# 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.

## Basic Structure

- **Topic**
- **Main point**
- **Sub point**

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.

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