1. What is a mind map (for)?

2. Three steps

3. Dos and Don'ts

4. Sample Mind maps

How to make a mind map

Martin Müller | Goethe-Universität Frankfurt am Main

Resource Toolkit

June 2008

Note: This material serves as a guide for students in my seminars and does not claim to have general validity.
1. What is a mind map (for)?

2. Three steps to a good mind map

3. Dos and Don’ts

4. Some sample mind maps
What is a mind map (for)?

Mind maps ...

- ... are a diagrammatic way of recording information that is easy to use, adapt and recall.
- ... use visual stimulation to structure and memorise knowledge effectively.
- ... are good for lecture notes, text summaries, exam preparation, essay writing, presentation planning, knowledge management.
Advantages and disadvantages of mindmapping

<table>
<thead>
<tr>
<th>+++ Advantages +++</th>
<th>− − − Disadvantages − − −</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ quick: recording many ideas in a short amount of time</td>
<td>− personal: your mind map may be difficult for others to understand</td>
</tr>
<tr>
<td>+ makes additions easy</td>
<td>− revisions can be time-consuming</td>
</tr>
<tr>
<td>+ highlights links between concepts</td>
<td>− may become cluttered</td>
</tr>
<tr>
<td>+ makes the structure of arguments immediately visible</td>
<td>− challenge to keep mind maps logical and consistent</td>
</tr>
<tr>
<td>+ makes knowledge more memorable</td>
<td>− hierarchy is often subjective</td>
</tr>
<tr>
<td>+ can reduce a wealth of information</td>
<td></td>
</tr>
</tbody>
</table>
How can I draw mind maps?

By hand

+ makes a first start easier
+ more individual
– cumbersome to revise

Software

+ easy and quick to modify
+ tends to be more orderly
– takes some time to learn

If you decide to use a software, go for FreeMind. It’s free!

freemind.sourceforge.net
Outline

1. What is a mind map (for)?
2. Three steps to a good mind map
3. Dos and Don’ts
4. Some sample mind maps
Step 1: Basic outline

1) When using paper, use it in landscape orientation.

2) Start in the center with an image of the topic and/or the title of the mind map.

3) Draw the main branches with the basic ordering ideas.
After step 1: Basic outline

1. What is a mind map (for)?

2. Three steps

3. Dos and Don'ts

4. Sample Mind maps

Martin Müller

How to make a mind map
Step 2: Knowledge structure

1) Mind maps have a tree structure which reflects the hierarchical and logical structure of the argument.

2) The lines must be connected, starting from the central image.

3) Use short key words.

4) Each word/image must be alone and sitting on its own line.

5) Let branches grow radially.
1. What is a mind map (for)?

2. Three steps

3. Dos and Don’ts

4. Sample Mind maps

After step 2: Knowledge structure

**ADVANTAGES**
- easy
- quick
- visual
- intuitive

**PURPOSE**
- connections
- hierarchy
- structure
- organise

**WHAT?**
- knowledge
- creative
- organisation
- notes
- meeting minutes

**DISADVANTAGES**
- unfamiliar technique
- very individual
- time consumption
- need to revise
- may become cluttered

Martin Müller
Step 3: Style

1) The central lines are thicker, organic and flowing, becoming thinner as they radiate out from the centre.

2) Use UPPER CASE/lower case and different font sizes and **boldface/italics** and a **coherent colour set** to differentiate between different levels or different branches. This makes it easier to memorise the mind map.

3) Use images or drawings wherever possible to enhance the mind map.

4) Use clouds for emphasis.

5) Draw connections between concepts.
1. What is a mind map (for)?

2. Three steps

3. Dos and Don’ts

4. Sample Mind maps

After step 3: Full mind map
<table>
<thead>
<tr>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What is a mind map (for)?</td>
</tr>
<tr>
<td>2. Three steps to a good mind map</td>
</tr>
<tr>
<td>3. Dos and Don’ts</td>
</tr>
<tr>
<td>4. Some sample mind maps</td>
</tr>
</tbody>
</table>
What you should do

Do...

- give your mind map an individual touch. Develop your own style.
- differentiate through emphasis.
- keep your mind map clear by using hierarchies.
- revise your initial mind map. Check for consistency and logic!
- use images wherever possible.
- write horizontally.
What you should avoid

- Do not clutter your mind map.
- Do not write long passages onto the branches.
- Do not use abbreviations.
Outline

1. What is a mind map (for)?

2. Three steps to a good mind map

3. Dos and Don’ts

4. Some sample mind maps
1. What is a mind map (for)?

2. Three steps

3. Dos and Don'ts

4. Sample Mind maps

Note the spelling mistake! http://en.wikipedia.org/wiki/Image:MindMapGuidlines.JPG
1. What is a mind map (for)?

2. Three steps

3. Dos and Don'ts

4. Sample Mind maps

Martin Müller   |   How to make a mind map

About Illumine

www.mind-mapping.co.uk
1. What is a mind map (for)?

2. Three steps

3. Dos and Don’ts

4. Sample Mind maps

---

Martin Müller | How to make a mind map

services.bgfl.org
1. What is a mind map (for)?

3. Steps

4. Dos and Don'ts

Sample Mind maps

services.bgfl.org
1. What is a mind map (for)?

2. Three steps

3. Dos and Don’ts

4. Sample Mind maps

Martin Müller   |   How to make a mind map

www.mind-mapping.co.uk