MIND MAPPING

WHAT IS IT?

- A graphical approach to making notes/charting ideas
- Involves use of colour, image, dimension and emphasis

USES

In study, business or personal life, useful for:

- Generating ideas – brainstorming
- Planning:
  - Essays
  - Reports
  - Projects
  - Presentations
  - Events/Functions
  - Processes
  - Diary
  - Strategy
- Decision making
- Problem solving
- Taking notes from:
  - Lectures
  - Presentations
  - Meetings
  - Reading matter

Reviewing:

- Notes
- Knowledge
- Events

Summarising:

- Knowledge
- Processes
ADVANTAGES

- Gives an overview of a situation/topic
- Key ideas stand out clearly
- Links can be seen
- Open ended – can keep adding to it
- Reflects the way the brain makes connections – radiant thinking
- Uses all the brain’s cortical skills – brain becomes more alert/receptive
- Visual, spatial, creative
- Active
- Fun and interesting
- Easier to remember
- Often found useful by dyslexic people

HOW TO MIND MAP

What to do:

- In the centre of sheet of plain white A4 or A3 paper draw an image that represents the main idea/topic.
- Use dimension, expression and at least 3 colours in this image
- Using images or key words, place the main themes (Basic Ordering Ideas, BOI) on thick bold lines (branches) around the central image.
- Branch thinner lines off each BOI to hold related, subsidiary points – key words and/or images
- Add colour, images, dimension to show links/emphasis

NB:

- Print key words
- Keep lines same length as words/images
- Thicker lines near centre, connecting to thinner lines as you move out

Further information:

The Mindmap Book by Tony Buzan
Use Your Head by Tony Buzan

http://www.mind-mapping.co.uk/make-mind-map.htm

"MindGenius" and “MindView” mind mapping software packages are available on all networked university computers (and through remote desktop). They help you to map ideas then convert the map into a linear outline.