Mind Map Tutor Handbook

Free Ebook!

Creating and using Mind Maps to Learn Faster and Easier

Mind Map Tutor Handbook

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Creating and using Mind Maps to learn faster and easier…

Why Mind Maps?

> **A Mind Map is simply the best tool to involve your whole brain when learning.**

That's it!

That's all you need to know about the reason for using Mind Maps when learning.

When Tony Buzan introduced Mind Maps to the world in the 1970s, the promise of using the **vast untapped capabilities of the brain** was ignited.

Yet, nearly four decades later, we find that Mind Maps are still **not as widely used as it could be**.

This Handbook introduces you to our contribution to the Mind Mapping world - the **Mind Map Tutor** – which will allow you to learn faster and easier and make the concept of lifelong learning a reality.

We will show you:

➢ Why you need a Mind Map Tutor

➢ What it is

➢ And how you can get one

Arie de Geus, an academic and a leader in the 'Learning Organisation' field, states that:

> *'Your ability to learn faster than your competitor may*
> *be your only sustainable competitive advantage.'*

While you may not like the idea of being in competition, or think that you are not, the reality is that to progress, stay up to date, and be ahead of the pack, you need to be able to learn faster and easier.

Whether you are in competition with yourself, or others, does not matter.

You simply have no choice – you have to change the way you learn in this age of information overload.

What is a Mind Map Tutor?

> *A Mind Map Tutor is simply a Mind Map Guide that guides you through the subject that you are learning*

The main components of a Mind Map Tutor are:

➢ Overview Mind Map

➢ Detailed Mind Maps for each of the branches on the Overview

➢ Detailed notes attached to the branches where required

➢ Additional Mind Maps as needed

This will enable you to:

➢ Quickly get an overview of the subject

➢ Memorise the main principles quickly and easily

➢ Build up 'mental hooks' for the details to attach to

➢ Remember the 'triggers' needed to trigger the details

The Overview Mind Map

The main framework of a Mind Map Tutor consists of a **simple overview** that gives you the full picture of the subject.

It provides your brain with the necessary triggers to trigger recall of the subject. It also allows for more detailed notes on the branches, if necessary, to supplement the Overview.

<div style="border:1px solid black; text-align:center; color:red; font-weight:bold;">

You thus have the overview and details in one simple to use tool.

</div>

If you have a textbook, it is normally quite easy to create an overview, as the contents page normally provides this for you.

If the book is divided into sections, it is even easier. Each section becomes a main branch on your overview Mind Map.

Each Chapter then becomes a branch off the main section branches.

Now, let's look at an example.

Below is a Mind Map Overview of the Mind Map Book by Tony Buzan.

This Mind Map was done using 'iMindMap', which is the only software officially supported by Tony Buzan, the inventor of the Mind Map.

The Mind Map book consists of Five Sections, which he calls divisions.

Each chapter is slotted under the appropriate division.

As iMindMap Mind Maps are beautiful and organic, I often use the software to draw the Mind Maps in my articles and books.

You can see these Mind Maps dispersed throughout our website, http://www.usingmindmaps.com.
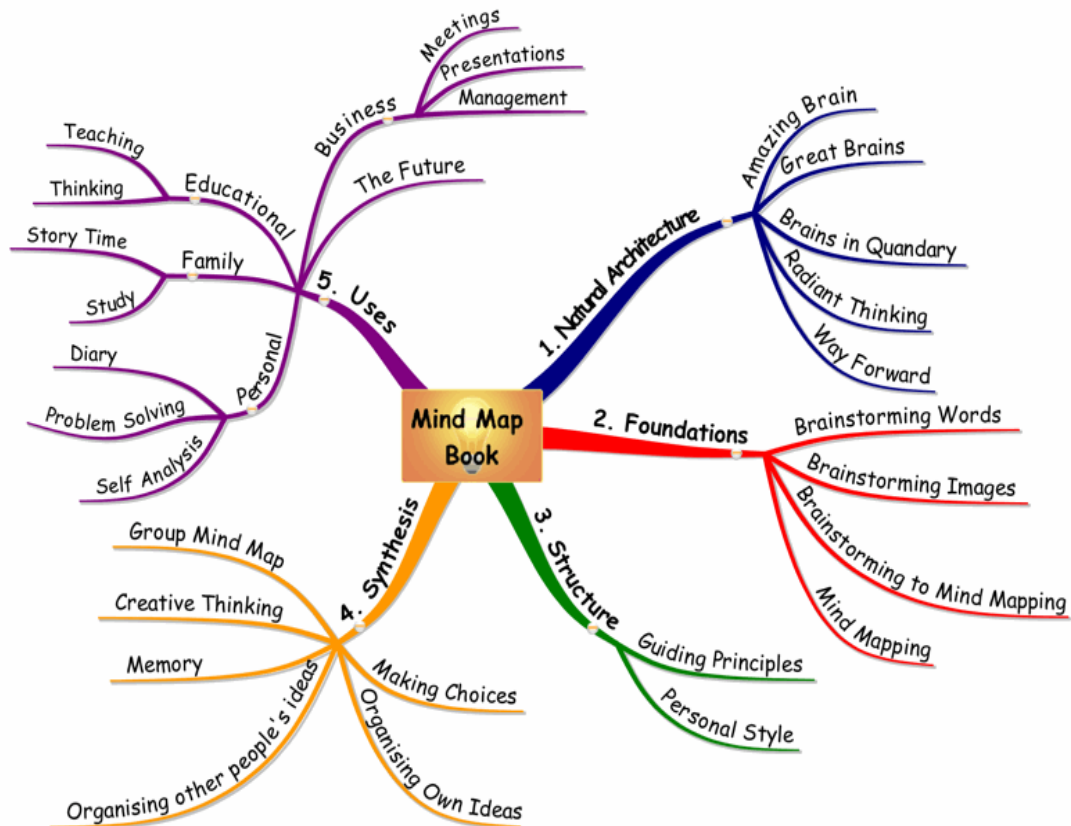
Using Xmind

After many hours of research, we have chosen Xmind as our Software of choice however for the following reasons:

- ➢ Xmind is free. This is very important as it allows us to reach more people.
- ➢ Xmind is flexible. You have a choice of themes, formats and styles.
- ➢ Xmind imports and exports to various formats including images, text and other Mind Map Software formats.
- ➢ Xmind has a premium version if you want to use the advanced functions.
- ➢ And many more…

Xmind Workbooks

Xmind has the concept of a workbook – something that many of the expensive software packages don't have. It allows you to have one workbook that contains all the Mind Maps relating to your subject. The Mind Maps can also be linked, so that you can simply click on a link to navigate from one Mind Map to another.

You can also attach pictures, hyperlinks to websites, links to documents and all sorts of attachments.

Here is the same Mind Map overview as above, but in Xmind Format:

This Xmind Mind Map has the same information as the one above, but now you can interact with it using the free Xmind Software. All you've lost is some of the organic features of the iMindMap Software.
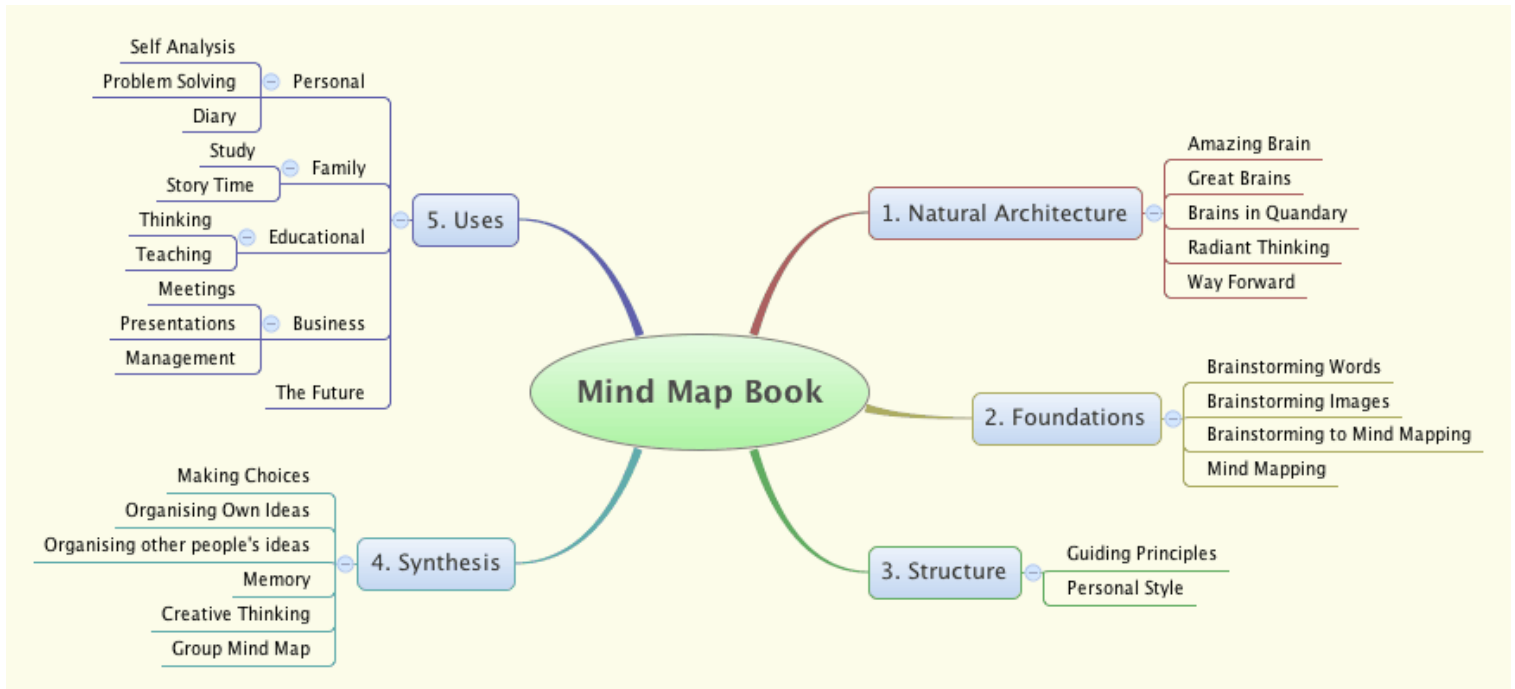
Mind Map Tutor Format

We have chosen a specific format for creating a Mind Map Tutor.

Each Mind Map must be as simple as possible, containing no more than 10 branches. An optimum number is around 5-7. As Einstein is reported to have said:

> *'Make everything as simple as possible, but not simpler.'*

Our Mind Map Tutor format is as follows:

1. There is always one main, overview, Mind Map. This provides you with the full picture. You will attach everything that you learn about your subject to this picture.

2. Each branch on the main, overview, Mind Map has a link to a detailed Mind Map, with the branch becoming the central image of the new Mind Map.

3. Each branch on this detailed Mind Map can become a new Mind Map, if necessary, with links to the new Mind Map. You navigate from one Mind Map to another by simply clicking on the link. We call this drilling into details. Some people refer to this as drilling down (into details) and drilling up (into higher level).

By using this method, you always have a concise Mind Map to focus on. You are never faced with lots and lots of detail.

Learning with a Mind Map Tutor

Your goal is simply to **understand and memorise the concepts**. The details are always available at the click of a button.

Once you have **memorised the Key Concepts**, they will serve as **'memory hooks'** to which the rest of the information will be attached.

By being able to recall these Key Concepts, you will **increase your chances of recalling** the rest when you need it.

By using this consistent framework, you will provide you brain with a toolset that it is comfortable with and something that it knows.

The remarkable thing about this though, is that each Mind Map is still a **unique picture**. Being unique, you will be able to remember and differentiate between the Mind Maps quite easily.

Memory Factors

There are two main factors that improve memory. They are **association and hierarchy**.

A hierarchy is simply a series of different levels, or categories. By having your knowledge structured in this way, you will be able to 'follow the path' in your mind.

The brain will form a **memory map** based on the Mind Map. The map will serve to direct you in the right direction and enable you to access the information as and when you require it.

The Mind Map Tutor is simply there as the Key to unlock the doors to what is already there.

The brain and how it works

This can be somewhat controversial, but it is widely accepted that the brain is divided into two hemispheres, with each hemisphere being primarily responsible for different functions.

The **left-brain** is said to be the **logical, analytical side** and the **right-brain** the **artistic, creative side**.

While this is a simplistic description of something as complex as the brain, it can be used to illustrate what I am trying to tell you.
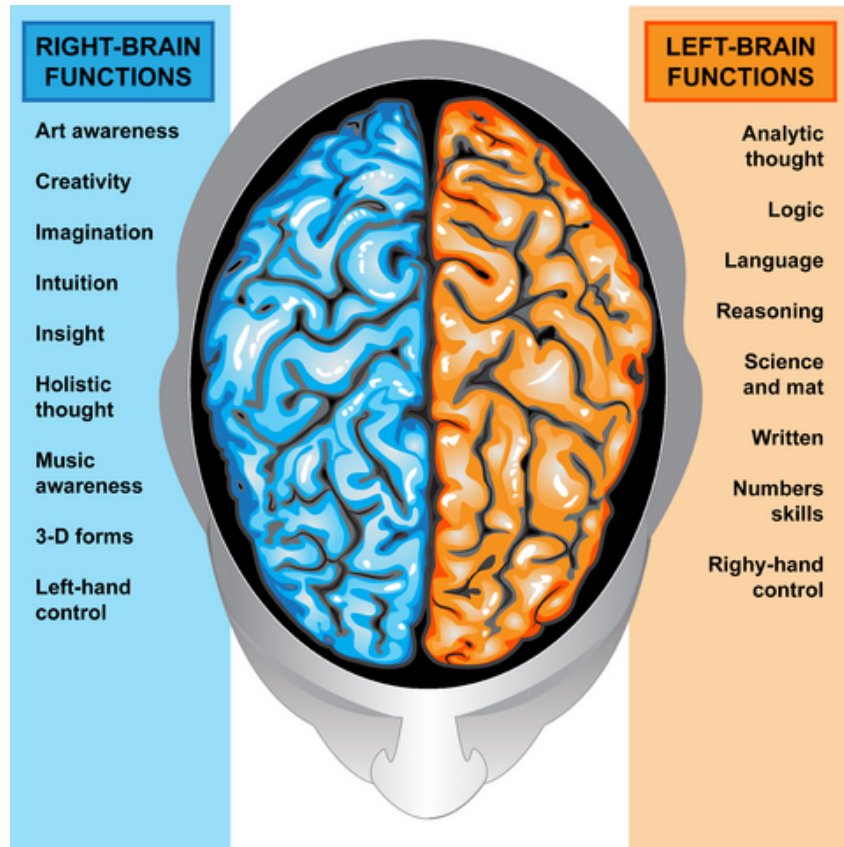
Left-Brain Right-Brain Functions

A Mind Map naturally appeals to both the artistic, creative side in you, as well as the analytical, logical side.

Whether you believe in left-brain, right-brain theory is not the point. By using Mind Maps you will naturally use as much of your brain as possible when learning. This gives you the best chance possible to learn faster and easier.

Our role

Our role is twofold.

We show you how to **create your own Mind Map Tutors** (as in this ebook), so that you can learn any subject faster and easier.

We provide you with some **ready-to-use Mind Map Tutors** created by us and our group of affiliate Tutors.

These Mind Map Tutors give you a **head-start** in learning your subject. That is their only function. We expect you to add your own notes, thoughts, pictures, links, etc. so that you become fully engaged with the subject.

Our Mind Maps are a framework only. Some people never develop it further. They simply take our framework, memorise it and then use it as a guide to the details.

By memorising the framework, you will find that you may already know 80-90% of the work.

Benefits of a Mind Map Tutor

- ➢ You have a framework to guide, or tutor, you through the subject.

- ➢ Each Mind Map is an easy to remember framework.

- ➢ Each Mind Map triggers recall to the details.

- ➢ Details are not lost – They can be in notes or detailed branches.

- ➢ You simply 'drill' from one Mind Map to another by clicking.

- ➢ You can add your own ideas and thoughts.

- ➢ You can add your own resources like pictures, documents, websites, etc.

- ➢ You can make the Mind Map 'your own' by interacting with it.

- ➢ You can learn faster and easier by using your whole brain.

How to Mind Map in Seven Steps:

Take the time to learn how to Mind Map with these seven steps, and use the <u>Mind Map principles</u> (See Mind Map below) to guide you.
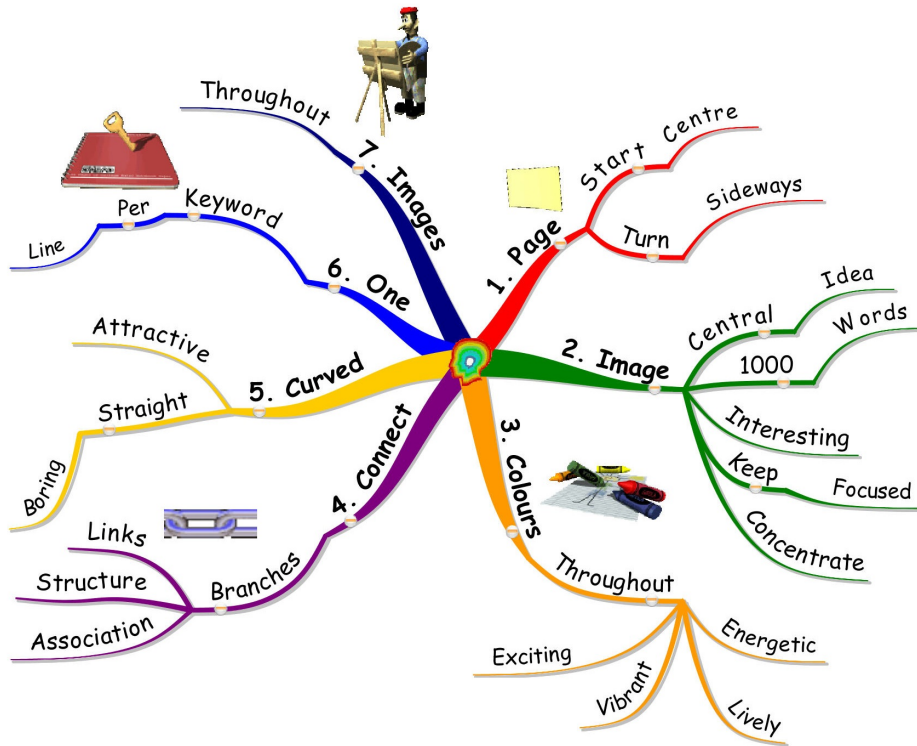
How to Mind Map in Seven Steps

1. Start in the centre of a blank page

- ➢ Turn the page sideways (Set your page to landscape on the computer)
- ➢ Your brain has more freedom to spread out in all directions

2. Use an Image or Picture for your central idea

- ➢ An Image is worth a thousand words
- ➢ It stimulates your imagination
- ➢ It is more interesting
- ➢ It keeps you focused
- ➢ It helps you concentrate

3. Use Colours throughout

- ➢ Colours are exciting to the brain
- ➢ Colours add vibrancy and life to your Mind Map
- ➢ Colours add energy to your creative thinking

4. Connect Main Branches to the central image

➢ Connect second and third level branches

➢ The brain works by association

➢ The brain likes to link things together and create structure

5. Make your lines curved

➢ Straight lines are boring

➢ Curved branches are attractive

6. Use One Key Word per line

➢ Single Key Words give your Mind Map more power and flexibility

➢ Each word or image creates its own associations and connections

➢ Each Key Word is able to spark off new ideas and thoughts

➢ Phrases dampen this triggering effect

7. Use Images throughout

➢ Each image is worth a thousand words

➢ 10 images will give you 10 000 words!

Here is the Xmind Version:

See how well it reflects the Mind Map Principles.
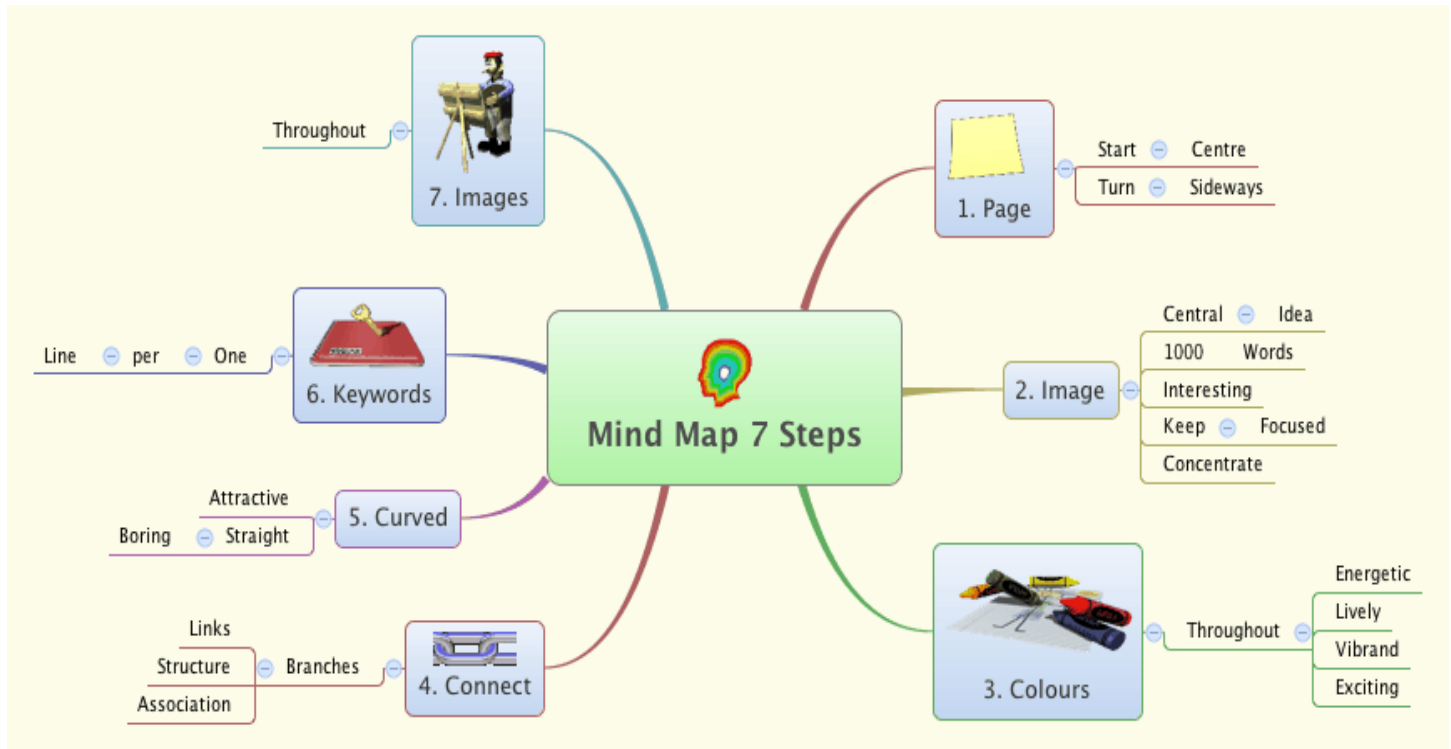
The Mind Map Principles

Using the Mind Map Tutors to Learn

Below is a summary of the Mind Map Organic Study Technique (MMOST), as originally stated in the Mind Map Book.

Tony Buzan recently changed the name to the Buzan Organic Study Technique (BOST).

1. **Preparation**
   a. Browse the Mind Maps
   b. Set time and amount targets
   c. Mind Map existing knowledge on the subject
   d. Mind Map your goals
2. **Application**
   a. Overview – main branches
   b. Preview – first and second levels
   c. Inview – Details
   d. Review

Mind Map Tutors cover the **application** part of the method. You could still do the preparation part on your own.

The study technique and the whole learning cycle is covered extensively in our **Learning Management Program**, which can be obtained from our website, http://usingmindmaps.com.

Where to from here

I trust that this will give you a good idea of how to learn by creating and using Mind Maps and that you will start creating Mind Map Tutors to guide you through the learning process.

Browse our website (http://www.usingmindmaps.com) and familiarise yourself with all the free tips and information on creating and using Mind Maps to learn faster and easier.

You may want to purchase some of our ready-to-use Mind Map Tutors. They are designed to give you a head-start.

Keep a lookout for more Mind Map Tutors. If you feel that we should create one on a particular subject, contact us via our contact form on http://www.usingmindmaps.com/Contact-Us.html.

We will consider your request and if we feel that it may have a large enough audience, we will do our utmost to develop one for that particular subject.

All in all, I hope you enjoy creating and using Mind Maps as much as I do. All the best with your learning efforts and may you learn faster and easier with Mind Maps. Your future is in your hands.