

Pre Workshop Objectives – planning to learn and improve

Workshop title:

Name:

Date:

Please take a few minutes thinking about the workshop and what will make this a valuable use of your time.

What I would like to learn and gain from attending this workshop?

- 1
- 2
- 3

What I would like to apply as a result of attending this workshop?

- 1
- 2
- 3

What I want to do more of by practicing new skills and ideas?

- 1
- 2
- 3

What I want to do less of?

The benefits to me of making these changes?

- 1
- 2
- 3

The benefits to others by applying these changes?

Suggested reading: See attached material provided.

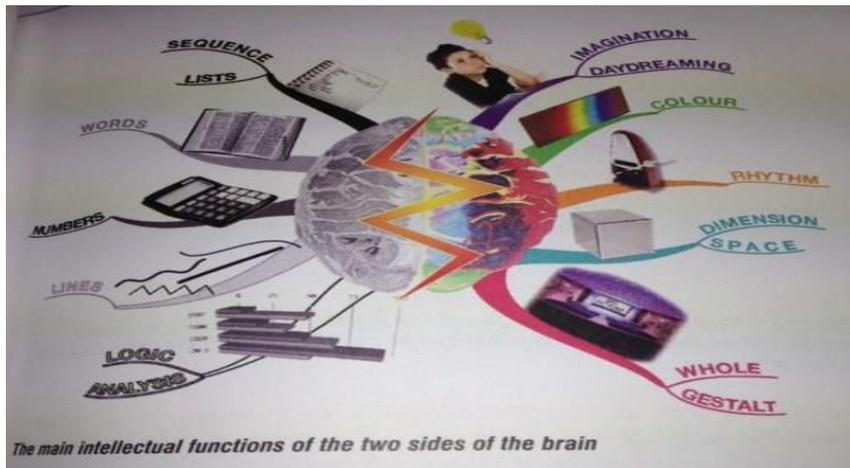
Useful website: www.businessballs.com



What is Mind Mapping?

Sir Charles Sherrington (Nobel Prize winner in 1932 for Physiology) once said that “the human brain is an enchanted loom where millions of flashing shuttles weave a dissolving pattern, always a meaningful pattern, though never an abiding one, a shifting harmony of sub-patterns. It is as if the Milky Way entered upon some cosmic dance.” While Mind Mapping has been around for many decades, it was coined as a phrase by Tony Buzan which reflected the fact that the brain has five main functions:

- **Receiving**- everything and anything that we take in using our senses
- **Holding**- the ability to retain and store information and recall it including memory and sense memory
- **Analysing**- recognition of patterns and processing of information
- **Outputting**- all forms of communication, actions and thinking
- **Controlling**- all mental and physical functions



Mind Mapping and Radiant Thinking

“Mind Mapping is a creativity and productivity enhancing technique that can improve the learning and efficiency of individuals and organisations. It is a revolutionary system for capturing ideas and insights on paper.”

(Anthony J. Mento, Raymond M. Jones and Patrick Matinelli)

The human brain is intrinsically connected to every one of our nerve endings in our bodies. It is the brain that sends messages to our muscles and nerves and which in turn causes us to move, speak, or react a certain way. Similarly mind mapping reflects the way our brain works.

Research has shown that most people when making notes, tend to use 3 common forms of note-taking:

- **The narrative style**- writing out what needs to be said as close to word for word as it was said
- **Lists**- taking down points as they occur
- **Outline Numerical/ alphabetical style**- note taking using order of things and creating sub-categories

These forms use a combination of a- Linear patterns (writing in straight lines), b- Symbols (including numbers, words and letters). However what we forget is that the brain also processes data and information using visual patterns, colour, dimensions, spatial awareness and association. (Close your eyes and picture eating some fresh strawberries- what other images does your mind begin to create? What do you smell? See? Taste?)

“Radiant thinking reflects the brain’s internal structures and processes. The mind map is an external mirror of this and allows access to the vast thinking powerhouse of the brain. A mind map always radiates from a central image. Every word and image becomes in itself a sub-centre of association, the whole proceeding in a potential infinite chain of branching patterns linked to the common centre. It represents a multi-dimensional reality, encompassing space, time and colour.” (Tony Buzan, The Mind Map Book, 2010)



Three A's of Mind Mapping

Accept: set aside any preconceptions you may have about your mental abilities.

Apply: allow yourself to apply mind mapping techniques to any decision making and thought gathering processes. This stage is all about creating hundreds of mind maps until they become second nature.

Adapt: as your mind mapping techniques develop so do your creative capabilities. You should then allow yourself to start creating mind maps that capture the way your own brain works.

For these rules to be applied, you must remember to always use a central image or word to help you develop your mind map.

Remember:

- Use combinations of words, images and numbers
- Use different colours
- Use variations in sizes
- Use movement by varying the size and direction of the mind map
- Use synaesthesia (blend the 5 senses in your thoughts)

Mind Maps for Meetings

This should be done with the people involved in the meeting:

- Define the subject or issue the meeting encompasses
- Individually, have everyone complete a quick fire mind map
- Come back as a group to discuss and exchange ideas
- Create a joint mind map as a group
- Take a break to let the new ideas integrate in your own brain
- Come back and revise the joint mind map
- Analyse and make decisions from this revised version

Top Ten Mind Mapping Tips

- **Use the right paper and pens:** Plain Paper is best and in landscape form. Use pens that are strong.
- **Go off-centre and follow your brain's natural process:** Let the central picture be the trigger to allow your brain to go where it wants to go. Don't worry about having structure; the structure will come naturally because you will follow your brain's own map.
- **Make distinctions:** The main branches should contain your basic ordering of ideas and will need more emphasis. Write these in upper case while you should use lower case for secondary branches.
- **Use key words and pictures:** A picture or single word is enough for it to trigger a new idea from your brain afterwards. When using words, let the branches be as long as the word.
- **Make connections:** Take a bird's eye view of your mind map as this will allow you to see connections with other branches. Make these links using images, arrows, codes or colours.
- **Have fun:** Free your mind by playing music to stop you from over thinking and questioning of what you are doing is right. You don't have to be an expert artist, it's a great time to let yourself be free from worry when mind mapping.
- **Copy:** Don't be afraid to copy a good mind map whenever you can. Your brain is designed to learn by copying and then creating new images from what it has copied.
- **Commit to the absurd:** Sometimes even the silliest and most absurd words or images can trigger the greatest break-through because they cause you to think outside the box.
- **Prepare your workspace:** If the office is too distracting, find a place where you can be free from distractions. Use natural light to relax your eyes. Make sure you adopt good posture that keeps you alert and increase blood supply to the brain.
- **Make it memorable:** Your brain is naturally attuned to beauty so the more attractive and beautiful your mind map is the more likely you are to remember it. So spend time colouring the branches and images.



Action Plan - making change happen

Workshop title:

Facilitator:

Name:

Date:

Think back over the workshop.

What specific actions do you now need to take to apply what you have learned?

Plan to take realistic, achievable steps.

What has today identified for me as good working practices I currently implement?

1

2

3

What am I willing to do differently? Be specific and give details. **What? How? When by?**

1

2

3

Ask yourself: How committed am I to make these changes happen?

What resources will I need to enable me to achieve these changes?

Further thoughts or comments I should consider...

Good luck

