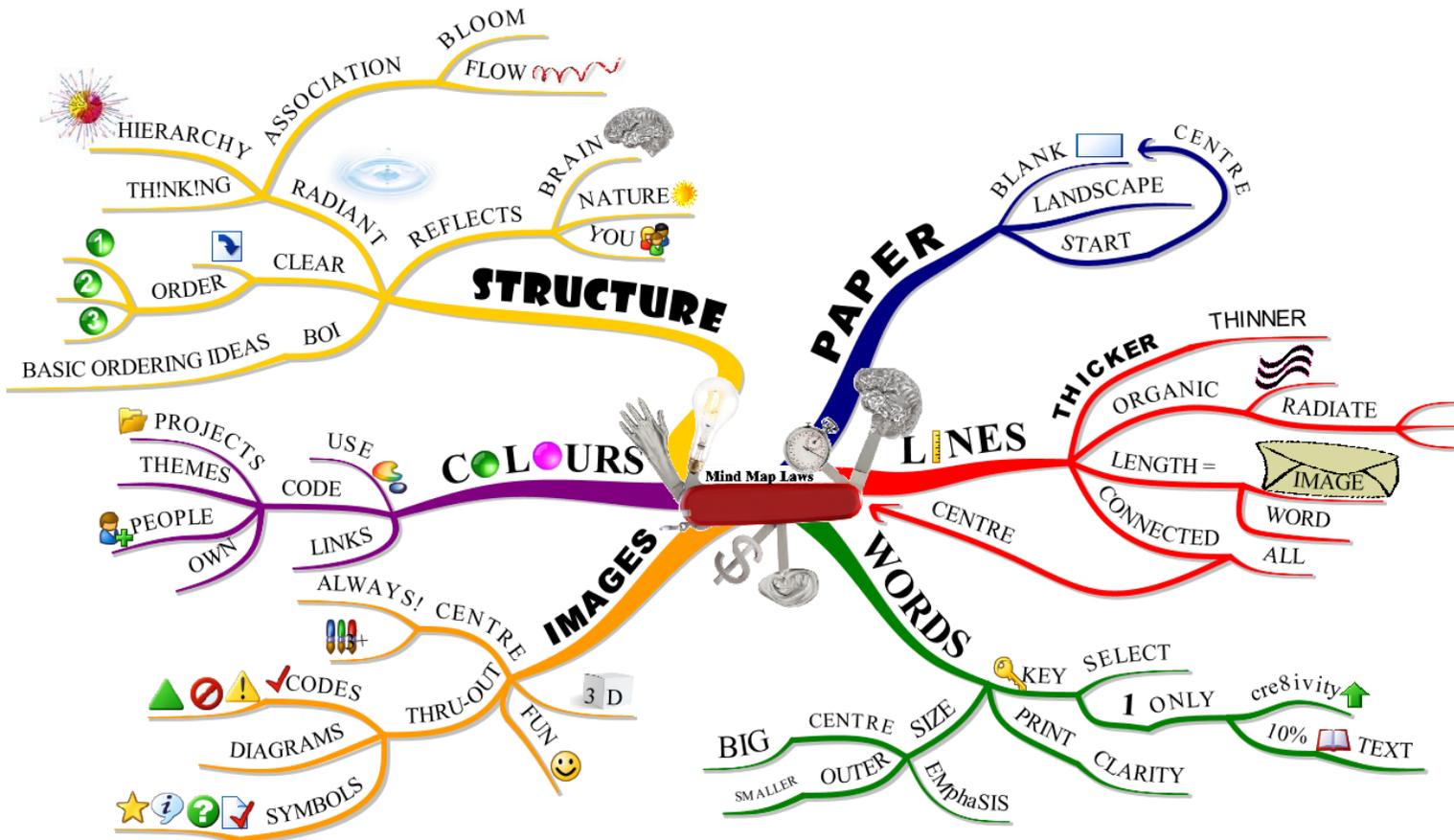


How to Mind Map®



Quick Start Guide

7 Steps to Better Thinking

1. Set your purpose/goal.
2. Start in the CENTRE of blank paper turned sideways.
3. Quickly sketch an IMAGE of your focus in the centre.
4. Use at least 3 COLOURS for emphasis, structure, texture, and creativity.
5. Draw curved lines, radiating from centre (thick to thin) CONNECTING main branches to the central image & at each level.
6. Use 1 key word or image per line for more power and flexibility in thinking.
7. Use images throughout as a picture paints a 1,000 words.

What is a Mind Map®?

A Mind Map is a powerful graphic technique which provides a universal key to unlock the potential of the brain. It harnesses the full range of cortical skills – words, images, numbers, logic, rhythm, colour and spatial awareness – in a single, uniquely powerful manner.

In so doing, it gives you the freedom to roam the infinite expanses of your brain. The Mind Map can be applied to every aspect of life where improved learning and clearer thinking will enhance human performance.

Originated in 1970 by Tony Buzan, Mind Maps are now used by hundreds of millions of people around the world - from the very young to the very old - whenever they wish to use their brains more effectively. Similar to a road map, a Mind Map will:

- 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.
- Encourage problem solving by seeing new creative pathways.
- Enable you to be extremely efficient.
- Be enjoyable to look at, read, muse over and remember.
- Attract and hold the eye/brain.

Mind Map® Laws

1. Start in the centre with an image of the topic, using at least 3 colours.
2. Use images, symbols, codes and dimension throughout your Mind Map.
3. Select key words and print, using upper case letters.
4. Each word/image must be alone and sitting on its own line.
5. The lines must be connected, starting from the central image. The centre lines are thicker, organic and flowing, becoming thinner as they radiate from the centre.

6. Make the lines the same length as the word/image.
7. Use colours – your own code – throughout the Mind Map.
8. Develop your own personal style of Mind Mapping.
9. Use emphasis and show associations in your Mind Map.
10. Keep the Mind Map clear by using Radiant hierarchy, numerical order or outlines to embrace your branches.
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 chapter heading equivalents on the branches.
8. Branch thinner lines off the end of the appropriated BOI 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-organize, make more beautiful, elaborate or clarify as a second stage of thinking.

How to Mind Map

1. Turn a large, white sheet of paper landscape, or use a Mind Map pad.
2. Gather a selection of coloured pens, ranging from fine nib to highlighter.
3. Select the topic, problem or subject to be Mind Mapped.
4. Gather any materials, research or additional information.
5. Start in the centre with an unframed image – approximately 5 cm high and wide for A4 and 8 cm for A3.

MIND MAPS®

USES

Learning
Over-viewing
Concentrating
Memorising
Organising
Presenting
Communicating
Planning
Meetings
Training
Thinking
Negotiating
Brain Blooming

BENEFITS

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