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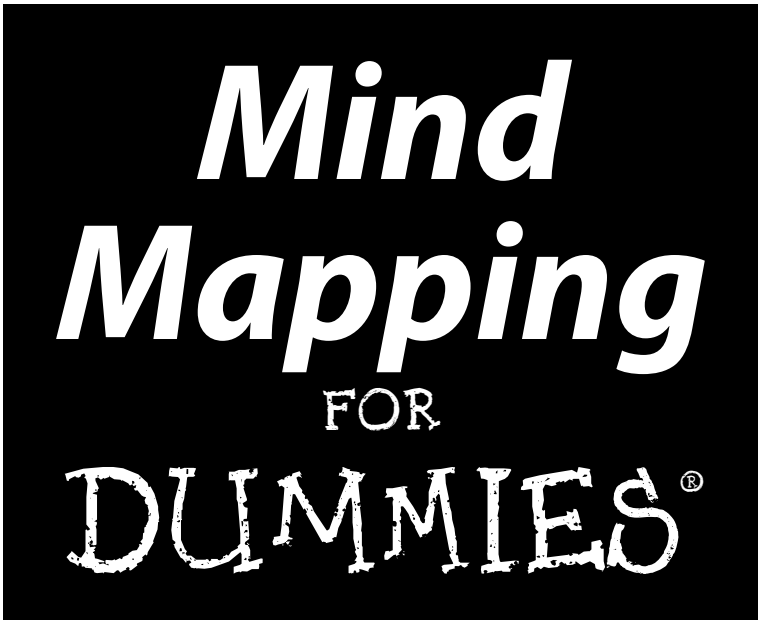

by Florian Rustler

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About the Author

Florian Rustler is an innovation coach working at international level and the founder of *creaffective*.

As a process moderator he presents strategy and innovation workshops in German, English and Mandarin Chinese to help his clients produce new solutions quickly; for example, when developing new products and services.

As a tutor he teaches organisations the processes and techniques of creative problem solving and assists them with generating an innovation culture.

He learned Mind Mapping while still at school. A teacher introduced the technique in just ten minutes during class but then took it no further. However, Florian didn't let these ten minutes go to waste. He got hold of Tony Buzan's book on Mind Mapping, the only one available at the time, and subsequently applied the technique. He later qualified as a Mind Mapping tutor and since then has given hundreds of Mind Mapping classes and published an online Mind Mapping course.

You can find out more about him at: `www.creaffective.de`.

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Foreword

Mind Mapping For Dummies is an apt idea, as Mind Mapping is something we already know how to do – we do it constantly without even realising it!

Mind Mapping replicates the way our brains think and the way we absorb information. When we think of any idea, our mind instantly starts connecting this to other images, thoughts and concepts. So why do we force ourselves to make notes, plan and create in a way that our brain doesn't like?

When I was at university, struggling to study with the mass of lined notes I had made, Mind Mapping helped me to make sense of the information, reduce my notes and remember more. Now it is doing the same for millions of people around the world, helping them to be more productive, creative and efficient in their everyday lives. Join them, and start using the full potential of your mind every day.

With this guide, Florian has created a comprehensive resource on Mind Mapping, which will be of great use to those wanting a step-by-step guide to using this powerful tool, also known as the 'Swiss Army Knife' of the brain! This book shows you how to Mind Map, what to avoid and gives you the information you need to navigate the jungle of Mind Mapping software out there.

You find out how versatile the Mind Map really is, and how you can apply this technique to plan, study, manage projects, solve problems and brainstorm.

Enjoy exploring the potential of your amazing mind!

Tony Buzan

Introduction

Many people have heard of Mind Mapping at least once or twice – and presumably you too, since you're holding this book in your hand! Or you saw the front cover with the Mind Map and found it somehow familiar. Mind Mapping has now become so widespread and well-known that the term has entered English usage.

What is Mind Mapping? Mind Mapping is a visual technique for structuring and organising thoughts and ideas.

If this sounds all rather general and wide-ranging, then you can also use Mind Mapping in a general and wide-ranging fashion, whether you generate Mind Maps with a pen and paper or with special Mind Mapping software.

Many people have heard of Mind Mapping but don't really know what it's all about. Or perhaps you're one of those people who know what Mind Mapping is and have tried working with it, perhaps with Mind Mapping software installed at work. Somehow it didn't work out and the method failed to live up to its promise. I want to change that with this book, for Mind Mapping is a very powerful method that can be of great assistance in many aspects of life. Whether you're a complete novice or already have some experience of Mind Mapping, this book is bound to be of benefit to you.

About This Book

Mind Mapping For Dummies equips you in five parts with everything you need to successfully apply the Mind Mapping techniques. As a qualified Mind Mapping tutor I have introduced Mind Mapping to thousands of people in seminars and so have a good idea of how the technique can help and what difficulties people usually encounter when learning it. The composition of this book is based on the structure of one such seminar.

So, I start with the principles of Mind Mapping and then take you through various and increasingly complex areas of the technique. You discover how to use both pen and paper and Mind Mapping software in this book. The method is the same however you generate maps.

Conventions Used in This Book

If this isn't your first book in the *For Dummies* series, you'll recognise many aspects from other volumes in the series. I use the following conventions:

- *Italics* are used for words or concepts
- The action part of numbered steps are in **bold**.

Foolish Assumptions

There are many reasons for using this book and I assume that one or more of the following descriptions applies to you:

- You're frequently confronted at home or at work with the challenge of structuring and organising information.
- You're looking for a clear and simple way of doing so.
- You want to find a method that enables you to work in a more efficient and structured manner.
- You want to learn Mind Mapping or to extend the knowledge you already have of this technique.

Mind Mapping is a technique. To be able to use it effectively, you have to acquire the right skills. Just like swimming, driving or learning a musical instrument, it requires some practice. In theory, I could explain to you in ten minutes what driving a car, swimming or playing the guitar involves. If you'd never driven a car before you'd still be unable to do so after ten minutes of theory. It's similar with Mind Mapping. To acquire the necessary skills you have to do one thing in particular: you need to use Mind Mapping.

Hence my basic assumption about you, the reader, is as follows: you're prepared to do the exercises in this book and are aware that this isn't just a book to be read on the train. I encourage you to actively generate Mind Maps as you read this book.

How This Book Is Organised

Mind Mapping For Dummies contains five parts. Depending on how intensively you have already worked with Mind Maps and what you want to use Mind Maps for, some chapters may be more important to you than others. Apart from Part I which I encourage you to read, there's no fixed order. Part IV covers advanced strategies for using Mind Maps. To understand and master these, you need Parts II and III.

Part I: Mind Mapping: The Swiss Army Knife for the Brain

In this part you find out why it's so important to visualise thoughts and information and why you shouldn't merely write them down in lists or as running text. When you've explored the basic advantages of visualising information and how they can be applied, I explain the fundamental rules for generating Mind Maps. Chapter 3 is central to all subsequent chapters in the book. After you've assimilated these rules, you may be wondering why you need them. Why Mind Mapping works as it does and how Mind Mapping has come about I explain in the last chapter of Part I.

Part II: Traditional Mind Mapping in Practice

Part II introduces the technique's main areas of application, such as structuring and organising information, using Mind Mapping to make notes from books and in meetings, and preparing talks and lectures. Part II covers Mind Maps which are generated with a pen and paper. Moreover, all the applications presented in Part II are also possible with software.

Part III: Mind Mapping Software

Part III is devoted to Mind Mapping software. With Mind Mapping software you can combine the possibilities of Mind Map visualisations with the advantages of computing. I first guide you through the impenetrable forest of Mind Mapping programs and then present two such programs, *MindManager* and *iMindMap* in detail.

Part IV: Advanced Strategies for Mind Mapping

In Part IV I introduce you to advanced applications of Mind Mapping. In addition to Mind Mapping techniques for efficient reading of textbooks, you learn more about using Mind Maps for exam preparation. You also learn how to use Mind Mapping for project and knowledge management.

Many people regard Mind Mapping as a creative technique. This is too limited, but Mind Mapping can still play a role in creative processes. In the last chapter of Part IV I show you just how this works.

Part V: The Part of Tens

Part V provides a number of tips and tricks in the form of top-ten lists to help you apply Mind Mapping effectively to your everyday work. I also provide details of a number of websites on the subject.

Icons Used in This Book

Symbols with the following meanings appear alongside the text:

Remember these little gems of wisdom.

Here you can find practical instructions on how to make Mind Mapping easier for you.

This symbol highlights special features, of Mind-Mapping software for example.

Beware! Here you need to exercise caution or query your assumptions.

Where to Go from Here

This book is arranged in five parts in modular fashion. If you think that you don't need a particular application of Mind Mapping and aren't curious about what you can learn in the section, you can omit the section concerned.

If, however, you decide at some point to return to a chapter you previously omitted, you can do so easily. I recommend that you first read Part I which introduces the principles of Mind Mapping on which subsequent sections build. Even if you think that you're familiar with the basics of Mind Mapping, I strongly recommend that you read Chapter 3 on generating Mind Maps. In my classes I often find that students who think they already know how to work with Mind Mapping still learn something new in this section.

If you're now ready and willing to learn Mind Mapping, then let's get started. Before you do, you need to have the following items to hand:

- White unlined sheets of A4 or, even better, A3 paper
- Some coloured pens

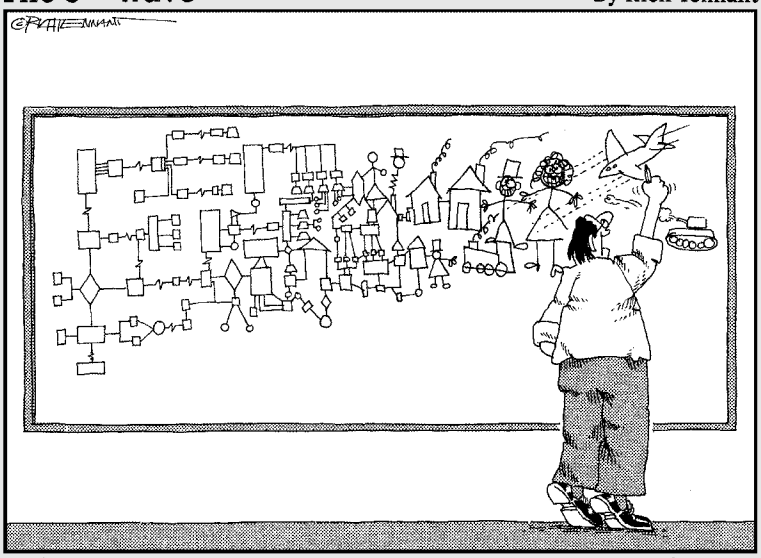
Have fun!

Part I

Mind Mapping: The Swiss Army Knife for the Brain

The 5th Wave

By Rich Tennant



When Leroy's brainstorming session deteriorated to stick figures, he decided to give Mind Mapping a try.