

4 steps to effective mind mapping

with the FAST framework

New users of mind mapping software tend to get stuck and have trouble advancing beyond the basics. This simple, 4-step process is based on best practices. It's designed to help you cut your big challenges down to size, accomplish more in less time and to help you think, plan and create at a higher level. Here's a high-level overview of the FAST framework.



STEP 1: FOUNDATION

Like a house, a mind map needs a solid foundation. Without it, you'll be challenged to create a cohesive, understandable visual representation of your thinking. The foundation of a mind map is its first-level topics.



STEP 2: ASSOCIATE

Now that you have finalized your map's first-level topics, it's time to start building out the content of your mind map. During this step, you can apply 6 techniques to ensure the content of your mind map is complete and easy to understand.



STEP 3: SYNTHESIZE

Synthesizing information in a mind map is the process of taking bits and pieces of information, discerning patterns hiding within it and creating new and coherent thoughts from them. It's all about organizing, distilling and making sense of everything you've gathered in step 2.



STEP 4: TRANSFORM

When you're satisfied that the structure of your mind map is complete and understandable, it's time to add the finishing touches - topic enhancements that will multiply its utility and value. You can use 8 types of enhancements to put the finishing touches on your mind map.

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