



MIND MAP READINESS CHECKLIST

Step 1: Foundation

- What is the objective of your mind map?
- What is the purpose of this map?
- Who will you share it with?
- What level of knowledge can you assume?
- What aspects of your topic do you need to be sure to cover?
- Imagine your mind map is a book. What are its chapters?
- What's the desired outcome? What does winning look like?

Step 2: Associate

- What knowledge or information do you need to capture?
- What's essential in order to make this section of the mind map complete?
- What don't you know?
- What questions do you have?
- What needs to be explained more clearly or in greater detail?

Step 3: Synthesis/sense-making

- What elements of your mind map appear to be related?

- What topics should be consolidated or combined?
- Is the meaning of each topic clear?
- Does the map achieve your objectives?

HOW CAN YOU:

- Combine topics?
- Delete irrelevant info?
- Move into logical groupings?
- Add detail/expand it?
- Classify it/add meaning?
- Park undecided items?
- Sequence/order items?

Step 4: Transform

- What knowledge or information should be connected?
- What symbols or icons convey the meaning you intend?
- How can you use topic colors to selectively draw attention to the most important parts of the map?
- What do you want others to focus on when they first see it?