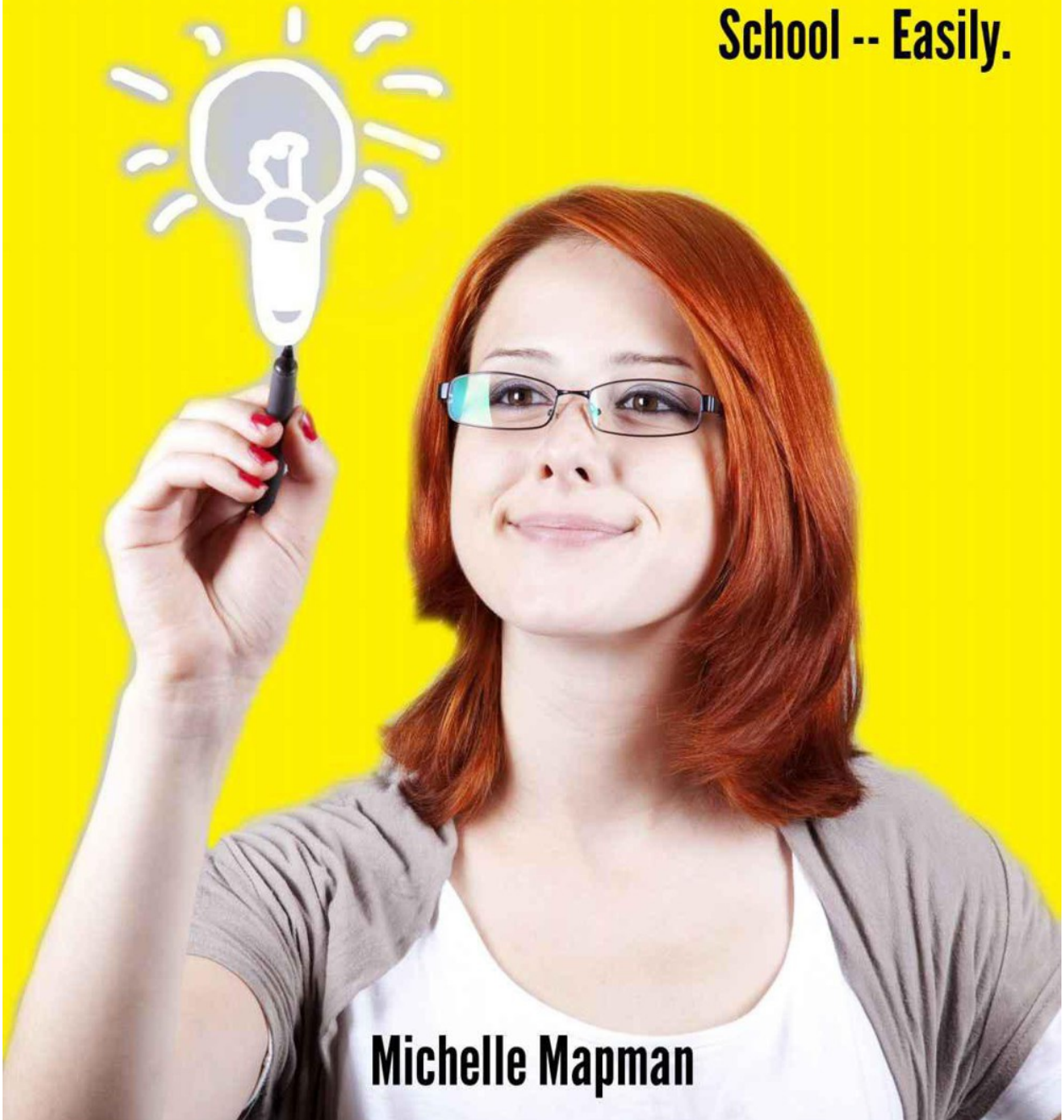
LEARN WITH
MIND MAPS

How To Enhance Your Memory, Take Better Notes, Boost Your Creativity, And Gain An Edge In Work Or School -- Easily.



Michelle Mapman

Learn With MindMaps

How To Enhance Your Memory, Take Better Notes, Boost Your Creativity, And Gain An Edge In Work Or School — Easily.

By Michelle Mapman

FREE BONUS

Thank you for purchasing Learn With Mindmaps.

As a thank you, you can get a FREE year's activation key for Concept Draw.

Concept Draw is a lead mindmapping software that ordinarily costs $199.

To get your key, just go right here and follow the instructions:

 http://learningwithmindmaps.com/

You'll be able to get started very quickly.

And it's a good thing, because mindmapping is a VERY fantastic skill to have.

Why You Should Read This Book

From a very early age, we have been taught WHAT we need to learn -- but never HOW to learn it.

And while we may have done OK with that, the truth is -- you can unlock your brain to do MUCH MORE than you probably think possible.

But to become a successful learner, you need some basic training.

And that's where this book comes in.

See, this book will show you how to rewire the way your brain works.

When you go through the following pages and implement it, you can - and will - drastically improve your thinking in school, work, and life.

You'll be able to use the secrets of Leonardo DaVinci and Albert Einstein (who used mind maps) to learn more meaningfully, efficiently, and effectively.

You'll be able to speed up your learning.

You'll be significantly more creative.

You'll know how to think out of the box.

You'll learn to visually organize and integrate information so that you can think more clearly and powerfully.

You'll know how to take better, faster, and more efficient notes.

You'll improve your writing, studying, brainstorming, and presenting skills.

You'll increase your memory stamina, being able to remember far more things than you thought you could before.

You'll be able to break down the "information overload" coming at you and start to break down complex information -- assimilating it, and then retaining it.

All of this will give you a cutting edge in school and in the workplace.

And it's exactly what you'll get from this book.

It doesn't matter if you're a student, teacher, professional, business owner, or an author -- ANYONE who wants change the way they plan and think for the better will get a lot of benefit from this book.

And, to make sure you fully understand everything, we have taken each concept and drilled it down into a step-by-step manner. Every step of the way comes with an illustrated diagram so that you fully understand how to do everything.

So go through… read this book, implement it, and watch things start to majorly change for you.

And don't forget to take advantage of our FREE BONUS at the end -- a full 1 year trial of ConceptDraw. Just sign up to our bonus page with your receipt # and you'll get automatic access.

Now, let's get going…

Table of Contents

any losses, direct or indirect, which are incurred as a result of use of the information contained within this document, including – but not limited to errors, omissions, or inaccuracies.

Chapter 1: What is Mind Mapping?

You may have heard a lot about mindmapping, but you might not yet know why mind maps are absolutely FANTASTIC to use in your everyday life.

Simply put – they can increase your memory, help you study, let you retain books better, and really just start to improve every single area of your life.

Let's go over exactly what a mindmap is, first, and then we'll go over how you can use one to improve your life.

See, mind mapping is when an idea, word, or concept is explored through a diagram.

For example, maybe someone wants to go through and explore a book that they just read.

They would put the name of the book in the center of the mind map and the supporting ideas and concepts are added through lines, circles, squares, images or shapes.

Information is highlighted by the use of color and other creative uses of the different elements used in the mind map.

They can either be done by hand or by using software but the ultimate goal is to flesh out a central idea or concept visually.

Many of us have used mind maps in some form or fashion without realizing we were doing it. If you've ever been in a class or workshop where the person leading it drew a central concept on the board then connected related concepts to it using lines, then you've experienced a mind map. Most likely it was a very simple form but it was one nonetheless.

Mind maps have been in existence for many decades and were born out of other similar concepts that have been around much longer.

History of Mind Maps

A mind map is a type of spider diagram.

A spider diagram is an extension of a Venn or Euler diagram which is a diagram that shows all of the possible relationships between a specific set of objects.

Venn diagrams have been around since the late 1800's and were first used by John Venn. They are diagrams that use circles to analyze different probability propositions. They are used most commonly in the fields of probability, logic, statistics, linguistics and computer science. Euler diagrams also use circles to analyze the relationship between a set of objects. The first use of Euler diagrams is typically associated with Leonhard Euler who lived during the 1700's.

Venn diagrams are very closely associated with Euler diagrams also referred to as Eulerian circles.

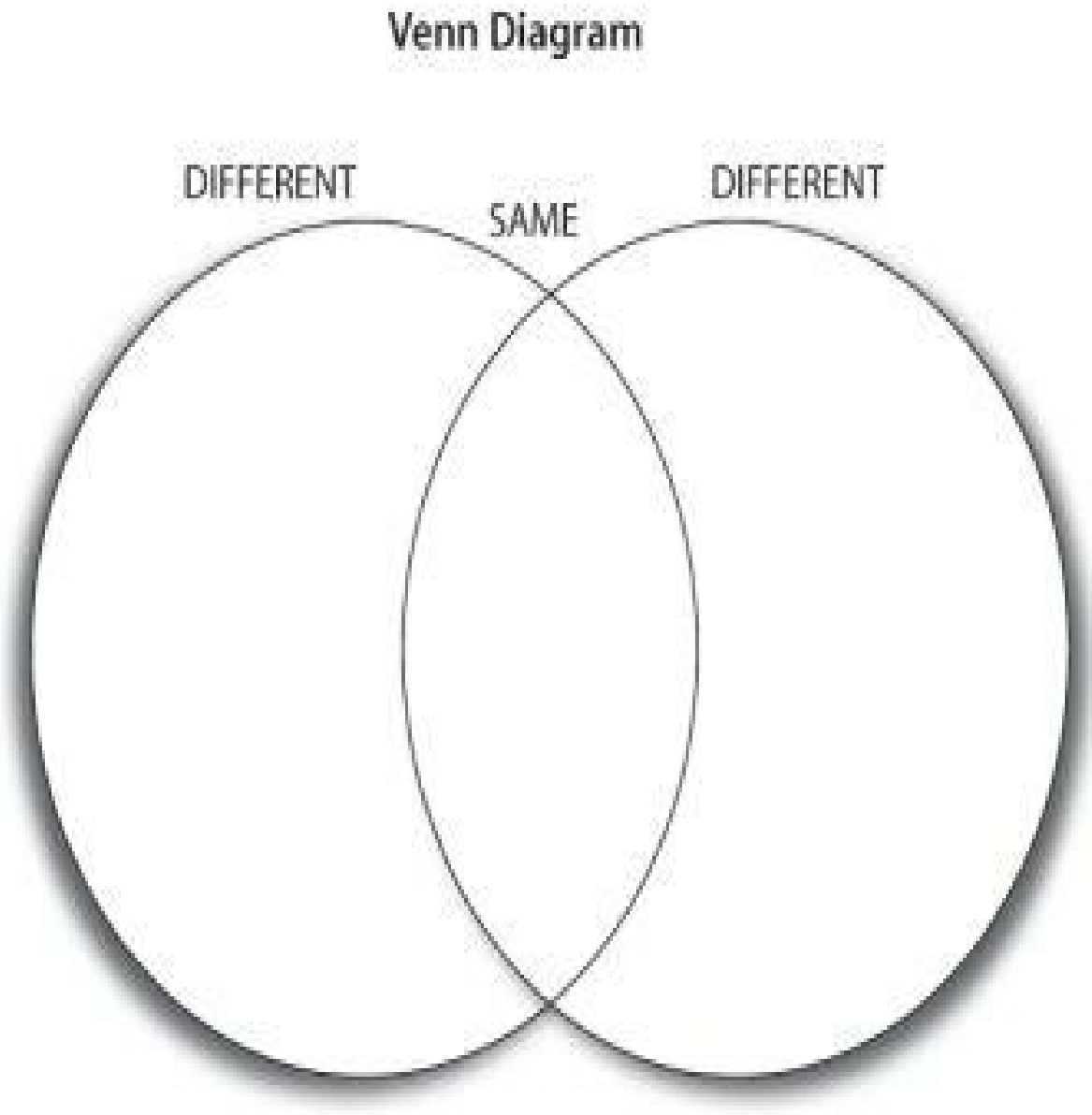


Figure 1-1 Simple Venn Diagram

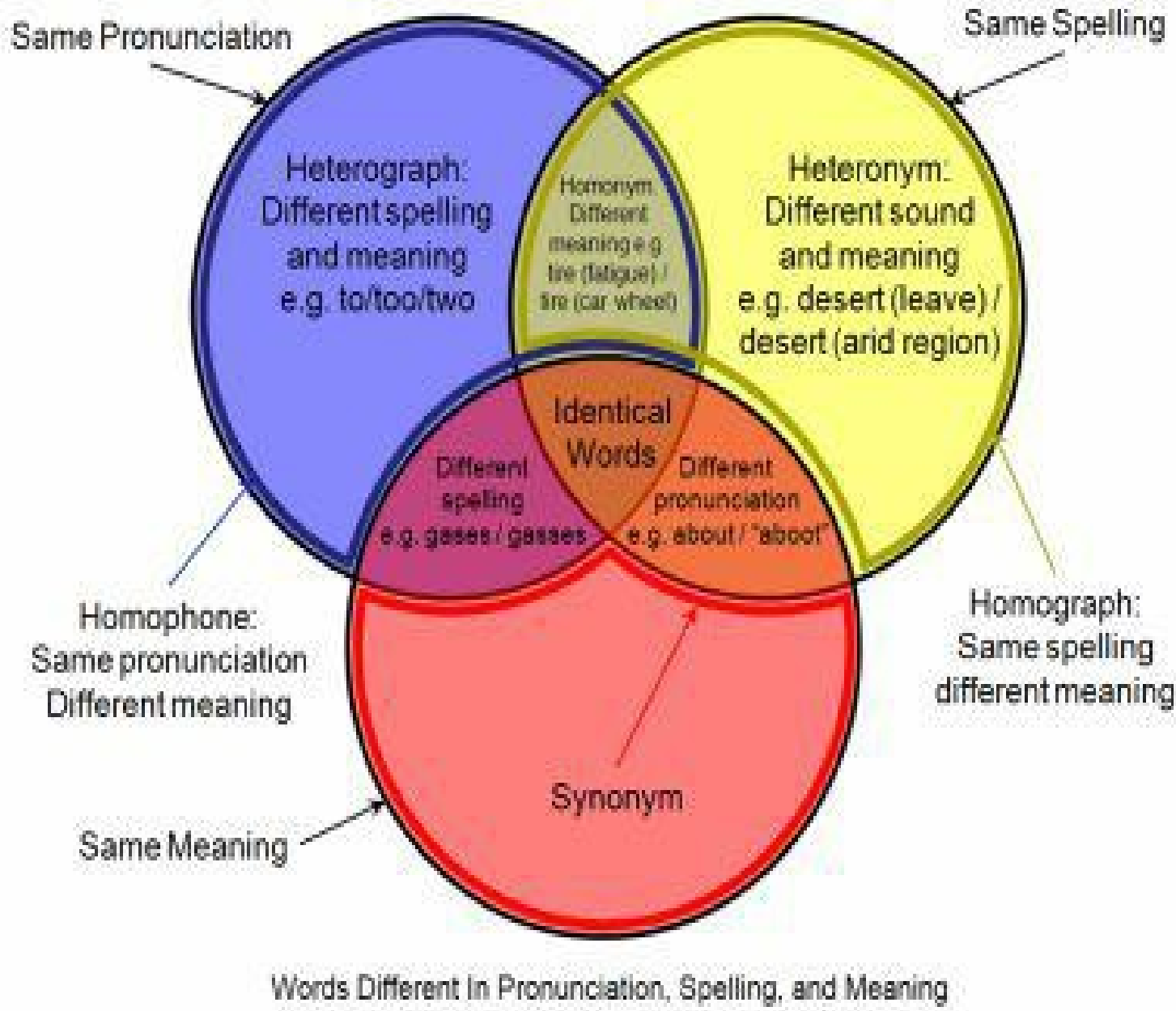


Figure 1-2 Venn Diagram

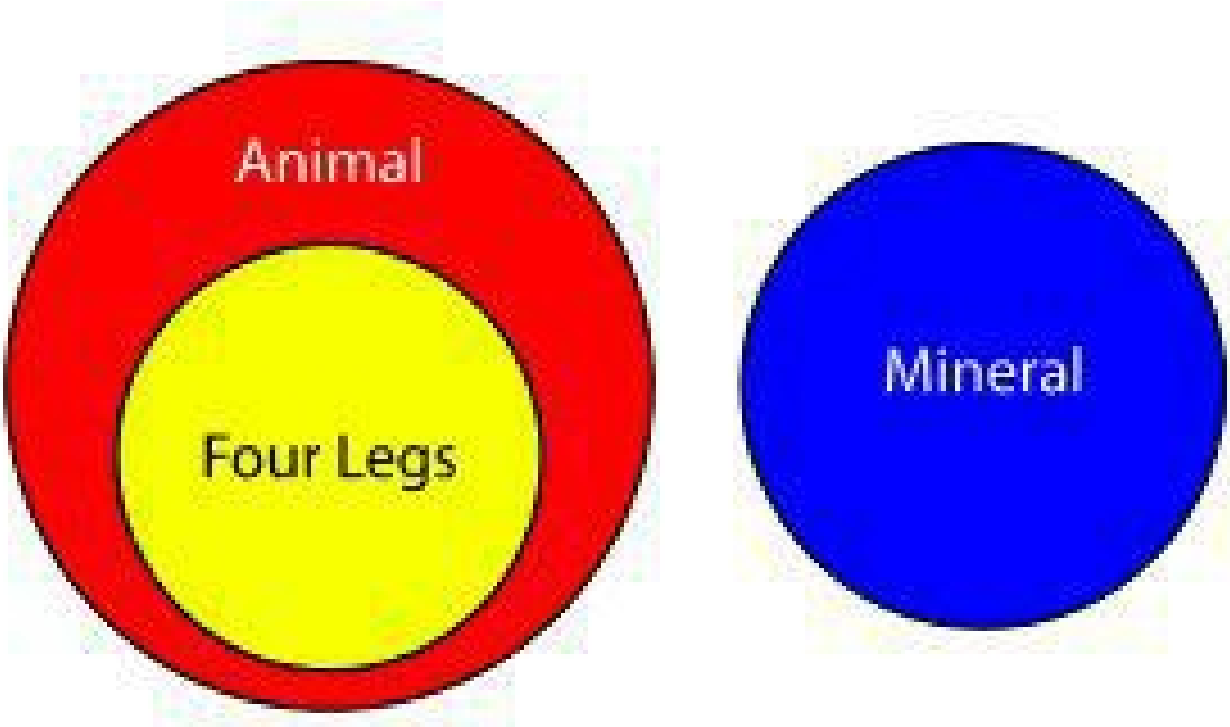


Figure 1-3 Euler Diagram

Figure 1-1 and 1-2 are examples of Venn diagrams. Figure 1-1 is a very simplistic Venn diagram with two different sets. It can be used to analyze the points where two different objects have shared similarities. Figure 1-2 is a more complex Venn diagram with three different sets which are used to analyze how the three different sets intersect with each other.

Figure 1-3 is a Euler diagram. You can see how they both involve circles but in slightly different ways. While a Venn diagram highlights all possibilities that are present between the different sets being explored, Euler diagrams highlight a subset of the possibilities that are present between the different sets. With Euler diagrams, certain possibilities may not be highlighted at all.

The spider diagram is an expansion of the Venn and Euler diagrams that adds existential points to them using branches to link the different sets together. Spider diagrams expand on the black and white comparisons of Venn and Euler diagrams and adds an "or" component. For example, if a Venn diagram is analyzing the similarities between dogs and horses, the spider diagram would address those similarities between dogs and horses and add in cats to the mix. It essentially provides the opportunity for you to address more complex probability theories like those found in "if…then" situations.

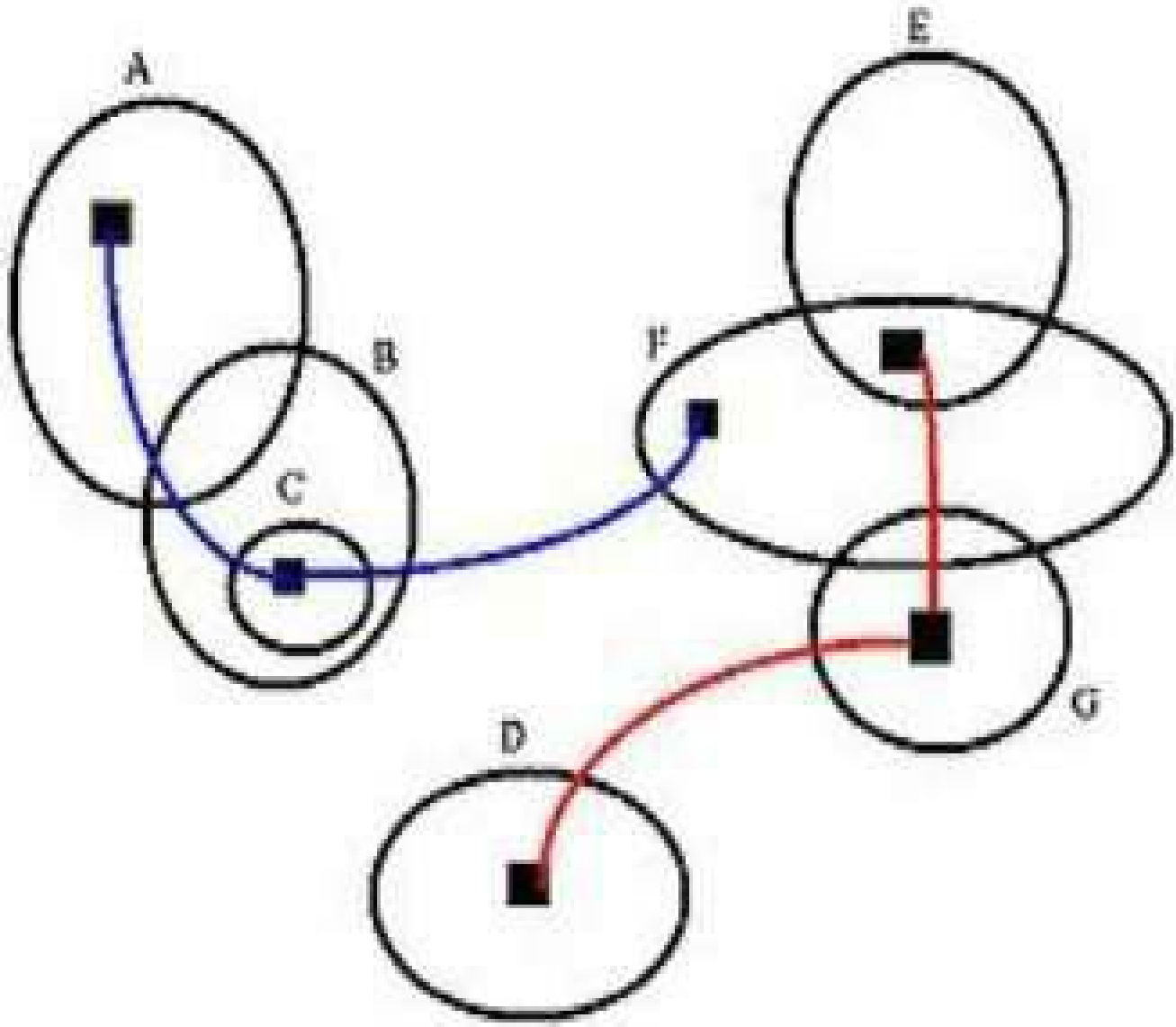


Figure 1-4 Spider Diagram

A mind map looks much more like a spider diagram than a Venn or Euler diagram but rather than having multiple sets or objects being analyzed, it has one single object that is being fleshed out more fully through the branches.

The term mind map was first popularized in the 1970's by Tony Buzan a psychology author and television personality with a television series that aired on BBC TV called *Use Your Head*. Through this series and the companion book series, Buzan introduced and popularized the term mind map. The idea was inspired, in large part, by the concept of general semantics which was developed by Alfred Korzybski. The principles of general semantics explain that human beings

are limited in what they know by their own experiences and personal instincts. That is a very oversimplified explanation of general semantics as I understand it. Through general semantics, Korzybski suggests that we approach life with an attitude of "I don't know. Let's see." This means giving yourself the ability to consider that you don't automatically know everything. It also means that you open your mind to possibilities that lie outside of your sphere of experience.

General semantics suggests that because of our language and our pre-disposed notions we experience world through a filter that alters our ability to truly face reality. There are some tools that are suggested to help someone practice general semantics.

1. Sit in silence

   By taking the time to sit in silence and truly consider what's happening in the world, a person can look past those barriers that cause us to view the world through our own perspective. It isn't that much different than intentional meditation where you are focused on receiving the true reality of the world.

2. E-prime

   E-prime is short for English Prime. E-prime is a prescriptive version of the English language without all forms of the verb "to be". It was proposed by Dr. David Bourland, Jr. as an addition to general semantics after the death of Korzybski. Dr. Bourland studied under Korzybski and suggested E-prime as a way to enforce the teachings of general semantics. He compiled and published three volumes of essays to support E-prime. *To Be or Not: An E-Prime Anthology, More E-Prime: To Be or Not II*: 1994 and *E-Prime III: a third anthology*: 1997.

These are just two of the more simple tools used to enforce the teachings of general semantics which is a teaching largely used in different areas of education that involve communication like journalism. Buzan worked as an educational consultant and wrote several books on various aspects of the brain as it relates to memory. He created mind mapping as a way to better reflect how the mind works to receive and process information. His theory was based on the idea that when readers scan a page they do it in a non-linear fashion that isn't reflected in the traditional way that information is shared in the written form especially through outlines.

Forms of Visualization

Mind mapping is a form of data visualization. It allows the person creating the mind map to

visually outline information as it relates to a specific concept. There are other forms of visualization that are routinely used to take a concept from the idea phase into the execution phase.

Concept Maps

Concept maps are diagrams that show the relationship between concepts. It's a graphical tool used to organize knowledge.

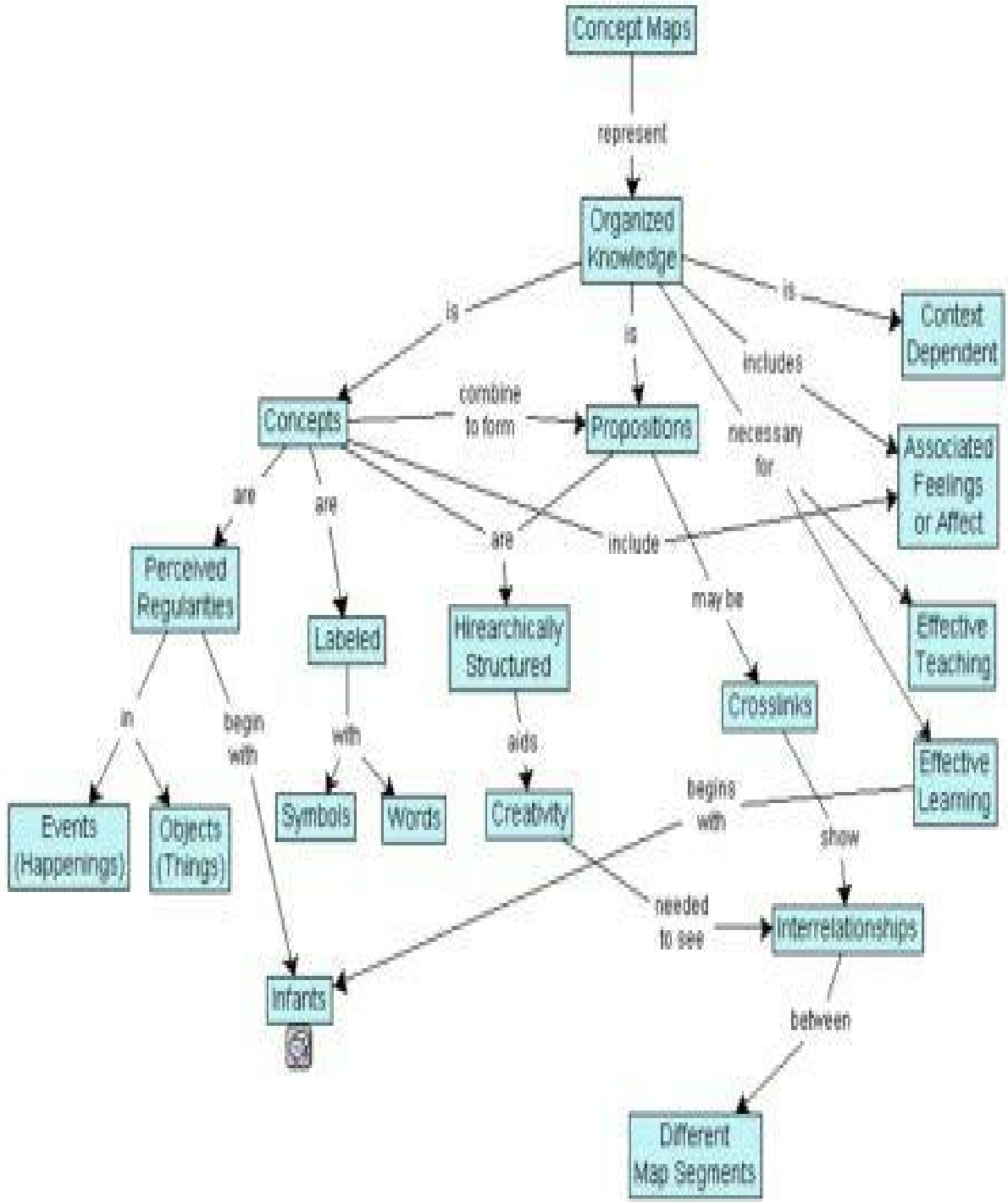


Figure 1-5 Concept Map

As shown in Figure 1-5 a concept map analyzes multiple concepts typically using boxes or circles that are connected using arrows that have been labeled with linking phrases in a downward structure. Unlike a mind map, a concept map isn't based on

a central idea. It involves multiple ideas that are analyzed as they relate to other ideas.

Modelling Graphs

Graphs that are created with the idea of indicating a relationship between different objects are considered modelling graphs. These are typically fairly straight forward and the relationship is indicated with black lines. They differ from mind maps because mind maps do indicate relationship but as it is analyzed within the mental context of the person creating the mind map. While there is a procedure for creating a mind map, the way it looks will vary depending on what's being analyzed and who's doing it.

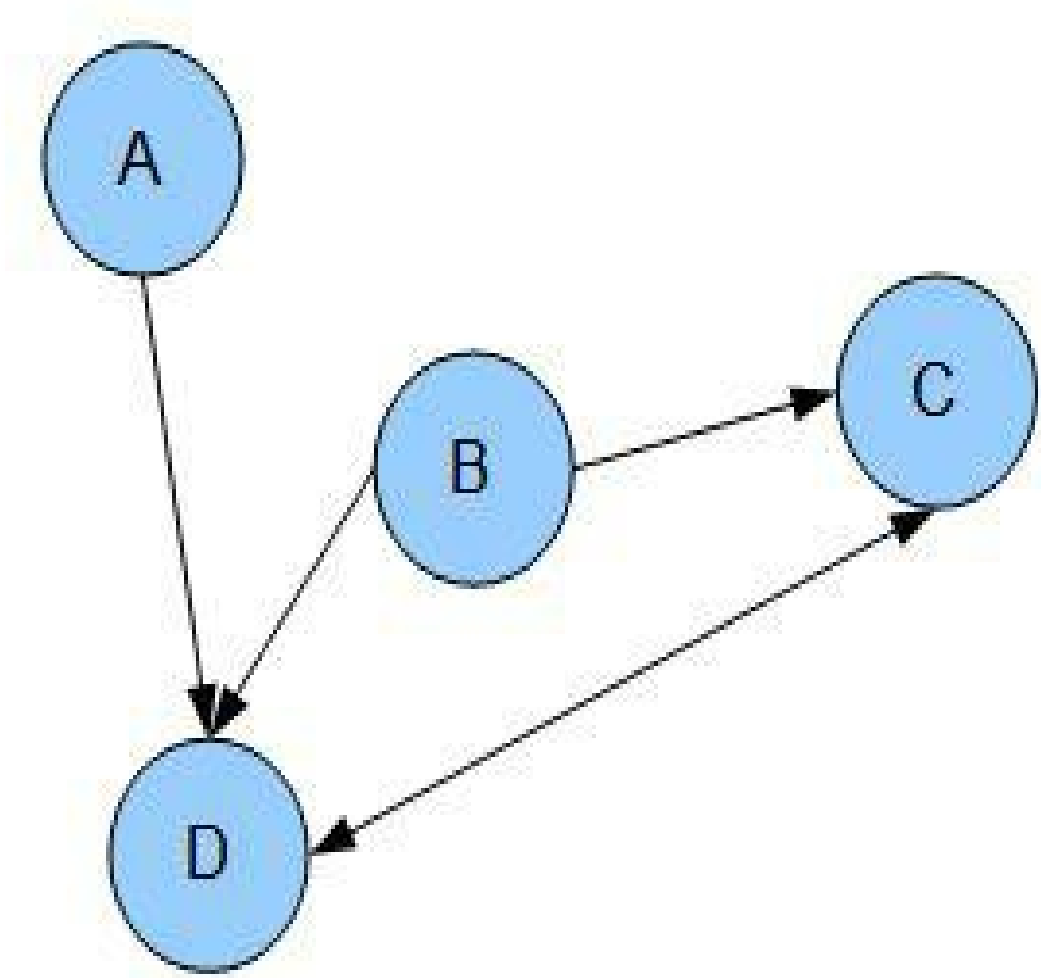


Figure 1-6 Modelling Graph or Graphical Model

Concept maps and modelling graphs both analyze concepts and information but unlike mind maps, they have a very specific construct and purpose that limits the way the analysis will take place. Mind maps are created to follow the flow of the brain of the person creating it. So while it does have a structure, much like that of the concept maps and modeling graphs, its structure is more flexible. Mind mapping can be a very powerful tool to create structure and organization around a central theme. While the most obvious use for a mind map would be in the brainstorming process, I'm going to go into further detail and show you how they can be used for many other practical applications.

Chapter 2: Why Should I Use Mind Mapping?

Now that you have some insight into what mind maps are and where they come from, you may be wondering why you should use one. There are many reasons that I will get into shortly. But first I have a few questions for you.

1. Have you ever had an idea that you wanted to explore but got stuck in the process?
2. Do you ever wish your memory was better?
3. Have you ever wished you were more organized?
4. Is your desk at home/work a mess of papers that you have to sift through every time you need something?

If you answered yes to any of these questions, then you can benefit from using a mind map. If you answered no to all of these questions, you can still benefit from mind maps. The great thing about mind maps is that they are designed to be user friendly and work in a wide variety of situations.

Improves memory

Do you feel like your memory was great as a kid but got progressively less effective as you aged?

I think most of us feel this way at one point or another in our lives. But age is not entirely the cause. The reason you were able to remember so well as a kid is largely because you didn't have a lot of information to retain. Your brain was a virtual clean slate so the information that you received was able to be fully processed and retained. As you age the amount of information you receive increases exponentially. You go from only having to focus on play to having to focus on school which gets progressively more complex as you go from elementary school to college. Then once you finish college, you have to focus on your job, your family and your daily responsibilities. Toss in there our need for socialization and activity and you add friends and hobbies to that list. When you really take a moment to think (It's ok, you can do that here), you have a lot of information in your mind at any given moment and all of it is important to you for some reason or another.

No wonder we become more forgetful as we age. We go from a very singular focus to a multi focused lifestyle and fill our brains with a lot of facts and information that can be jumbled together depending on how we receive and process it. So give yourself a break. You're probably not as forgetful as you think. You are just being bombarded with information and not allowing yourself the time to process it properly. But now that you are aware that information overload could be the reason why your memory isn't as good as it used to be, you may be wondering how to fix it.

1. Focus and concentrate

One of the biggest reasons why we lose our ability to remember things is because we're not actively focusing on the information when we receive it. How many times have you been told something while you were doing something else? When you tried to think back to remember, your mind seems to go blank and you blame it on your bad memory before moving on to the next thing. It's not your memory that's bad. It's your level of concentration and focus. I can't help but blame some of this on the increased popularity of multi-tasking. Yes it is sometimes important to juggle multiple tasks at once but there are many people who have made multi-tasking a way of life. This is highly inefficient because you are essentially splitting your attention between multiple things as a habit.

Multi-tasking is valuable when you're doing things that don't require a lot of in depth thought. For example if you need to do a large mailing, it's very possible to stuff envelopes while you have a conversation with someone else. Stuffing envelopes doesn't require much advanced thought and once you get into a rhythm, it becomes an automatic process. The challenge comes when you are having a conversation while reading. Both tasks require some level of advanced thought and focus. If you try to do them simultaneously under the guise of multi-tasking, you may look up and realize that you didn't retain any information from either the conversation or the passage you were reading. When you multi-task, your productivity drops by 40%. Your brain is actually unable to truly process doing two or more things at one time. Rather, it switches back and forth between the different tasks you're tackling. So rather than being more efficient, you are really just splitting your brain waves. We

have to take the time to truly focus on the information that we need to receive and process. But this doesn't mean that you have to take several minutes to do this. Oftentimes it only takes a few seconds to stop, receive the information and process it. Then you can move on to something else. But in this case when you need to recall the information, you'll find it much easier.

2. Use association and grouping

When you have to remember something, especially when it's something new and unfamiliar, one of the easiest ways is to associate it with something you already know. You can associate it with a specific word or an experience. Anything you can use that will connect the concept in your brain will make it easier to recall later. Once we've retained a specific piece of information, it becomes a part of our internal knowledge bank. If we're able to tie new information to our knowledge bank, it's easier to remember. Henry Markram at the Swiss Federal Institute of Technology in Lausanne conducted a study of the neurons in the brain that process and retain information. He discovered that although the brain is malleable and can grow and change as we do, the information we receive is organized more structurally like in lego blocks. He found and coined the "common neighbor rule": *the chance that any two neurons are linked, and the strength of the bridge between them, is directly proportional to number of neighbors they share*. Essentially, if the information you receive is similar to information you already know, it will be strengthened in your knowledge base and be retained more effectively than information that is completely foreign to you. So by associating or grouping new information with old knowledge, you increase your likelihood of remembering it.

3. Use more than one of your senses

We have five senses; sight, sound, touch, taste and feel. The more senses we engage at any given moment the more memorable that moment becomes. This is why actions speak louder than words. When someone tells you something, they're only engaging your sense of sound. When someone does something to or for you,