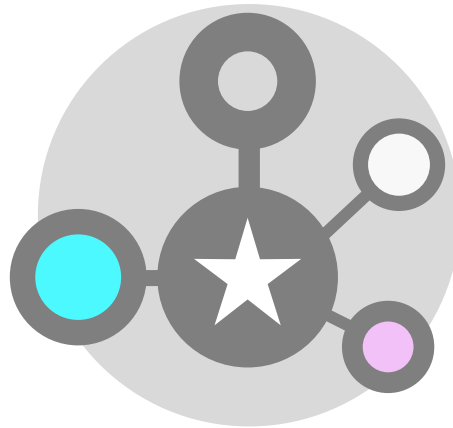

Continuous Improvement Toolkit

MIND MAPPING



MIND MAPPING

Think about the last time you have taken notes during a meeting or an interview.

You may have felt overwhelmed by all the ideas and actions to be taken.

You may even have worried that you would have missed some important details.



MIND MAPPING

In situations like this, using a **mind map** to organize ideas and information can be of great help.



MIND MAPPING

Mind Mapping is visually organizing ideas, facts and thoughts around a particular topic or problem.



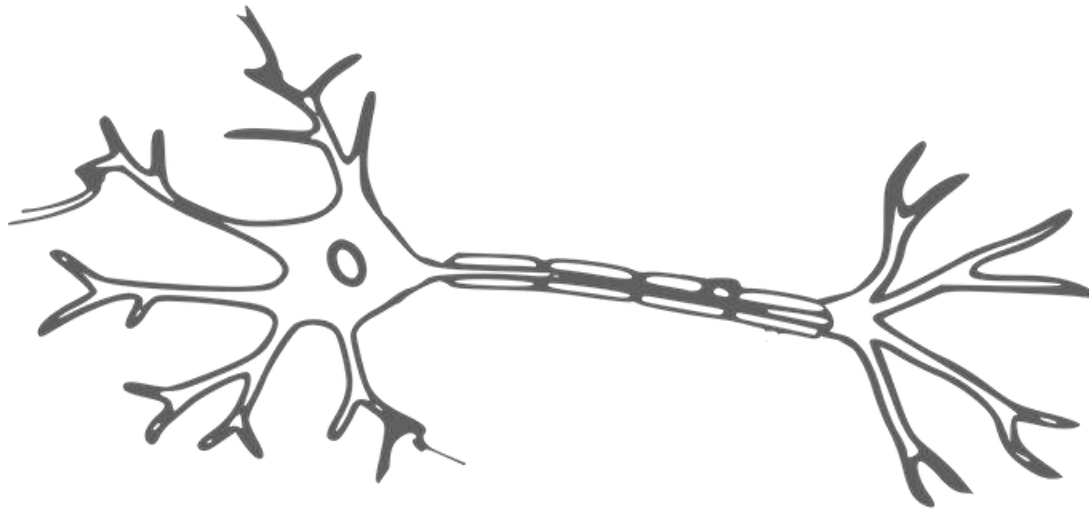
MIND MAPPING

It is a nonlinear **hierarchical** approach that shows the shape of the topic and allows to understand how the different components are related to each other.



MIND MAPPING

Mind maps reflect the way human beings think and organize information, making them a great way to organize thoughts in a more **natural way**.



MIND MAPPING

Mind mapping has **many applications** in personal, professional and educational situations.



MIND MAPPING

Uses . . .

Planning



Brainstorming



Individual effort



Workshops



Lectures



Meetings



MIND MAPPING

Uses . . .

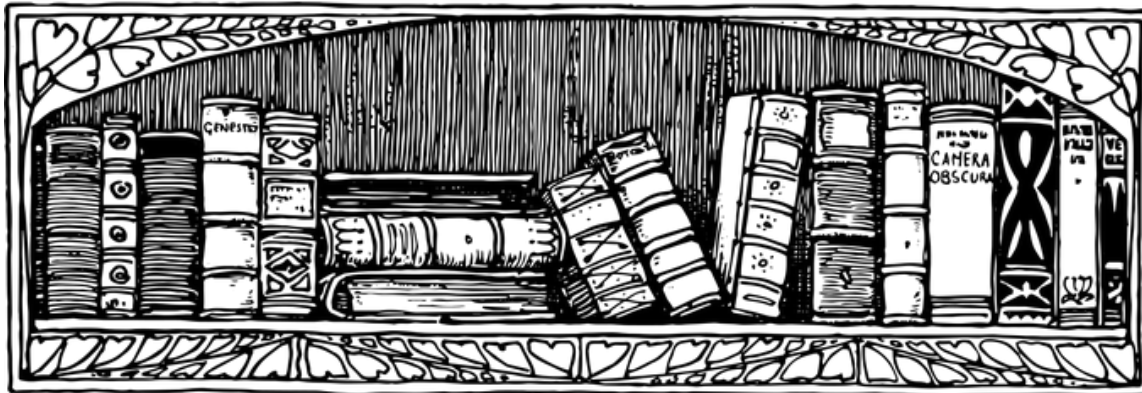
To identify and organize the **new ideas** during brainstorming sessions.



MIND MAPPING

Uses . . .

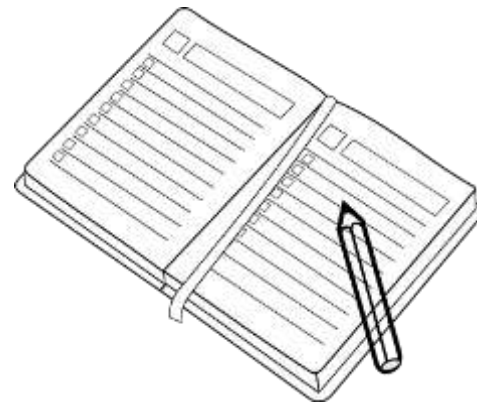
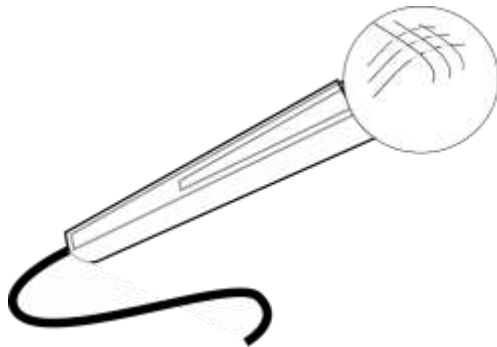
To **consolidate** information from different sources when you are doing a research assignment.



MIND MAPPING

Uses . . .

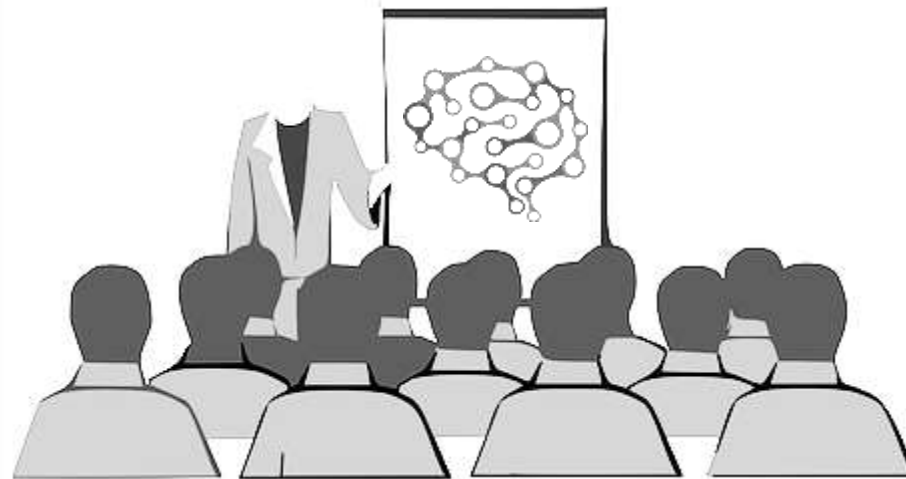
To support **interviewing** and **studying** by providing an alternative way to ordinary notetaking.



MIND MAPPING

Uses . . .

Can be used in planning and decision making to creatively generate and organize alternatives and actions.



Can also be used as a **presentation** tool to present ideas and facts

MIND MAPPING

BENEFITS

Helps understanding the **structure** of any concept

Makes it easier to classify, summarize and recall information

Makes it easy to see how pieces of information fit together

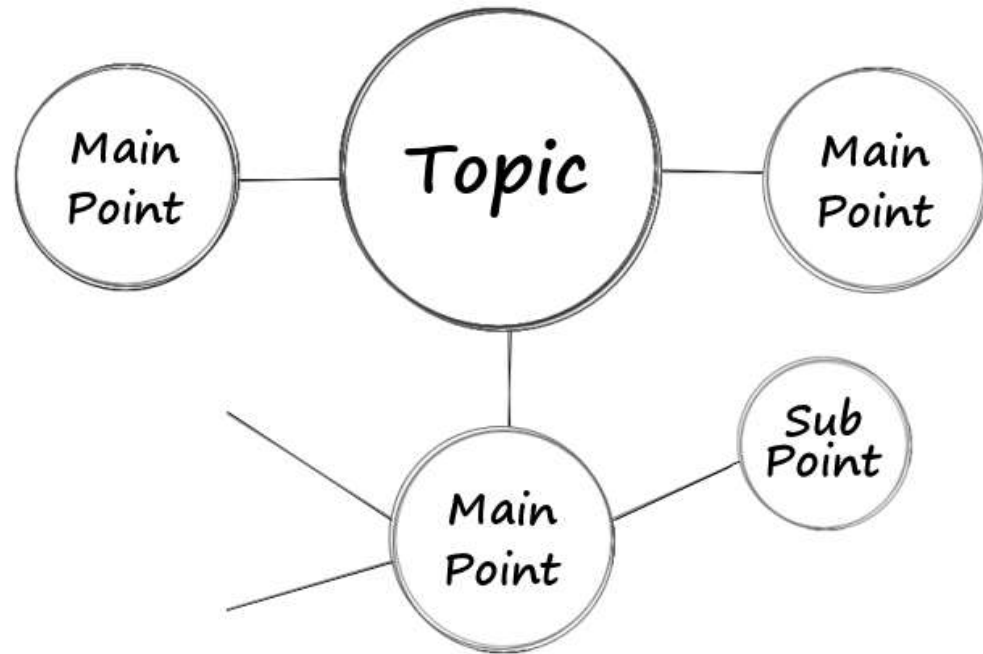
Allows to make some **connections** you wouldn't have thought of before

Offers new **insights** into new possibilities and creative solutions

MIND MAPPING

Basic Structure

In a mind map, ideas and thoughts are coming out from the topic under study and organized in the form of a diagram.



MIND MAPPING

How to Construct a Mind Map in a Team Setting?

Ideas and thoughts are often generated through **brainstorming** sessions and then consolidated into a single mind map diagram.

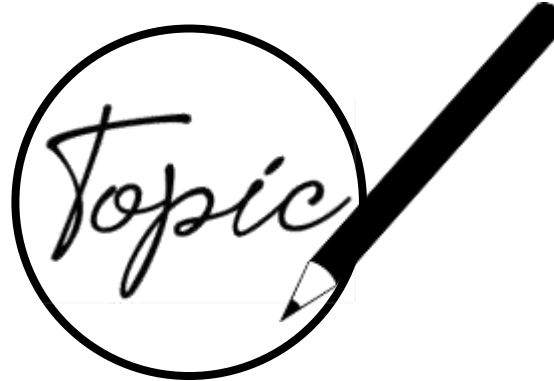


MIND MAPPING

How to Construct a Mind Map in a Team Setting?

With your team, present the **topic** or **problem** to be explored

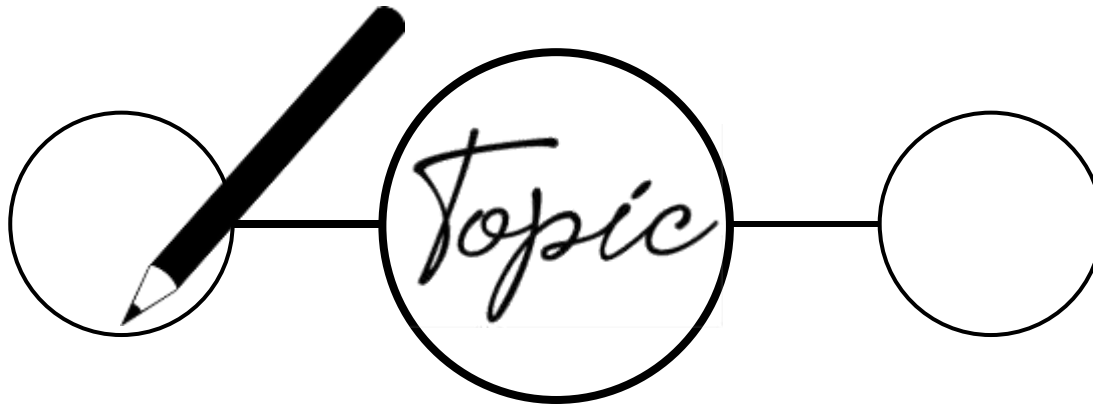
Draw a **circle** in the middle of a paper then write in it the topic or problem you are exploring



MIND MAPPING

How to Construct a Mind Map in a Team Setting?

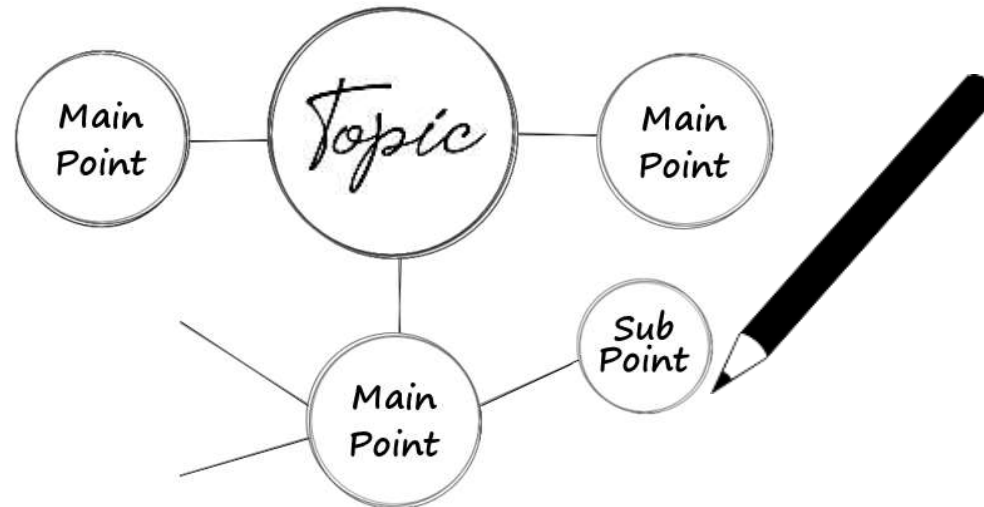
Draw lines out from the circle to initiate the **main points** or subheadings



MIND MAPPING

How to Construct a Mind Map in a Team Setting?

As you explore each of the main points, brainstorm and draw lines to initiate subpoints, ideas or facts

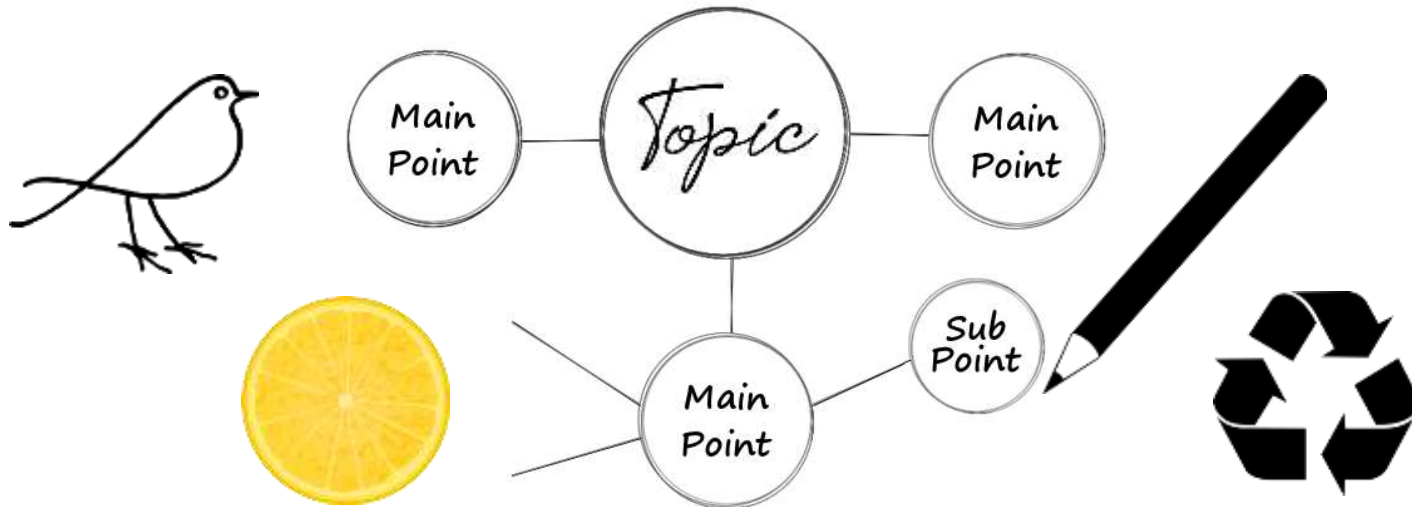


MIND MAPPING

How to Construct a Mind Map in a Team Setting?

Use colors, single words and simple phrases to make the mind map clear and easy to read

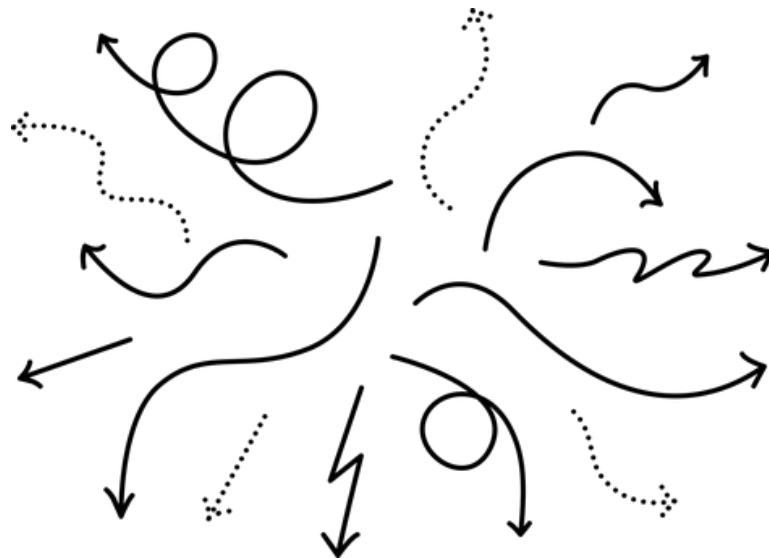
Add images, icons and symbols to make it easier to interpret



MIND MAPPING

How to Construct a Mind Map in a Team Setting?

To show **associations** between items, draw lines between them

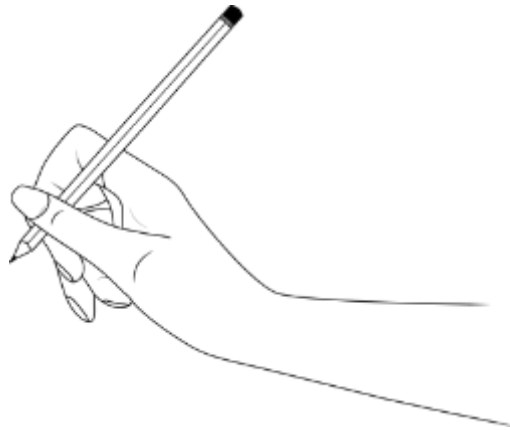


MIND MAPPING

How to Construct a Mind Map in a Team Setting?

Produce a higher version of the mind map later when there is more time available

Provide the opportunity to **add** to the mind map later as you come across new information



MIND MAPPING

Characteristics

Can be drawn by
hand



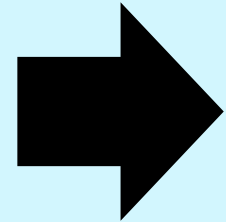
Organizes
information in a
hierarchy



Can organize
large amounts of
information



Doesn't need to
start from the
center



MIND MAPPING

Software Applications and Online Services

The process of drawing a mind map can be an **overwhelming** task

There are many **software applications** and online services that facilitates the creation of mind maps



FreeMind



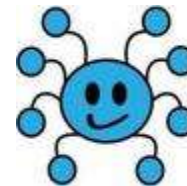
XMind



MindMeister



Coogler



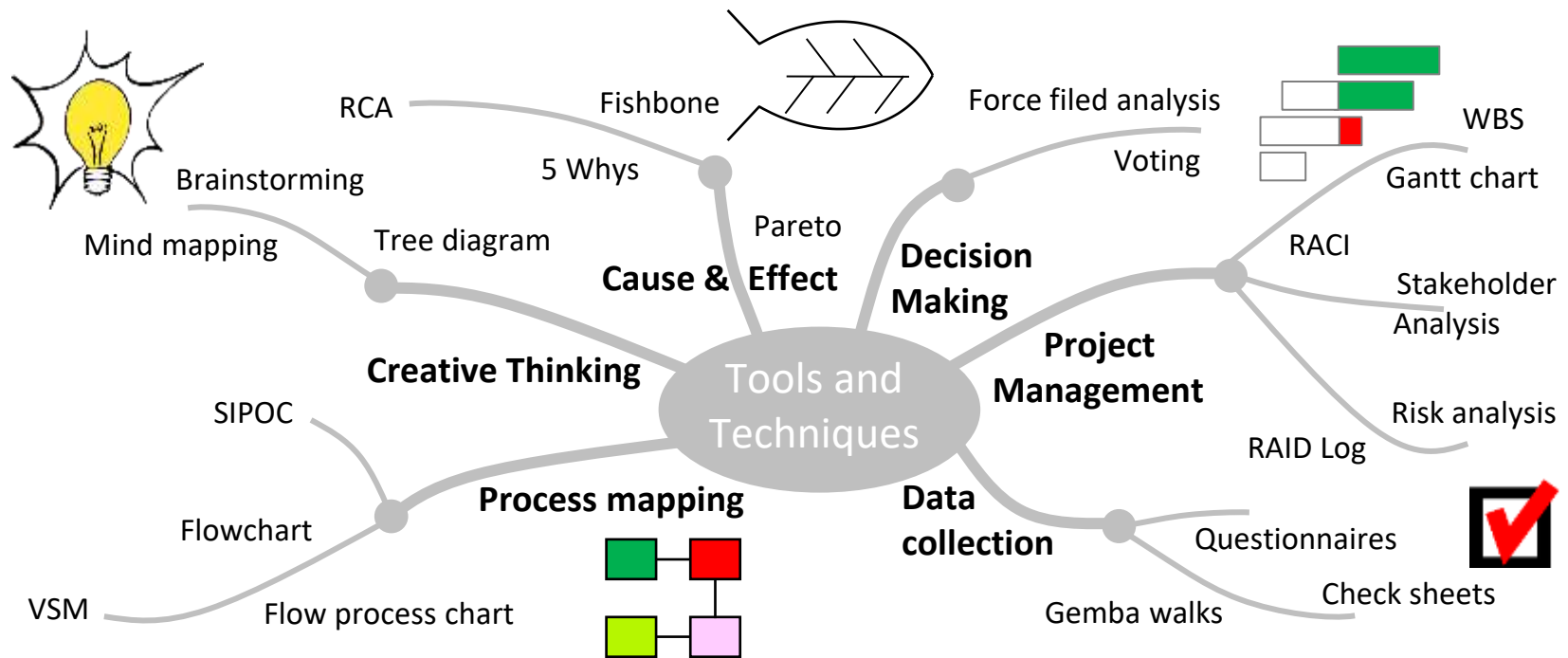
MindMup



Mindomo

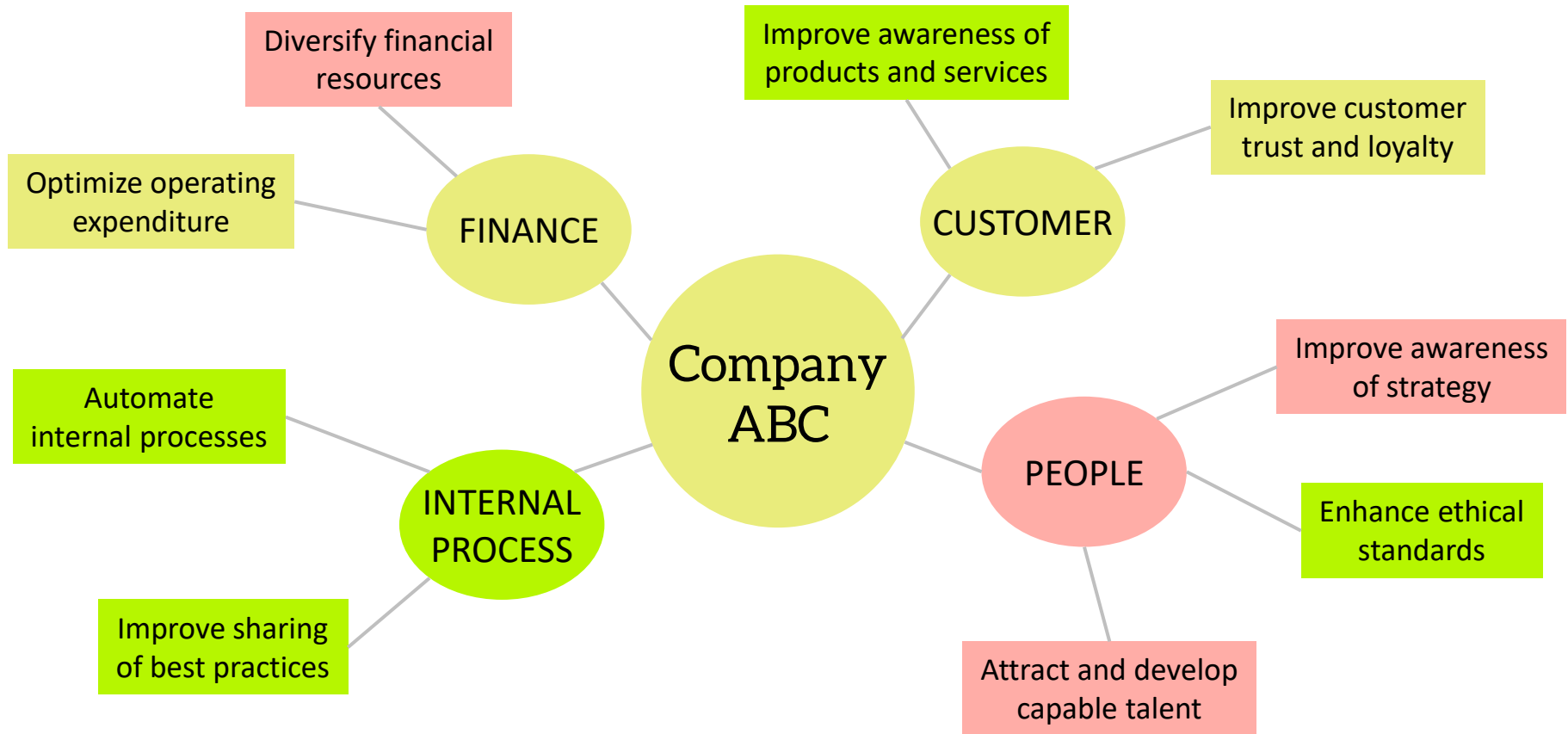
MIND MAPPING

Example – A Mind Map to Remember Continuous Improvement Tools



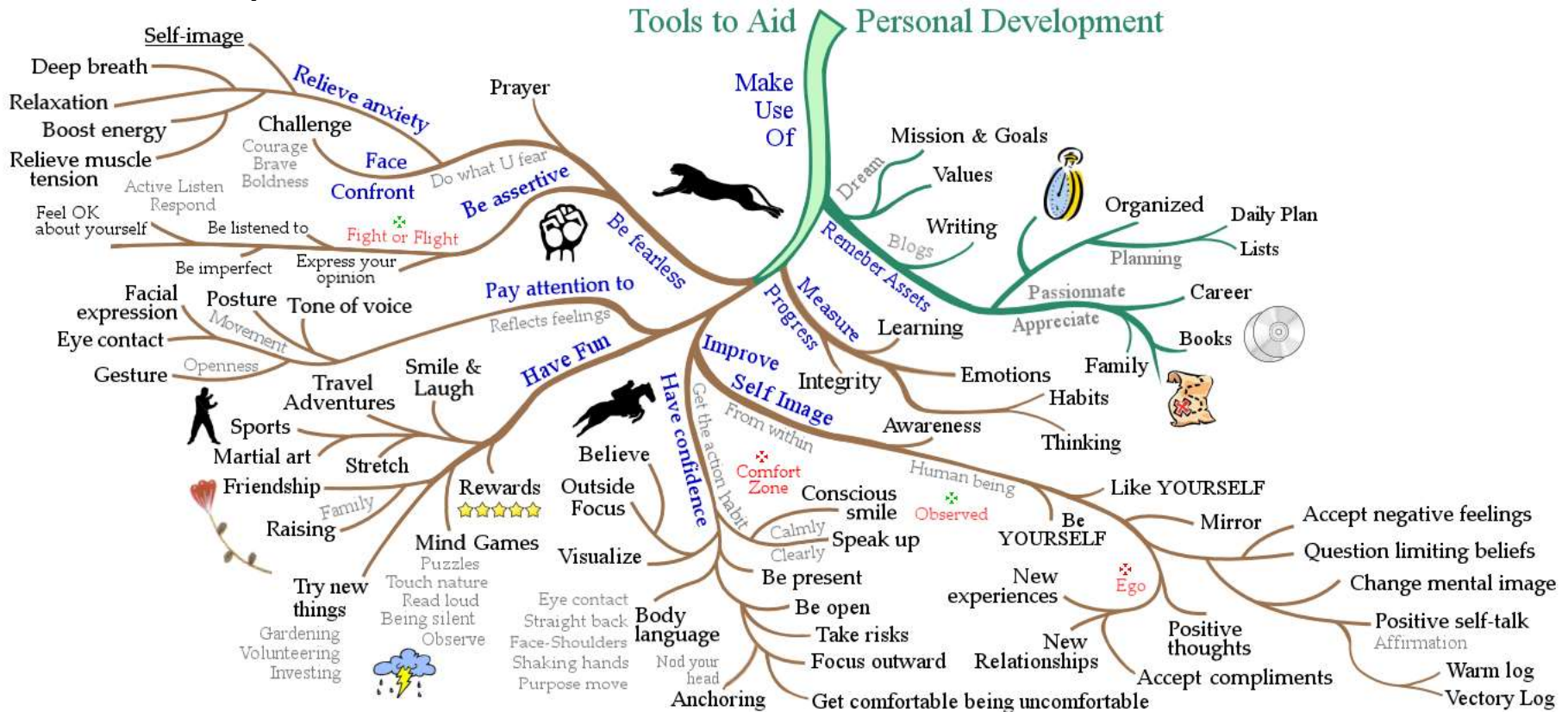
MIND MAPPING

Example – A Mind Map that Organizes Perspectives and Objectives using the Balanced Scorecard Strategic Management Approach



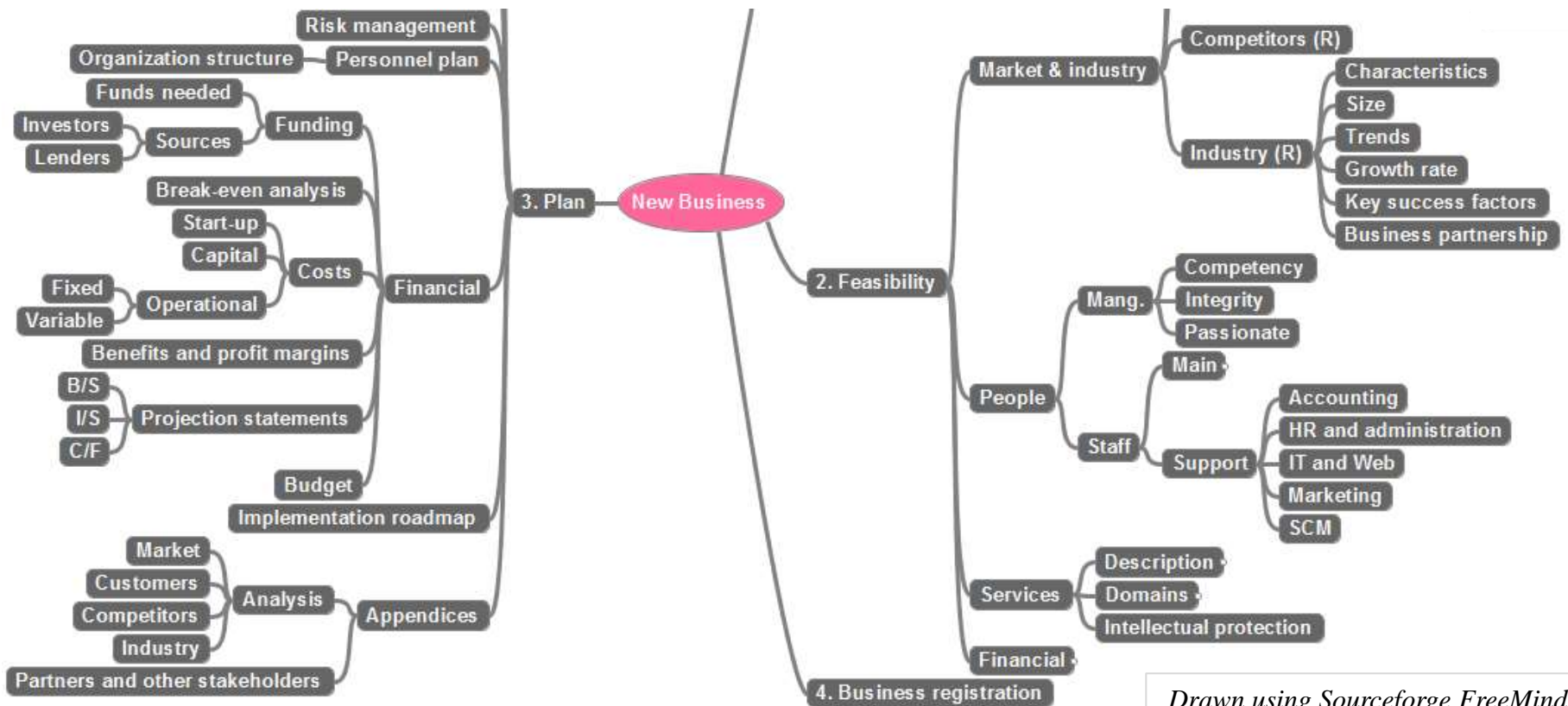
MIND MAPPING

Example – A Mind Map to Remember Personal Development Tools



MIND MAPPING

Example – Starting a New Business

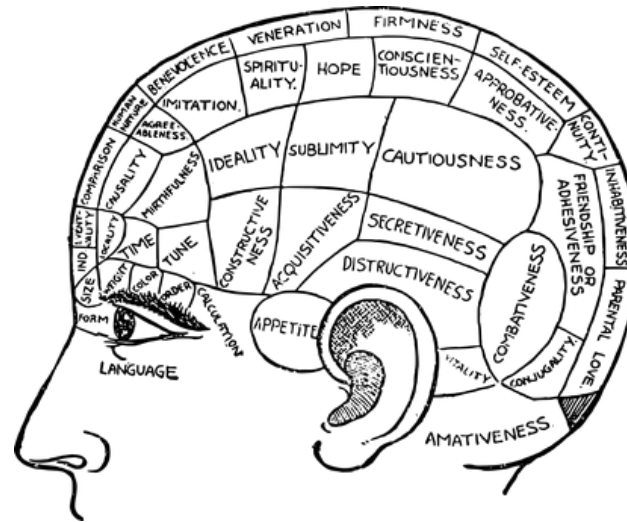


Drawn using Sourceforge FreeMind

MIND MAPPING

Further Information

A research has suggested that mind mapping can improve learning and **studying** efficiency over conventional note-taking methods. [1]



[1]: *The efficacy of the mind map study technique by Paul Farrand, Fearzana Hussain and Enid Hennessy (May 2002).*

MIND MAPPING

Further Information

Oftentimes, mind maps will have a **lot of branches and content**. That's why you need to be persistent and patient while working with them.



MIND MAPPING

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