

Mind Mapping Made Ridiculously Easy

Mind Mapping is a right-brained note-taking technique developed by Tony Buzan and others over the past several decades. It has advantages over outlining and other more traditional ways of taking notes because it seems to be a better match with the way our brains store information.

It is also a lot more fun.

For facilitators, Mind Mapping can make the process of preparing a workshop much easier. It is more flexible than an outline and allows you to go back and add points without disrupting your basic structure. The technique lets you put lots of information on one page in a stimulating and creative way. With practice, you will find that working from a Mind Map allows you to pay more attention to the groups you are facilitating while still staying on track.

Mind Maps are easy to make and easy to read. Just follow these simple guidelines:

- ❑ The title, main theme, or central idea is located in the middle of the page.
- ❑ Main points radiate from the center, beginning at one o'clock and going clockwise.
- ❑ Sub-points and other details branch off the main limbs from the center outward.
- ❑ It helps to use at least two different colors for the main limbs, alternating them to keep these areas separate from each other.
- ❑ Use images and pictures to make the concepts come alive.

Other people's Mind Maps may be interesting, but the most valuable ones are those you create for yourself. You don't need artistic ability, just a willingness to experiment and to have fun. A few graphical tricks go a long way.

Or, to put this another way....