

Mindmapping

What is a mindmap?

- A way of remembering information
 - Information is presented in a form that is logical and easy to remember. Recalling a branch leads to memory of the sub-branch details. Students can put information into this form for recall in examinations.
- A way of generating ideas
 - You have an idea but it seems to go nowhere. Make it the title of a mind map. The branches prompt you to add ideas at another level.
 - A structure emerges. Soon that idea has become a whole concept. The mind map keeps all your ideas in front of you in clear form. Each new idea is a center of thought for more new ideas.
- A way of organizing thoughts
 - When you have a number of thoughts and want to see how they relate to each other, starting a Mind Map helps get them organized. You will be able to pick out the main thoughts and see how others relate to them.
- Works from overview to details
 - The main branches convey the overall picture, while the sub-branches give the key points or details. You can see quickly how items are related and inter-dependent. The mind map brings clarity to complex material.
- Focuses your mind on the main issues
 - The mind map enables you to see at a glance, what is important. As you work, your whole brain and all your skills come into play.
- Helps you to solve problems
 - The very act of making a mind map around a problem, helps you to see possible solutions and to select the one that will meet all your criteria.
- Compact
 - By making use of color, shape, style, layout and fonts, a Mind Map can hold a large amount of information in a small space.
 - A whole concept can be presented on one page.
- Graphical
 - Mind Maps give the whole story in one picture.
 - Your map can be easily read by others.
- Uses words
 - Using text allows your ideas to be expressed accurately. You can use your own language. You can form a document from your mind map.
- Uses color
 - Ideas can be linked using the same shape for their boxes, or the same color for the branches. Emotions can be conveyed, and importance stressed.
- Can be used for training and job instruction

How to Mind Map

- Select the topic
- Start at the center, perhaps with an image to represent the topic
- Add the top level ideas
- Capture all the ideas first; organize and elaborate later
- Each Mind Map is yours, it is neither right nor wrong
- Add emphasis with color, images and layout
- Use sub-branches to include secondary items
- Humor, colors, and layout will make it easy to remember

What are the benefits of Mind Maps?

Scientists have identified four main areas of conscious brain function. The mind mapping process stimulates all four areas to produce a unique map.

What would I use a mind map for?

- Problem solving
 - Create a mind map including all the factors involved in the problem.
 - Linear thinking becomes lateral thinking.
 - Give priority to certain issues by color, shape or number
- Learning
 - Use a map to take notes of a lecture.
 - Main branches are the important aspects, child branches, the detail.
 - To summarize the contents of a book, the parent branches are like chapter divisions, and the detail is shown in the offspring branches.
- Thinking
 - Mind maps give vitality to information, and help your mind concentrate. Ideally suited to brain storming, ideas can be quickly recorded so that the flow is not interrupted.
 - Association between ideas is immediately obvious, and everybody's creative force is brought to bear on the subject.
- Organizing
 - When you list the things that need to be done, the order of the branches gives the succession of tasks and the priorities.
 - Sub-items are shown as sub-branches so that no key activity is lost.
- Communicating
 - Talks, presentations, and lectures become clear and concise when directed by a mind map you have prepared in advance.
 - Teachers and lecturers can use the mind map to plan lessons and series of talks.
 - You are kept on track; your time is balanced over the main topics and the audience can see the whole picture.

- Programs
 - Mindmanager
 - NovaMind
 - FreeMind
 - MyMind
 - Visual Mind
 - Concept Mindmap