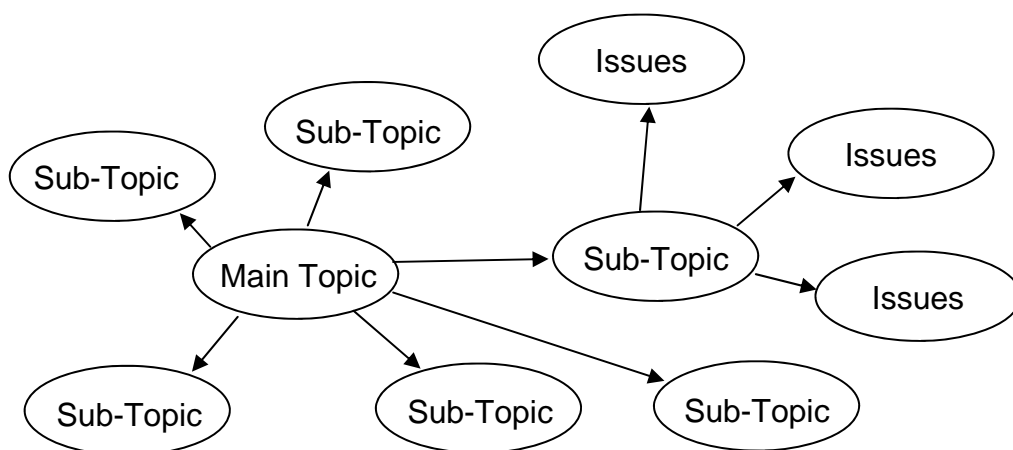


Introduction

Individuals and teams often have to organize a great deal of information in a useable way. Mind mapping is a perfect tool, particularly for qualitative information that cannot easily be put in a graph, table, or chart. The applications of mind mapping are numerous, but some uses include: finding root causes, planning a project, gathering data, and assigning responsibilities. It is a valuable tool for a team, because it combines diverse information quickly and visually, so the process can involve every member efficiently.

Steps for Success

1. Using a white board, flip chart, or any other medium that can be viewed by multiple team members, write the central goal (topic or issue) in the middle of the page, and circle it.
2. Draw a line (or branch) off to one side to a new circle that is labeled for a subtopic, sub-issue, or any related concept that needs to be included or explored. Draw additional lines (or branches) from the central theme as necessary at any point in the mind mapping process.
3. Choosing one of the sub-topics, make additional branches to new sub-topics or issues so related.
4. The process can be done in a random or orderly fashion, depending upon the nature of the topic and preferences of the individual or group creating the mind map. The result is a web of topics, sub-topics, and issues showing inter-relationships, related action items, and/or opportunities to understand and communicate complex situations more efficiently.



For tremendous Mind Mapping software, visit www.MindJet.com.