

HOW TO READ A MIND MAP

TIP: Think of the mind map as a visual version of a traditional hierarchical text outline, where the central topic is the title, first-level topics are equivalent to the first level of the outline, and so forth.

1 View the central topic. What is the overall theme of this mind map?

2 Starting at the 12:00 position (top center) and moving clockwise, read the 1st-level topics only. What is the high-level SCOPE of information this mind map covers?

3 Next, drill down to the lower levels of the mind map. Start with the first topic on the top right side of the map. Review each group of subtopics, and try to discern what the map's author is trying to say.

4 Repeat this process for the other 1st-level topics, taking each one in the order in which it appears.

5 Review the map's legend (if it has one) so you understand what the author means by each type of icon or symbol used in the mind map.

6 Follow any relationship lines and try to understand how the two linked topics are related.

7 Read any notes, attachments and links that are joined to the topics of this mind map.

8 Return to your high-level perspective of the mind map. What is the author's overall message? What is he trying to communicate via this mind map?