## Mind Mapping

<table>
<thead>
<tr>
<th>What is it?</th>
<th>What does it achieve?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A creative non linear note taking, ideas and analysis method</td>
<td>• Better thinking</td>
</tr>
</tbody>
</table>

### How to use it?

- Put the title in an object in the centre of the paper
- Start by drawing the first leg at 2 o'clock
- Indicate the start with an arrow
- Draw legs and spurs clockwise
- Print any writing on the Mind Map
  - CAPITALS on the legs
  - Lower case on the spurs
- Use Keywords not sentences
- Use different colours to aid memory
- Draw pictures/shapes/symbols to aid memory
- Use codes for emphasis
- Use arrows to link ideas
- Learn the different approaches and know which one you are using
- Get the group to choose which one is best for a particular decision

### When to use it?

#### When to use Mind Maps:

- Meetings
  - Taking minutes
  - Making personal records
- For Interviews
  - Planning
  - Recording
- For Presentations
  - Planning
  - Delivering
- For Letters and Reports
  - Planning
- For Documents
  - Summarising
- For Analysing Situations
- For Creative Thinking

### A Mind Map about Mind Maps

![Mind Map Diagram]