

Mindmap

A Mindmap lets you rapidly produce an almost infinite number of ideas and at the same time organize them by placing each idea next to what it is related to. This tool is ideal for situations where a group needs to understand all the elements in an issue. Mindmapping was developed by Tony Buzan in the 1970's as an aid for note taking in lectures.

Where are you right **'NOW'** in reference to your personal status? We need to gather this information first so we have a measurement to gauge ourselves against as we progress on our personal improvement journey.

Often the first problem-solving tool a person uses is a Mindmap. It is designed to help organize ideas by utilizing a technique that allows you to capture the natural flow of your ideas. It is a simple brain dumping process that helps stimulate new ideas and connections. A Mindmap lets you rapidly produce an almost infinite number of ideas and at the same time organize them by placing each idea next to what it is related to. By Mindmapping your current level of personal improvement, it is a great way to record where you are 'NOW'.

Mindmapping is one of the simplest, yet most powerful tools a person can use. It is designed to help organize ideas by utilizing a technique that allows you to capture the natural flow of your ideas. It is a simple brain dumping process that helps stimulate new ideas and connections. It starts in the centre of the page with the main idea and works outward in all directions, producing a growing and organized structure composed of key words and key images.

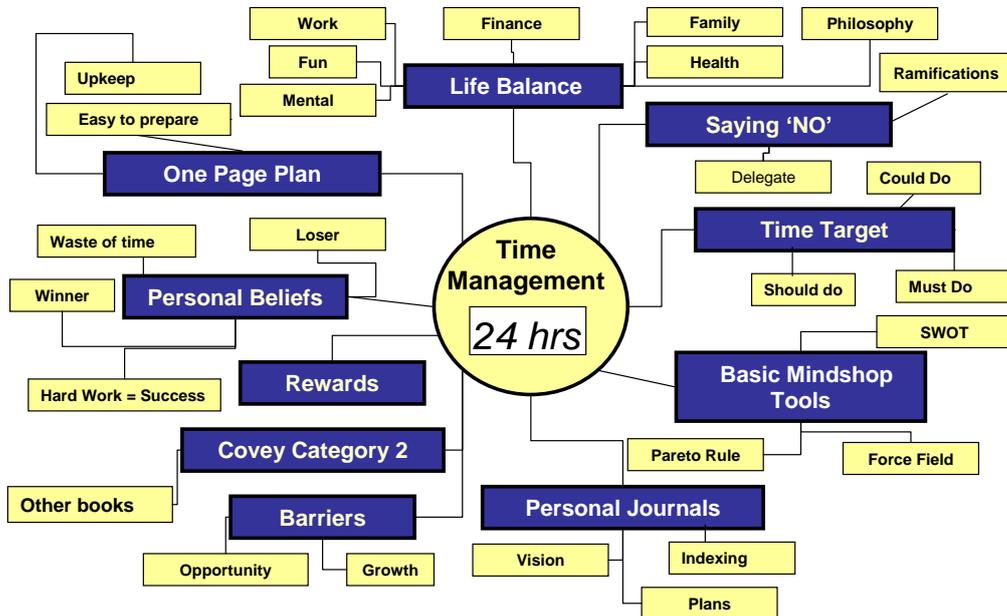
Step by Step Guide

1. Make sure that you have a large work area such as a white board.
2. Mindmapping begins with a word or image that symbolizes what you want to think about eg. Sales. This is placed in the middle of the page.
3. Next individually or within the group brainstorm (by creative thinking) any elements of the issue e.g. Salespeople, Pricing, Product or Order. As ideas emerge, write only one or two word descriptions of the ideas on lines branching out from the main focus. Allow the ideas to expand outward into branches and sub-branches or twigs. Put down all ideas without judgement or evaluation. Think fast and capture that explosion of ideas as rapidly as possible. Use different colors if you like to represent the flow of each branch of information. Sometimes you can see relationships and connections immediately between the branches and sometimes you don't. Further organization can always come later.

It is also a good idea to start a mindmapping session within a group by spending a couple of minutes individually mindmapping. Next transfer all the ideas onto a master mindmap. This allows for the input of all ideas generated from all of the group. Encourage people to build on the ideas of others.

Example:

MINDMAPPING



1. Define the issue.
2. Brainstorm the elements.
3. Add branches to form the mindmap.

Finally use the Pareto Analysis tool to sort out the vital few from the trivial many.

There is an interesting article on Mindmapping by Joyce Wycoff in the Resources area of the website.

WORK AREA - MINDMAP