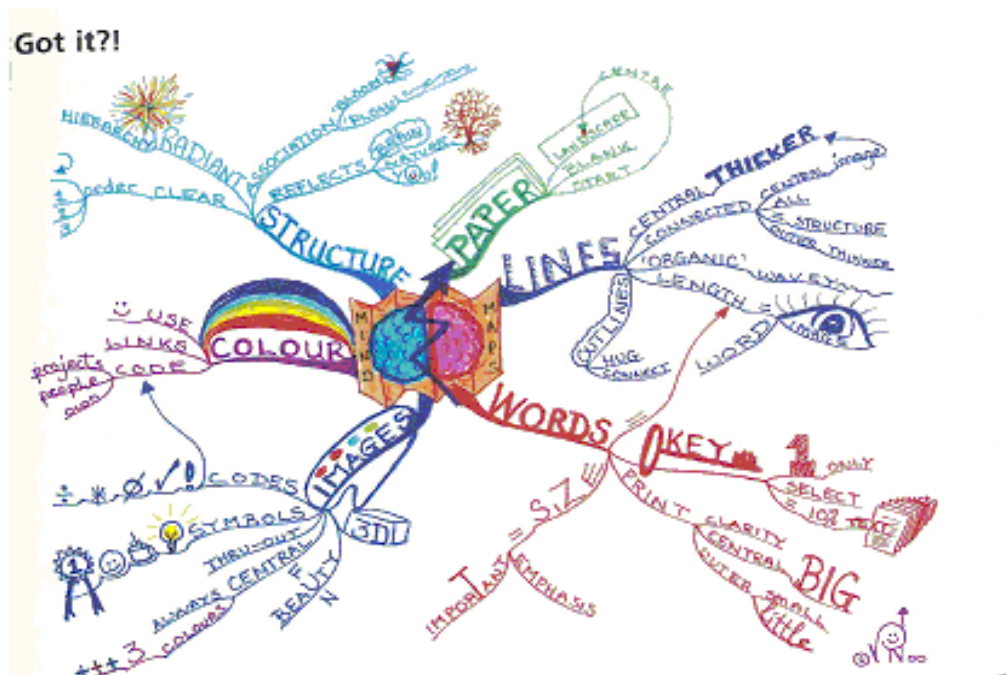
## 2.11 Mind maps

### What is a Mind Map?

A Mind Map can:

- Give you an overview of a large subject/area.
- Enable you to plan routes/make choices and let you know where you are going and where you have been.
- Gather and hold large amounts of data for you.
- Encourage problem-solving by showing you new creative pathways.
- Enable you to be extremely efficient.
- Be enjoyable to look at, read, muse over and remember.
- Attract and hold your eye/brain.
- Let you see the whole picture and the details at the same time.

### How to mind map



- 1 Turn a large A4 (11.7" x 8.3") or preferably A3 (16.7" x 11.7"), white sheet of paper on its side (landscape), or use a Mind Map pad.
- 2 Gather a selection of coloured pens, ranging from fine nib to medium and highlighters.
- 3 Select the topic, problem or subject to be Mind Mapped.
- 4 Gather any materials or research or additional information.

- 5 Start in the centre with an unframed image – approximately 6cm high and wide for an A4 and 10cm for an A3.
- 6 Use dimension, expression and at least three colours in the central image in order to attract attention and aid memory.
- 7 Make the branches closest to the centre thicker, attached to the image and 'wavy' (organic). Place the Basic Ordering Ideas (BOIs) or the 'chapter heading' equivalents on the branches.
- 8 Branch thinner lines off the end of the appropriate BOIs to hold supporting data (most important closest).
- 9 Use images wherever possible.
- 10 The image or word should always sit on a line of the same length.
- 11 Use colours as your own special code to show people, topics, themes or dates and to make the Mind Map more beautiful.
- 12 Capture all ideas (your own or others'), then edit, re-organise, make more beautiful, elaborate or clarify as a second stage of thinking.

## Applications of mind maps

Uses	Benefits
<b>Learning</b>	Reduce those 'tons of work'. Feel good about study, revision and exams. Have confidence in your learning abilities.
<b>Overviewing</b>	See the whole picture, the global view, at once. Understand the links and connections.
<b>Concentrating</b>	Focus on the task for better results. Using all of your cortical skills attracts your attention.
<b>Memorising</b>	Easy recall. 'See' the information in your mind's eye.
<b>Organising</b>	Be on top of all of the details for parties, holidays, projects or any other subject.
<b>Presenting</b>	Speeches are clear, relaxed and alive. You can be at your best.
<b>Communicating</b>	In all forms with clarity and conciseness.
<b>Planning</b>	Orchestrate all details and aspects – from beginning to end – on one piece of paper.
<b>Meetings</b>	From planning to agenda, to chairing, to taking the minutes ... the jobs are completed with speed and efficiency.
<b>Training</b>	From preparation to presentation they make the job easier and much faster.
<b>Thinking</b>	Having a method to analyse thoughts – almost a 'way-station' for them.
<b>Negotiating</b>	All the issues, your position and manoeuvrability in one sheet.
<b>Brain Blooming</b>	The new brain-storming in which more thoughts are generated and appropriately assessed.

Source: Buzan (2011) <http://www.tonybuzan.com/about/mind-mapping/>