

How to Create Mind Map

Why Mind Map?

- Mind Maps work the way your brain works – all encompassing, not in neat lines from left to right (traditional note taking)
- Save time and energy. You can include information much more quickly with a Mind Map, than with traditional note taking.
- A Mind Map is quick and easy to read and review. You get an instantaneous overview.
- Adding missed details is easier. If you have forgotten something, you can just go back and add it.
- Color and graphics aid memory – compared to traditional notes. The mind remembers words and images, not long sentences.
- Mind maps allow you make instant associations and links.

There are lots of ways to mind map – pencil and paper is a great start, and now there are many brilliant software programs which we will tell about. But just put your toe in the water with this simple technique here for starters, then maybe you would like to think of a business application.

Simply grab some blank unlined paper and colored pens and you're ready to go. Here are some basic rules to follow when Mind Mapping.

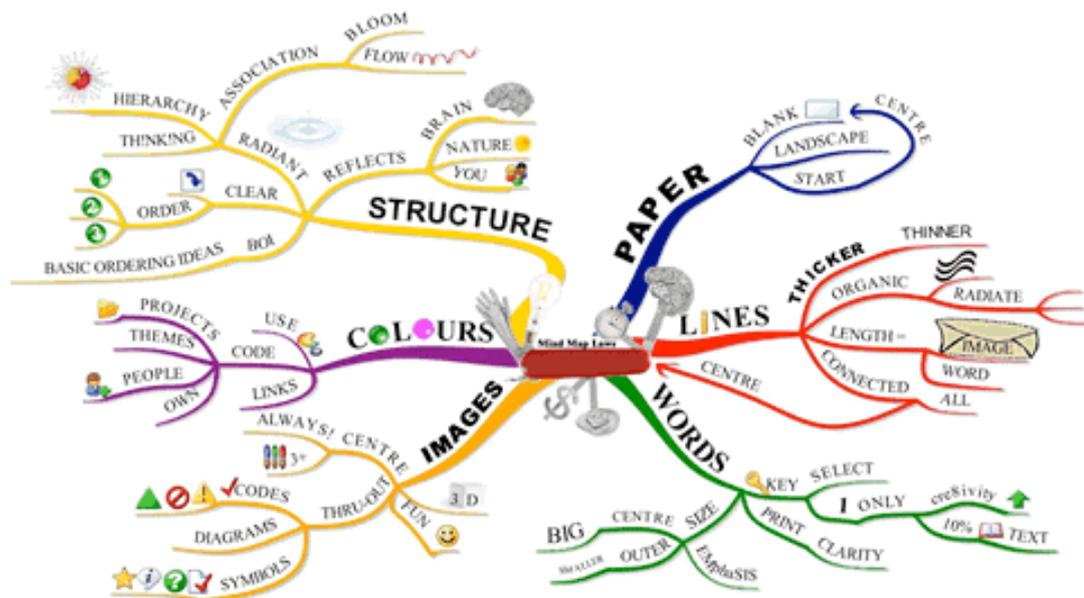
Steps for Mind Mapping

1. Start in the centre of a page (turned horizontally – landscape view). Using at least three colors make your central image large enough to show it is the topic or theme of your Mind Map. Work your way out from this central concept
2. Use key words or phrases, and images where possible
3. Draw curving branches radiating out from the centre image – these branches will be your Basic Ideas – think of them like chapter headings in a book. Make sure these are connected to the central image. These lines are thick – like main branches, main sub-themes or main ideas branching off the core idea.
4. Use images, symbols, codes and dimensions (different sizes) throughout your Mind Map.
5. Select key words and upper or lower case letters (depending on their importance) to write on each branch. Make the lines the same length as the word or image you use.
6. Use colors and images – your own code, throughout the Mind Map – developing your own style of Mind Mapping. Different colors for different areas or ideas.

How to create mind map
Brought to you by www.4lifesehelp.com

7. As you think of new ideas you can jump from one area to another – put new ideas anywhere they fit, don't judge yourself, let your creativity flow.
8. Anything that stands out on the Mind Map will stand out in your mind. Be creative, because creativity aids your memory.
9. Connect thinner branches from the end of the main branches, with connected/related ideas. These are your second level of thought triggered from your main ideas. It is suggested that you use the same color for smaller branches radiating from a main branch. Think three-dimensionally.
10. Use emphasis and show associations and links in your Mind Map using arrows and dotted lines to show that information is connected. Use arrows, icons or other visual aids to show links between different elements. This helps you to see how one part of the subject affects another.
11. Continue adding further levels of data on subsequent thinner branches as more thoughts and ideas come to you.
12. Capture and get on to the paper all thoughts that come to you, even though they may initially seem unrelated.
13. Run out of space? Think laterally. Don't start another page, just stick an extension on to the page you already have.
14. This is fun – enjoy yourself. Sign it – it's a work of art!

Illustration – a Mind Map of Mind Mapping guidelines!



Picture taken from Tony Buzan's website: www.imindmap.com

How to create mind map
 Brought to you by www.4lifeseifhelp.com

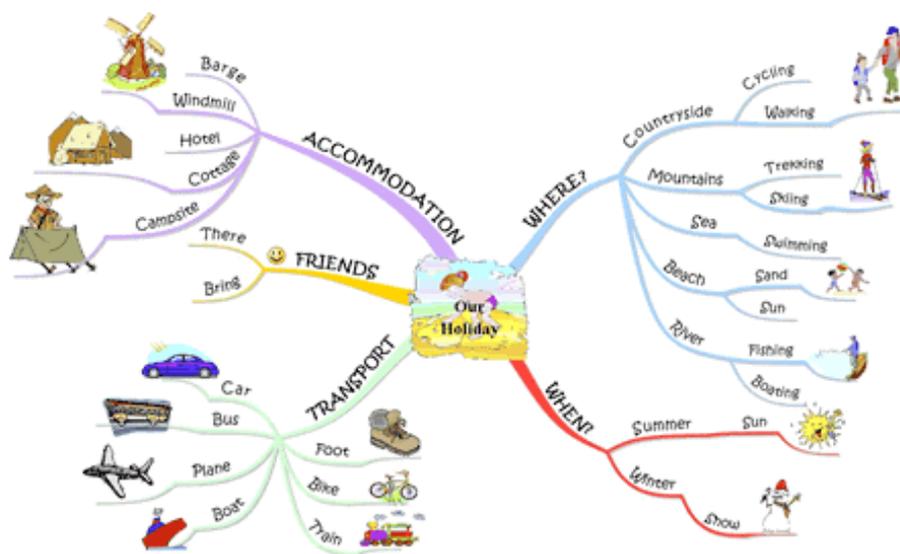
There is significant research into the effectiveness of Mind Mapping as a technique of getting ideas on to the page, and the ability of people to recall afterwards. However, there are benefits to be gained by applying a wide range of graphic organizers, and it follows that the mind map, specifically, is not equally suited to all learning tasks.

How Can I Use Mind Maps?

Brainstorming - Note-taking - Creativity - Problem Solving - Speeches - Memory - Planning.

This is a fun tool to use in all sorts of areas of your life – business, personal, family, and teams. For example:

- **Travel to xxx Mind Map.** As you add the different branches of ideas about your trip, and what you need to do to get it happening, you will have a clear overview, and get all the necessary 'bits' nailed down on paper



Picture taken from Tony Buzan's website: www.imindmap.com

- **Applying for a job Mind Map.** This is a great tool for preparing your self for job application and interview.
- **Building Our New House Mind Map.** Wow, how many aspects are to this one? You could create an overview Mind Map, and then if you wish break it down in to individual Mind Maps – for each of the branches, as some of them will be fairly large and comprehensive.
- **Planning a Wedding or 50th Birthday Party Mind Map.** This is a fun way to make sure you have included all the elements that you will need to consider and plan for the big event
- **Business Direction Concepts Mind Map.** When you want to plan the direction in which your business could go in the future
- **Web Design Mind Map** – can assist you in thinking of all the tasks to be undertaken to get a website designed.

How to create mind map
Brought to you by www.4lifefselfhelp.com

- **Landscaping Mind Map.** When you are planning to redo, or create, a garden, a mind map is a perfect way for you to create an overview of all the tasks, research and purchasing you will need to do, and the people you will need to involve in the process.
- **New Product Launch Mind Map** – planning and thinking about all the aspects of a product launch. Helps you to have an overview of all the tasks that need to be covered, and all the people who will be involved
- **Training Program or Lesson Plan Mind Map.** Very useful for covering all the angles of a lesson, seminar or training that will be doing. All the angles will be covered, and easy for you to see at a glance when delivering your talk.
- **Meeting Minutes Mind Map.** Will help you to organize all the different thoughts and comments that come up in a meeting, and get them in to a logical order.
- **Marketing Plan Mind Map.** When you create a Mind Map for a Marketing Project, you will be able to see clearly the different tasks you will need to undertake, and who will be responsible for each aspect of the project.
- **Strategic Planning for Business Mind Map.** Mind Mapping is the perfect tool for this task, as it enables and encourages creating thinking, and a whole team can be involved.
- **Exhibition or Trade Show Mind Map.** There are so many aspects that need to be attended to when planning an exhibition of this sort – for the team who is planning the whole exhibition, or for a stand holder at the exhibition. Both will benefit from this graphic way of planning the processes.

Have these ideas got you thinking – virtually every planning situation can be mind mapped.

Computer Software and Programs for Mind Mapping

There are some amazing software programs for mind mapping, many with free downloadable trials for you to try. From our research we recommend some of the best programs:

iMindmap – by Tony Buzan the creator of Mind Mapping download a free trial:
www.imindmap.com

Smart Draw – try it first with a free trial
www.smartdraw.com

Concept Draw - try it first with a free trial
www.conceptdraw.com

Mind Genius
www.mindgenius.com

How to create mind map
Brought to you by www.4lifesehelp.com