

MIND MAP Technique

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Introduction


- Have you ever studied a subject or brainstormed an idea, only to find yourself with pages of information, but no clear view of how it fits together?
- This is where Mind Mapping can help you.



Mind Mapping is a useful technique that helps you learn more effectively, improves the way that you record information, and supports and enhances creative problem solving.



By using Mind Maps, you can quickly identify and understand the structure of a subject. You can see the way that pieces of information fit together, as well as recording the raw facts contained in normal notes.



More than this, Mind Maps help you remember information, as they hold it in a format that your mind finds easy to recall and quick to review.

Origins

- Although the term "mind map" was first popularized by British popular psychology author and television personality Tony Buzan, the use of diagrams that visually "map" information using branching and radial maps traces back centuries. These pictorial methods record knowledge and model systems, and have a long history in learning, brainstorming, memory, visual thinking, and problem solving by educators, engineers, psychologists, and others

- The semantic network was developed in the late 1950s as a theory to understand human learning and developed further by Allan M. Collins and M. Ross Quillian during the early 1960s. Mind maps are similar in radial structure to concept maps, developed by learning experts in the 1970s, but differ in that the former are simplified by focusing around a single central key concept.


About Mind Maps

- **Mind Maps were popularized by author and consultant, Tony Buzan.**
- **They use a two-dimensional structure, instead of the list format conventionally used to take notes.**

- Mind Maps are more compact than conventional notes, often taking up one side of paper. This helps you to make associations easily, and generate new ideas . If you find out more information after you have drawn a Mind Map, then you can easily integrate it with little disruption.

- More than this, Mind Mapping helps you break large projects or topics down into manageable chunks, so that you can plan effectively without getting overwhelmed and without forgetting something important.

- A good Mind Map shows the "shape" of the subject, the relative importance of individual points, and the way in which facts relate to one another. This means that they're very quick to review, as you can often refresh information in your mind just by glancing at one. In this way, they can be effective mnemonics – remembering the shape and structure of a Mind Map can give you the cues you need to remember the information within it.

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- When created using colors and images or drawings, a Mind Map can even resemble a work of art!

Uses

Mind Maps are useful for:

- Brainstorming – individually, and as a group.
- Summarizing information, and note taking.
- Consolidating information from different research sources.
- Thinking through complex problems.
- Presenting information in a format that shows the overall structure of your subject.
- Studying and memorizing information.


Drawing Basic Mind Maps

To draw a Mind Map, follow these steps:

- 1. Write the title of the subject you're exploring in the center of the page, and draw a circle around it.

**This is shown by the circle
marked in figure 1, below.**



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- 2. As you come across major subdivisions or subheadings of the topic (or important facts that relate to the subject) draw lines out from this circle.

Label these lines with these subdivisions or subheadings.
figure 2, below.



- 3. As you "burrow" into the subject and uncover another level of information (further subheadings, or individual facts) belonging to the subheadings, draw these as lines linked to the subheading lines.

These are shown in figure 3.



- 4. Then, for individual facts or ideas, draw lines out from the appropriate heading line and label them.

These are shown in Figure 4.



- 5. As you come across new information, link it in to the Mind Map appropriately.
- A complete Mind Map may have main topic lines radiating in all directions from the center. Sub-topics and facts will branch off these, like branches and twigs from the trunk of a tree. You don't need to worry about the structure you produce, as this will evolve of its own accord.

Tip

- While drawing Mind Maps by hand is appropriate in many cases, software tools and apps like [Coggle](#), [Bubbl.us](#), [Mindmeister](#), [MindGenius](#), [iMindMap](#), and [Mindjet](#) can improve the process by helping you to produce high quality Mind Maps, which you can then easily edit or redraft.

Using Mind Maps Effectively

- Once you understand how to take notes in Mind Map format, you can develop your own conventions for taking them further.

- **Use Single Words or Simple Phrases** – Many words in normal writing are padding, as they ensure that facts are conveyed in the correct context, and in a format that is pleasant to read.
- **In Mind Maps, single strong words and short, meaningful phrases can convey the same meaning more potently. Excess words just clutter the Mind Map.**

- **Print Words** – Joined up or indistinct writing is more difficult to read.
- **Use Color to Separate Different Ideas** – This will help you to separate ideas where necessary. It also helps you to visualize the Mind Map for recall. Color can help to show the organization of the subject.

- **Use Symbols and Images** – Pictures can help you to remember information more effectively than words, so, where a symbol or picture means something to you, use it.

(You can use photo libraries like iStockPhoto to source images inexpensively.)

- **Using Cross-Linkages** – Information in one part of a Mind Map may relate to another part. Here you can draw lines to show the cross-linkages. This helps you to see how one part of the subject affects another.

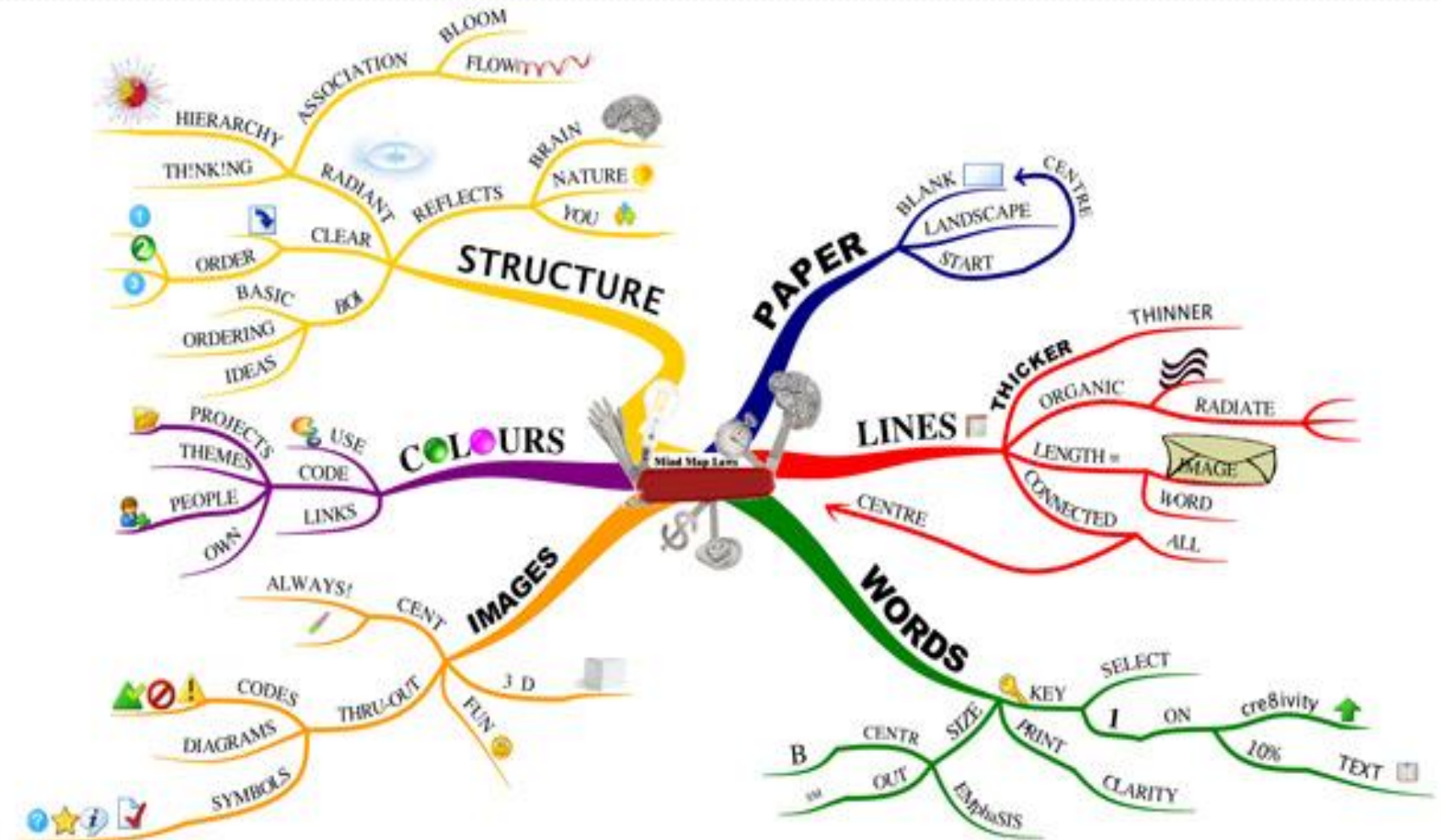
Key Points

- Mind Mapping is an extremely effective method of taking notes. Not only do Mind Maps show facts, they also show the overall structure of a subject and the relative importance of individual parts of it. They help you to associate ideas, think creatively, and make connections that you might not otherwise make.

- **Mind Maps are useful for summarizing information, for consolidating large chunks of information, for making connections, and for creative problem solving.**

- **To use Mind Maps effectively, make sure you print your words, use different colors to add visual impact, and incorporate symbols and images to further spur creative thinking.**

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 – word, image, number, 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.

What do you need to make a Mind Map?

Because Mind Maps are so easy to do and so natural, the ingredients for your “Mind Map Recipe” are very few:

- **Blank unlined paper**
- **Coloured pens and pencils**
- **Your Brain**
- **Your imagination!**


- When you use Mind Maps on a daily basis, you will find that your life becomes more productive, fulfilled, and successful on every level. There are no limits to the number of thoughts, ideas and connections that your brain can make, which means that there are no limits to the different ways you can use Mind Maps to help you.

7 Steps to Making a Mind Map

1. Start in the CENTRE of a blank page turned sideways. Why? Because starting in the centre gives your Brain freedom to spread out in all directions and to express itself more freely and naturally.

2. Use an IMAGE or PICTURE for your central idea. Why? Because an image *is* worth a thousand words and helps you use your Imagination. A central image is more interesting, keeps you focussed, helps you concentrate, and gives your Brain more of a buzz!

3. Use COLOURS throughout. Why? Because colours are as exciting to your Brain as are images. Colour adds extra vibrancy and life to your Mind Map, adds tremendous energy to your Creative Thinking, and is fun!




4. **CONNECT** your **MAIN BRANCHES** to the central image and connect your second- and third-level branches to the first and second levels, etc. Why? **Because your Brain works by *association*. It likes to link two (or three, or four) things together. If you connect the branches, you will understand and remember a lot more easily.**

5. Make your branches CURVED rather than straight-lined. Why? Because having nothing but straight lines is *boring* to your Brain.



6. Use ONE KEY WORD PER LINE. Why ? **Because single key words give your Mind Map more power and flexibility.**



7. Use IMAGES throughout. Why? Because each image, like the central image, is also worth a thousand words. So if you have only 10 images in your Mind Map, it's already the equal of 10,000 words of notes!

- Originated in the late 1960s by Tony Buzan Mind Maps are now used by millions of people around the world – from the very young to the very old – whenever they wish to use their minds more effectively.
- Find out all about Mind Mapping by reading the Ultimate Book of Mind Maps or attend a training session on Mind Mapping with Tony Buzan.

- Hand-drawn and computer-drawn variations of a mind map.
- A **mind map** is a diagram used to visually organize information. A mind map is often created around a single concept, drawn as an image in the center of a blank landscape page, to which associated representations of ideas such as images, words and parts of words are added. Major ideas are connected directly to the central concept, and other ideas branch out from those.

- Mind maps can be drawn by hand, either as "rough notes" during a lecture, meeting or planning session, for example, or as higher quality pictures when more time is available.
- Mind maps are considered to be a type of spider diagram.^[1] A similar concept in the 1970s was "idea sun bursting".^[2]

Summary of Mind map guidelines

Buzan suggests the following guidelines for creating mind maps:

- **Start in the center with an image of the topic, using at least 3 colors.**
- **Use images, symbols, codes, and dimensions throughout your mind map.**
- **Select key words and print using upper or lower case letters.**
- **Each word/image is best alone and sitting on its own line.**
- **The lines should be connected, starting from the central image. The lines become thinner as they radiate out from the center.**
- **Make the lines the same length as the word/image they support.**
- **Use multiple colors throughout the mind map, for visual stimulation and also for encoding or grouping.**
- **Develop your own personal style of mind mapping.**
- **Use emphasis and show associations in your mind map.**
- **Keep the mind map clear by using radial hierarchy or outlines to embrace your branches.**



Thank You