

1) DESCRIPTION OF THE TOOL**Mind Map**

A Mind Map is a graphic rational instrument that can be applied to all intellectual functions, specifically memory, learning, creativity, and analysis.¹

Mind mapping embraces imagery, colour, and visual-spatial organisation.¹

This tool allows to gain clarity about a particular theme.² Mind Map allows to outline thoughts and ideas around a determined central idea, through the use of keywords that trigger other associations and ideas.^{1,2}

Mind Map habitually is a solo activity, although it can be done in group.²

The average duration usually is 15 to 60 minutes.²

2) OBJECTIVES OF THE TOOL

Mind Map will allow the individual to:

- Review his/her thoughts and ideas, regarding a determined topic;
- Organise his/her thoughts and ideas, concerning a certain topic;
- Make connections between his/her thoughts and ideas, about a particular topic;
- Enhance his/her creativity and memory.

3) CONNECTION OF THE TOOL WITH THE SKILL

Mind map contributes to increase the individual's Creativity.³

Specifically, this tool stimulates the use of Divergent and Convergent Thinking, as it fosters the association and connection among different data and information and the creation of new ideas related to the central theme.³

4) RESOURCE MATERIALS

Mind Map requires one of the following materials:

- A paper sheet, preferably large size, and marker pens;
- A whiteboard and markers pens;
- Design software/apps (e.g. iMindMap, Edraw Mind Map).

5) HOW TO APPLY THE SKILL

Step 1 – Select a central idea or topic^{1,2}:

- The selected topic is the starting point of the Mind Map and represents the theme that will be analysed and explored;
- The topic should be written in the centre of the page or whiteboard and should include a drawing or an image that symbolises the topic. This image will contribute to trigger associations and retain the individual's attention, as the human brain react better to visual stimuli.

Step 2 – Add ramifications to the central idea^{1,2}:

- The main branches derive from the central idea and constitute key themes. At this moment, it is possible to explore each theme or main branch more deeply by adding it secondary branches;
- It is possible to continuously add new branches to the central idea;
- The structure of the Mind Map emerges naturally, as new ideas and associations come up from the various concepts.

Step 3 – Add keywords¹:

- Include a key idea to every branch;
- Use only one word per branch, as it triggers a bigger number of associations;
- The use of keywords elicits associations in the brain and promotes the memory of high amounts of information.

Step 4 – Colour the ramifications¹:

- Colouring connects visual and creative skills with logical and numerical skills, and supports the creation of mental shortcuts;
- Colour code allows to categorise, underline, and analyse the information, as well as to recognise new connections;
- In addition, colours make the images and contents more appealing and engaging.

Step 5 – Add images¹:

- Images express much more information than a word;

- ▶ Images are processed immediately by the brain and they act as visual stimuli to recall other information;
- ▶ In addition, images are a universal language, that can overcome any language barrier.

6) WHAT TO LEARN

Mind Map is a tool that allows to review, organize, categorize and make connections between thoughts and ideas, even if they seem to be unrelated.³

Mind Map increases Creativity, as it allows the creation of new ideas and the association among the different data and information. Mind map contributes, as well, to improve the memory.³

In addition, Mind Map allows to: solve problems, through the analyses of the concepts in detail; make organised, clear, and systematic plans; and set short-term and long-term goals.⁴

References:

1 <https://imindmap.com/how-to-mind-map/>

2 <https://medium.com/constraint-drives-creativity/10-creativity-challenges-to-exercise-your-creative-confidence-ff6f19ba4241>

3 <https://mindmapsunleashed.com/the-mind-mapping-concept-and-how-you-benefit-from-this>

4 <https://www.edrawsoft.com/mind-map-application.php>