



Mind mapping

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Mind mapping

Use

Mind maps are a good way of retaining all sorts of thoughts, ideas, information and problems. They are useful for gaining a complete overview of tasks, associations of themes and of all the people involved in a project. They are an aid for developing strategies, introducing new steps or determining focal points. Mind maps are nothing else but methodically structured keywords organized and presented in a different way. Maps of the mind are drawn in a systematic way and while drawing both sides of the brain are used.

In projects, amongst other things, mind maps are useful for:

- drafting a project
- taking minutes of a meeting
- retaining ideas
- outlining presentations
- analyzing problems

Mind maps:

- sharpen the brain
- train the right and the left sides of the brain
- provide an overview
- save time
- unearth hidden ideas
- can be expanded as needed

Short users' guide

I. Deciding the subject of attention (starting point)

The main theme that needs developing is crystallized in a central image on a large sheet of paper and encircled by a closed line.

II. The sub-themes (main branches)

The themes of the subject radiate from the central image as branches and thus sub-divide the subject into its main topics.

III. Topics of lesser importance ('twigs')

The main topics then branch out into twigs which represent the topics of lesser importance. A branch and its twigs constitute a connected structure.



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Remarks

- When constructing a mind map one usually proceeds from the abstract to the concrete, from the general to the particular.
- It is advisable to use different colours and symbols.
- Special software is available for the construction and further use of mind maps (e.g. as the basis for a report).

Illustration

