

Mind Mapping

Definition:

- Visually organizing ideas, thoughts and information around a single topic or problem.

Uses:

- To sort out the new ideas when brainstorming.
- To sort out complex situations.
- To consolidate information from different sources.
- To support interviewing and studying.
- To creatively generate and organize alternatives for making decisions.

Where it is Used?

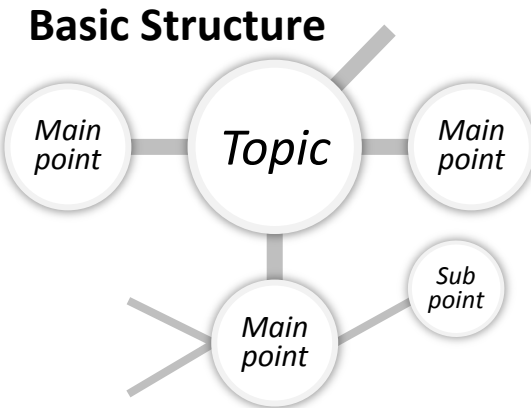
- Meetings and planning sessions.
- Brainstorming sessions.
- Workshops and lectures.
- An individual effort.

Benefits:

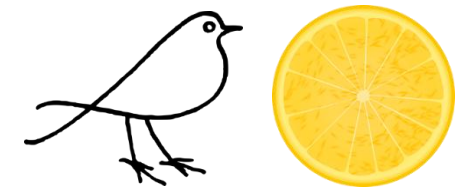
- Helps understanding the structure of any concept.
- Helps to see how information pieces of fit together.
- Makes it easier to classify, summarize and recall.
- Offers new insights into new possibilities and creative solutions.
- Provides focus and clarity as only few words and phrases need to be written down.

How to construct and use?

- Present the topic or problem to be explored.
- Draw a circle in the middle of a paper then write in it the topic or problem.
- Draw lines out from the circle to initiate the main points.
- Brainstorm and add information to the main points by creating more branches.
- Show associations by connecting the related items.
- Provide the opportunity to add to the mind map later on as you come across new information.



Often drawn by hand, However, there are many applications that allow the creation of mind maps.



A good practice is to use colors and add images, icons, symbols & shapes.