

## The Mind Map

**Source** : [mindmapping.com](http://mindmapping.com)

**Software** : Xmind offers a great, free service.

A mind map is a very effective tool to extract and memorize information. It is a creative and logic method to take notes and document your ideas, it helps you “map” your thoughts on a topic.

Every mind map has common elements. It is created around a central core, with lines, symbols, words, colors, images, all illustrating simple and easy to remember ideas. Making a mind map helps you go from a long list of off-putting data to an eye-catching, colorful, logical and highly structured diagram, which aligns with the functioning of your mind.

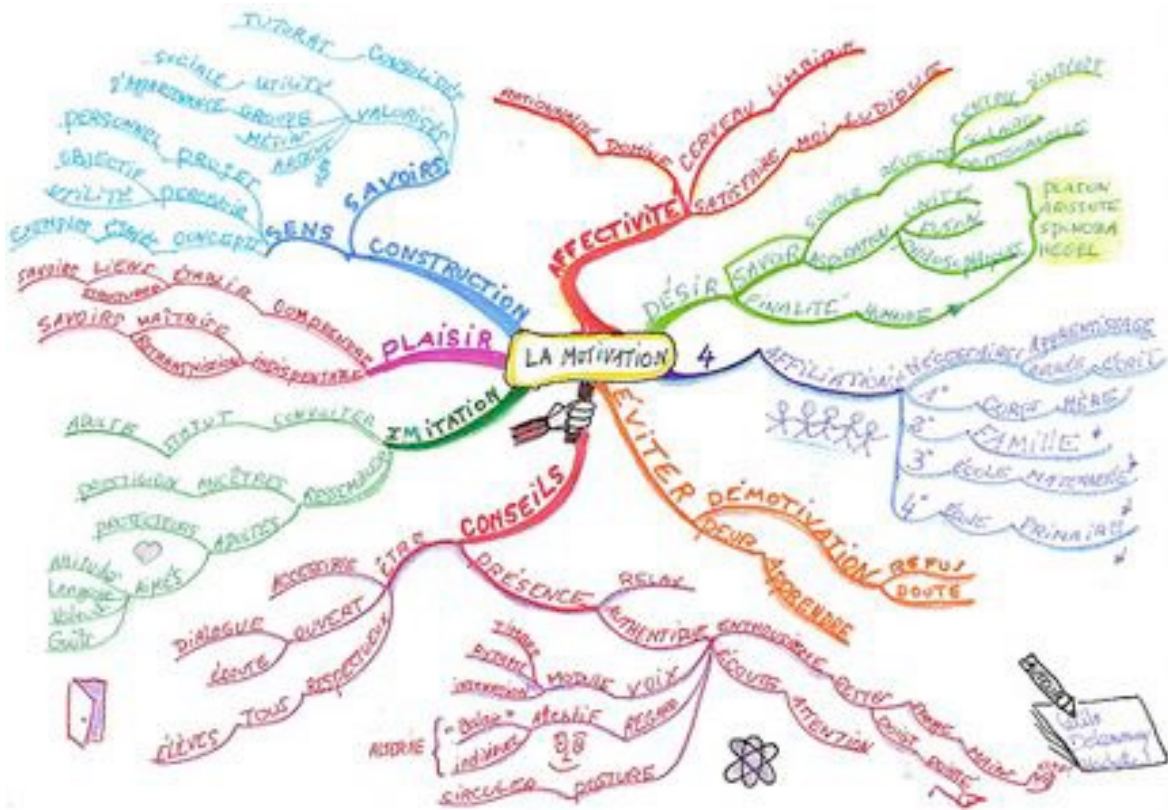
In order to better understand a mind map, you can compare it to a city map: the center of the city is the dominant topic, the main streets starting from the center represent the main ideas of your train of thought, the secondary streets represent the smaller ideas, and so on. The images or the symbols represent the milestones or the things which bear a certain importance.

The mind map is a mirror of your own personal thinking, rendered easy by a powerful graphic process, which gives you a universal key to unlock the full potential of the human mind.

**The 5 main characteristics of a mind map are:**

- The topic or the subject of the mind map is symbolized by a central picture
- The ideas or the main sections are laid out around the central picture, in the form of branches
- The branches carry a key image or a word, drawn or printed on the associated line
- The sub-topics are represented by “twigs” coming from the main branch
- The branches form a connected nod-like structure

It can be done in the form of a drawing:



Or with a software (for example, Free Mind):



You can use a mind map to help you determine the activities / tasks/ sub-tasks of your business project:

