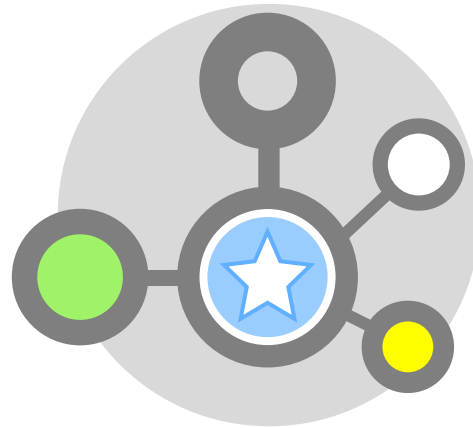


Continuous Improvement Toolkit

Mind Mapping



The Continuous Improvement Map



Mind Mapping

Visually organizing **ideas, thoughts** and **information**



Around a single topic or problem

Mind Mapping

A **nonlinear** approach

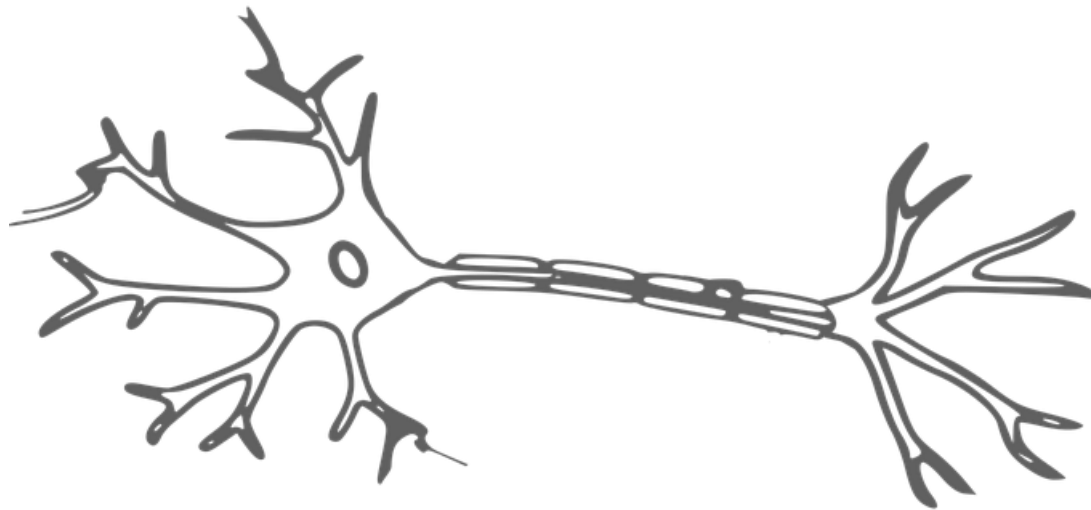
A collection of ideas, words, drawings, etc.

Represented **hierarchically**



Mind Mapping

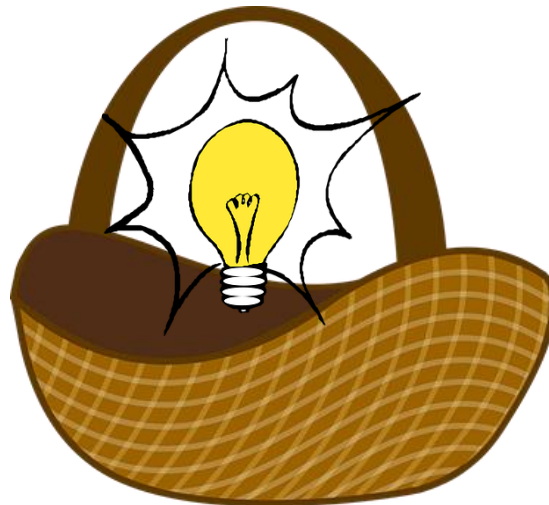
Reflects the way human beings think and organize information



Mind Mapping

Ideas can be created through **brainstorming** sessions

Ideas are then **consolidated** into a single map



Mind Mapping

Has many **applications** in personal, professional and educational situations



Mind Mapping

Uses . . .

To sort out the **new ideas** when brainstorming



Mind Mapping

Uses ...

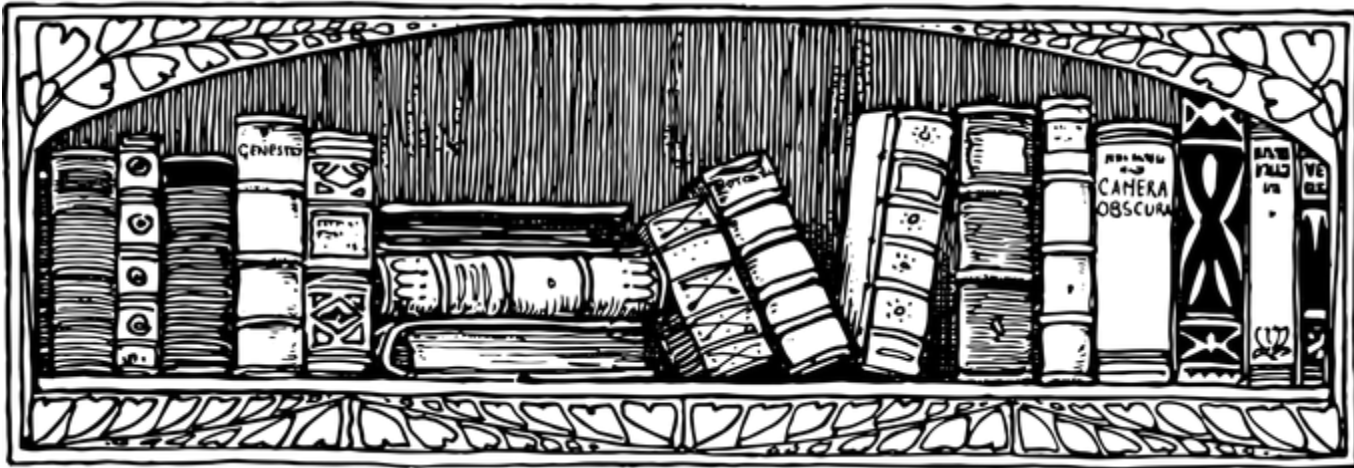
To sort out **complex** situations



Mind Mapping

Uses . . .

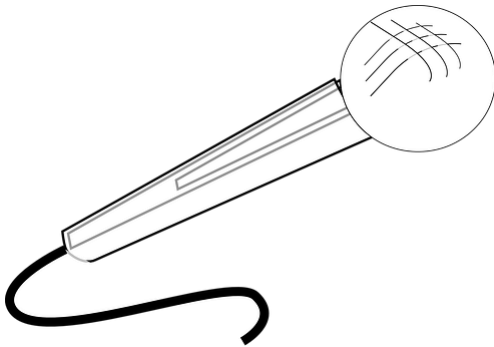
To **consolidate** information from different sources



Mind Mapping

Uses . . .

To support **interviewing** and **studying**



Provides an alternative way to ordinary **note-taking**

Mind Mapping

Uses . . .

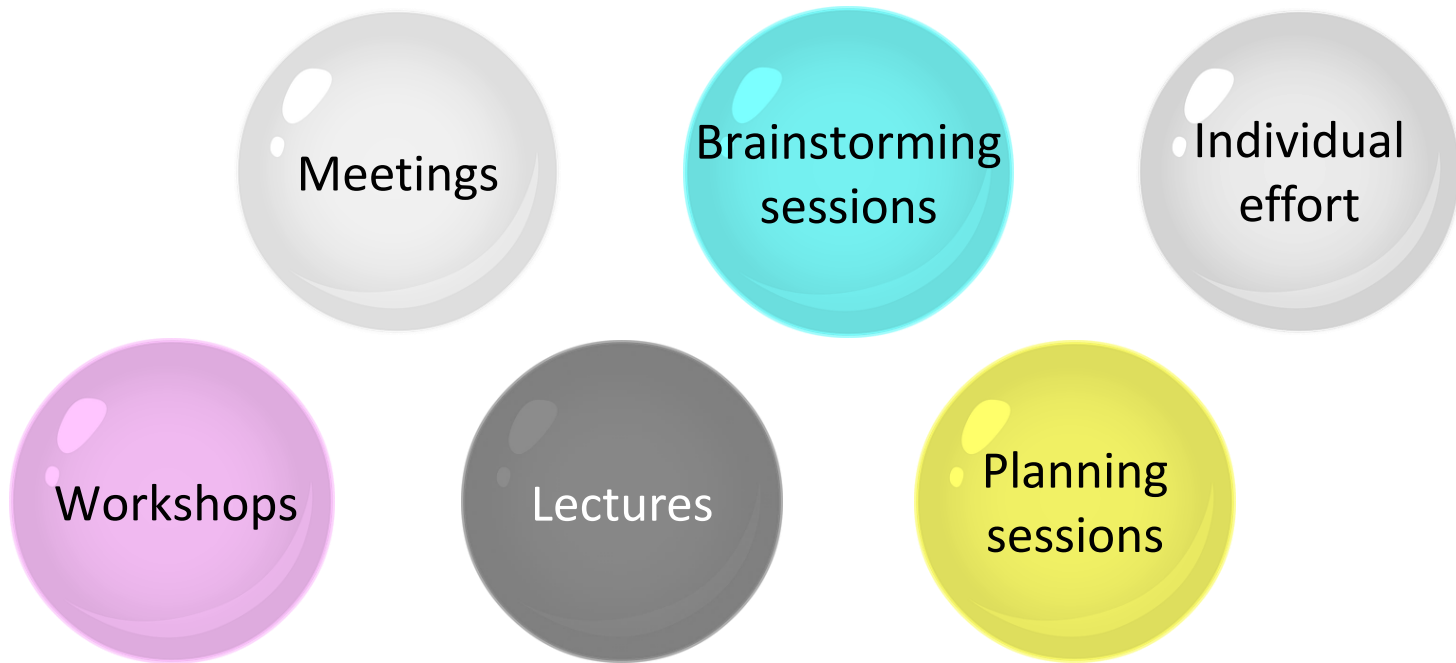
Used in **decision making** and planning activities

To creatively generate and organize alternatives
for making decisions



Mind Mapping

Where it is Used?



Can be used as a **presentation** tool to present ideas and information

Mind Mapping

Benefits

Helps understanding the **structure** of any concept

Makes it easy to see how pieces of information **fit together**

Makes it easier to structure, classify, summarize and recall



Mind Mapping

Benefits

Offers new **insights** into new possibilities and creative solutions to improve existing processes and practices



Mind Mapping

Benefits

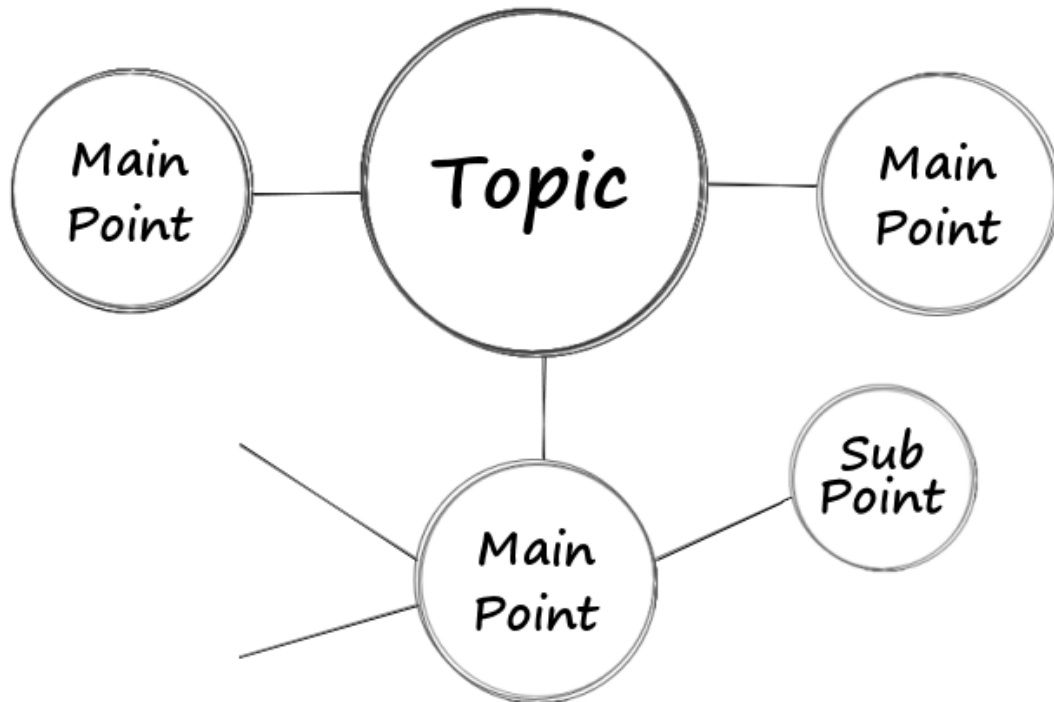
Provides **focus** and clarity as only few words and phrases need to be written down



Mind Mapping

Basic Structure

The ideas and thoughts are organized in the form of a **diagram**



Mind Mapping

How to Construct a Mind Map

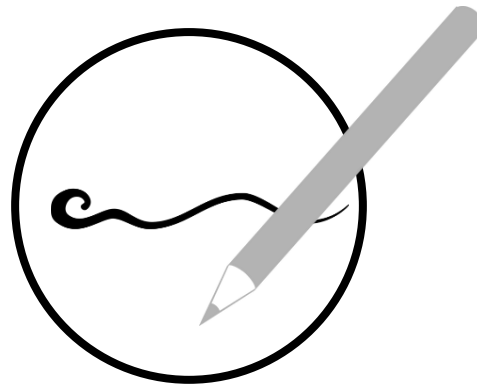
With your team, present the **topic** or **problem** to be explored



Mind Mapping

How to Construct a Mind Map

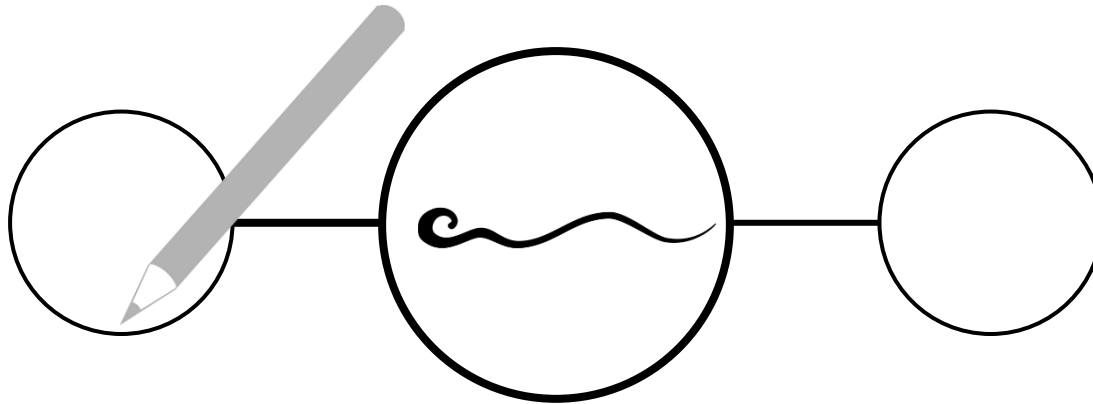
Draw a **circle** in the middle of a paper then write in it the topic or problem



Mind Mapping

How to Construct a Mind Map

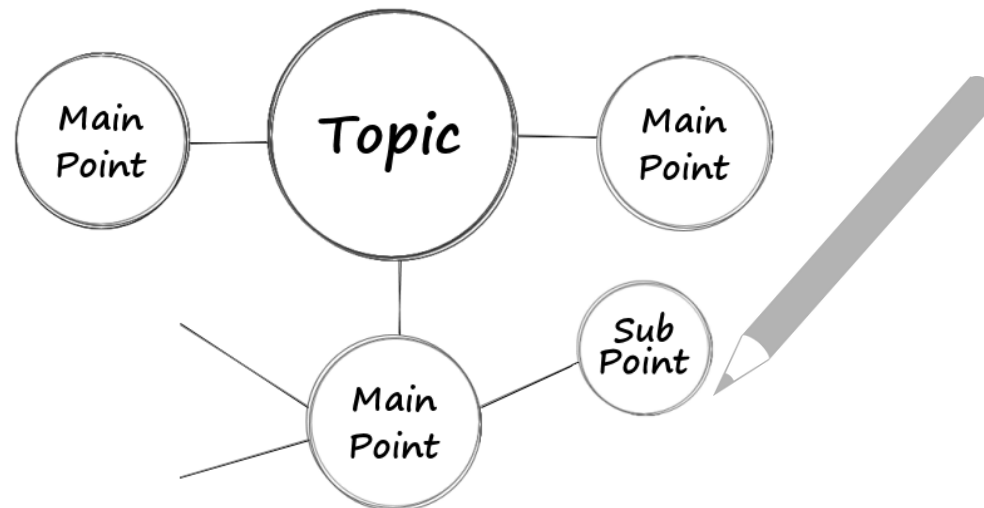
Draw lines out from the circle to initiate the **main points**



Mind Mapping

How to Construct a Mind Map

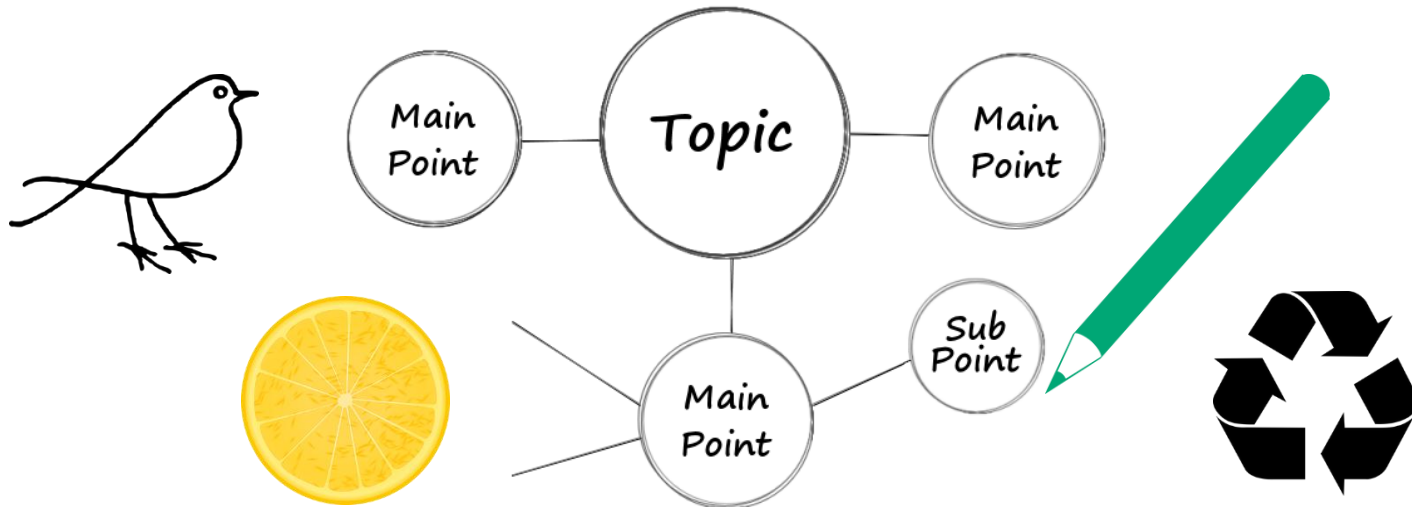
Brainstorm and **add information** to the main points by creating more branches



Mind Mapping

How to Construct a Mind Map

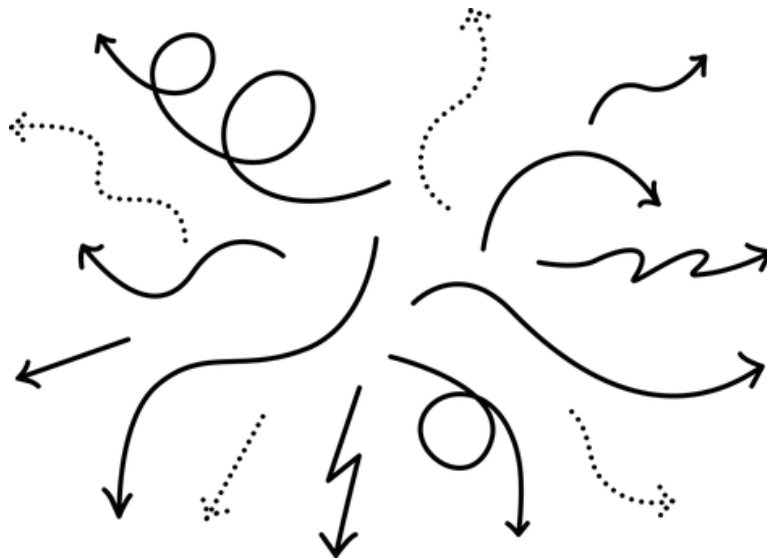
Use colors and add images, icons, symbols and shapes



Mind Mapping

How to Construct a Mind Map

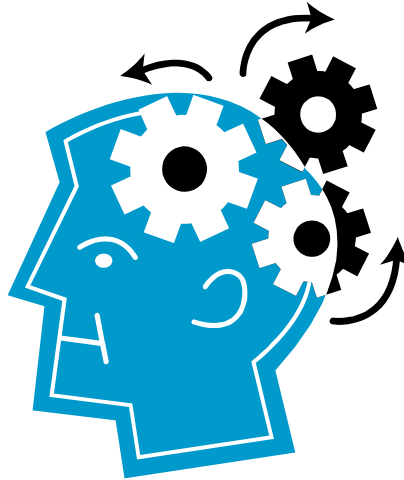
Show associations by **connecting the related items**



Mind Mapping

How to Construct a Mind Map

Provide the opportunity to **add** to the mind map later on
as you come across new information

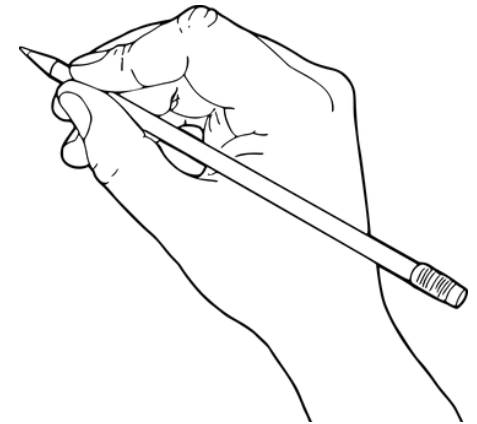


Mind Mapping

Often **drawn** by hand

A higher quality version could be drawn later when there is more time available

There are many **software applications** and **online services** that allow the creation of mind maps



Mind Mapping

Software Applications and Online Services

The process of drawing a mind map can be an **overwhelming** task

This is where applications and online services can offer the flexibility that a piece of paper can't



FreeMind



XMind



MindMeister



Coogle



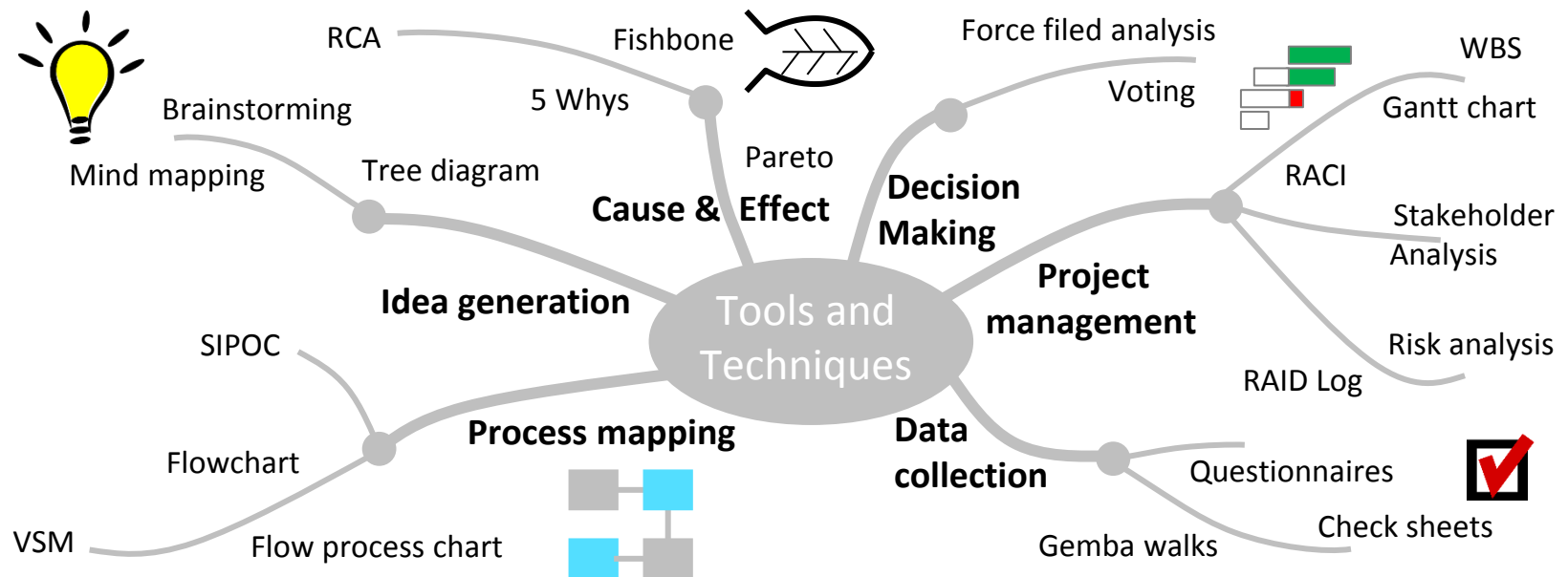
MindMup



Mindomo

Mind Mapping

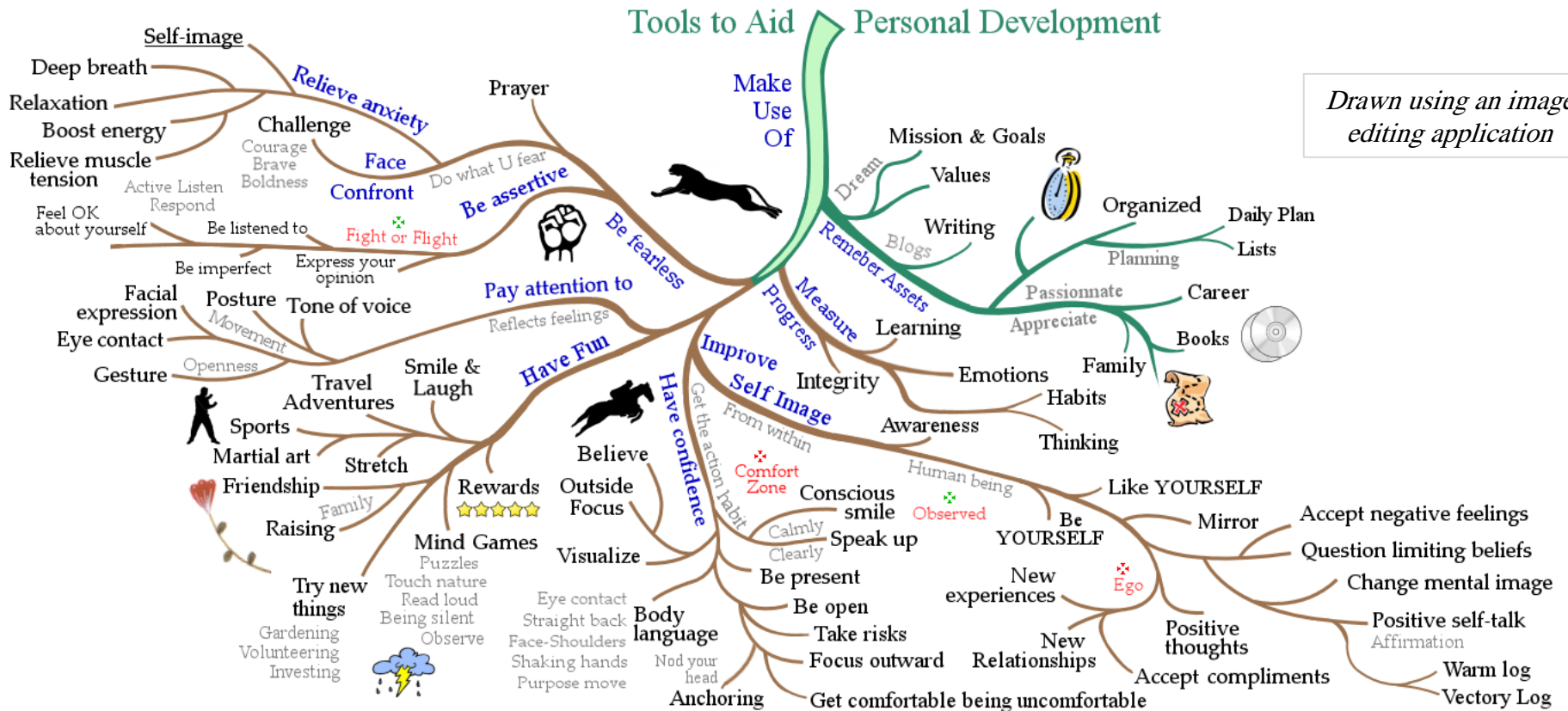
Example – Continuous Improvement Tools and Techniques



Drawn using Microsoft PowerPoint

Mind Mapping

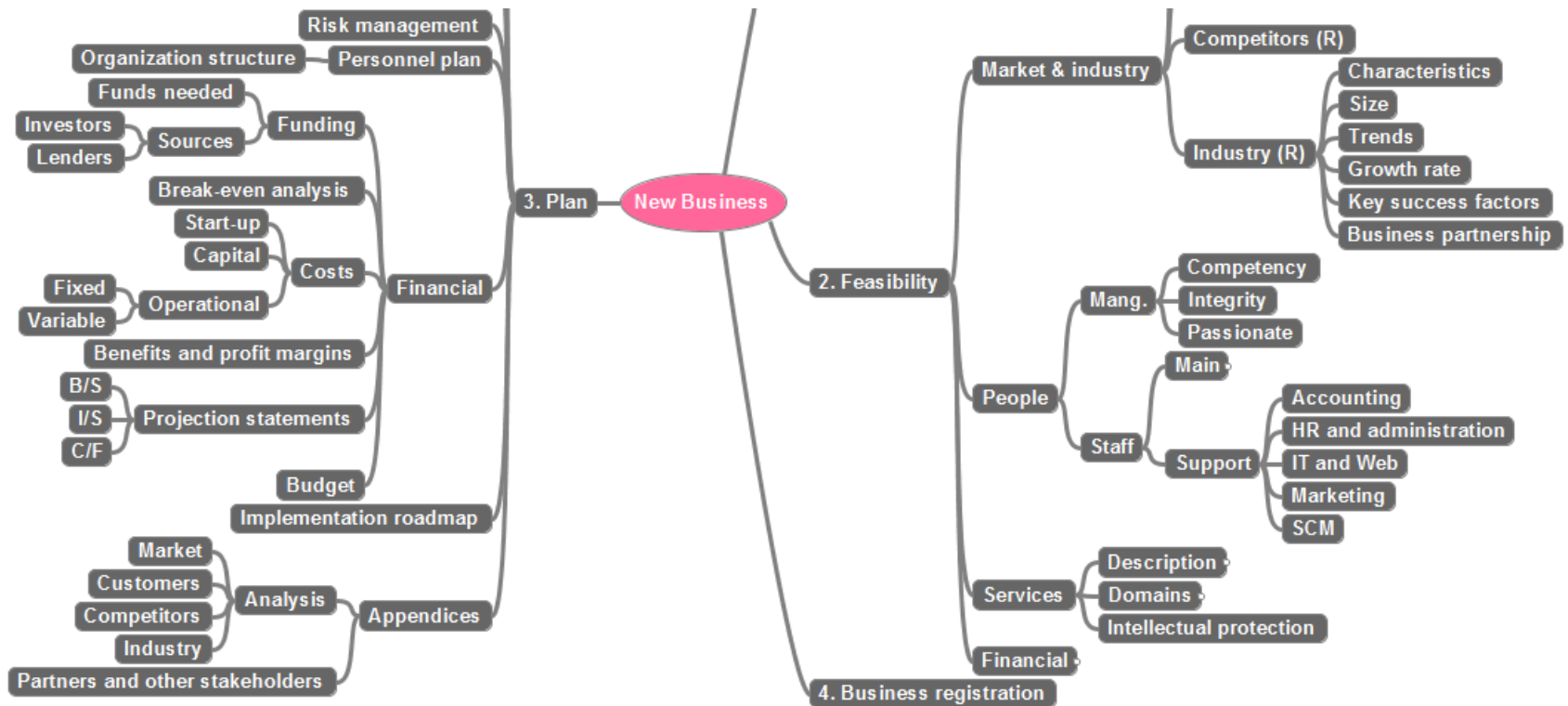
Example – A Mind Map to Remember Personal Development Tools



Drawn using an image editing application

Mind Mapping

Example – Drawn Using a Software Application



Drawn using Sourceforge FreeMind

Mind Mapping

Further Information

Images, shapes and symbols can help you **remember**, recall and retrieve information more easily

You need to be **persistent** and patient in working with and mastering mind maps

