



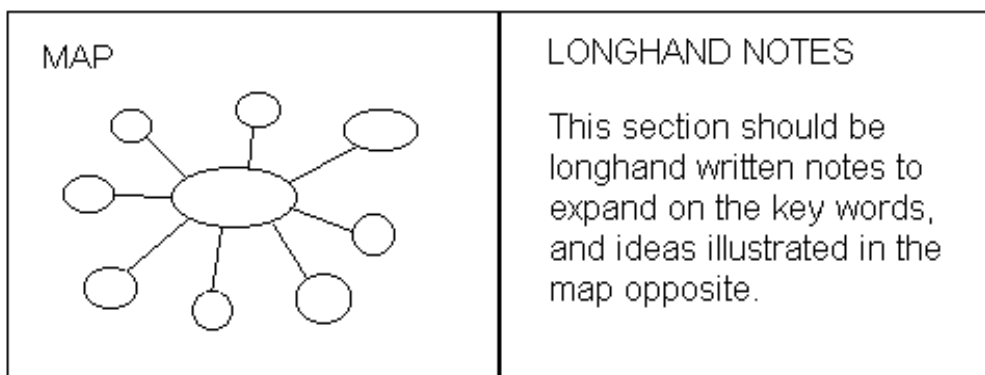
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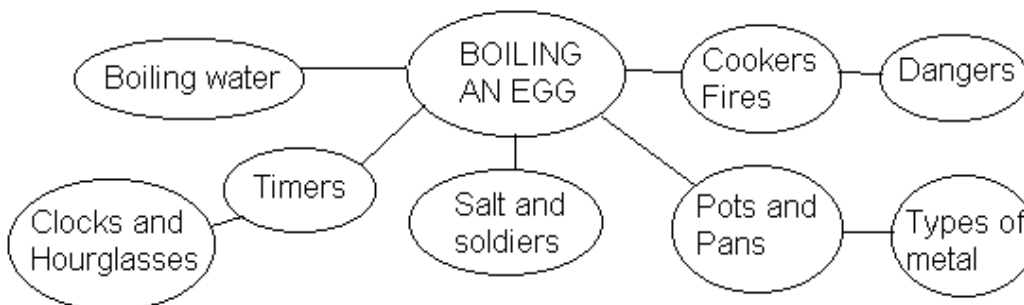
## Mind-mapping and Planning Techniques

Mind-mapping and planning techniques are useful for taking notes in class, making your own summarised revision aids, and can be used to help plan essays and projects.

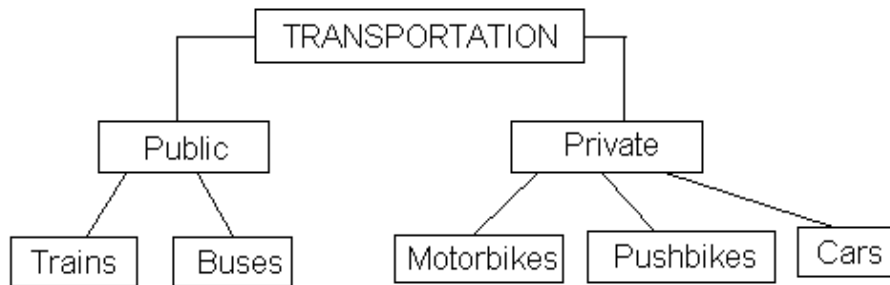
1. Use big notepads. The ideal notebook is an A3 Artists pad.
2. Open it fully on the desk. Use one side for drawing a map of the topic and one side for jotting down 'longhand' notes. This is what I mean:



3. Your 'map' should be a visual overview of the topic. You can use **spider maps**. These have the big ideas in the middle and the related little ideas as legs.

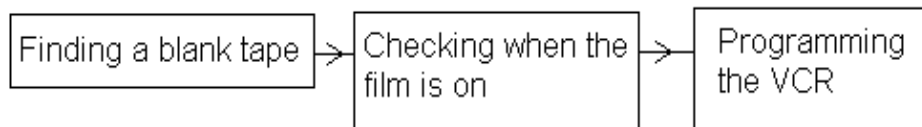


You can use **pyramid maps**. These organise the topic like this:



You can have **flow diagram maps**. These organise the topic into a series of stages.

### VIDEOING A FILM



You can also mix all three sorts of maps. The main thing about a map is that it should tell you all about the topic in a glance. It should also be easy to draw and have as few words as possible.

**4.** Your longhand notes should be about key elements in your map. For example, in the class on egg boiling, your longhand notes might say "Cookers can be dangerous. Study on accidents by O'Brien (1989) showed 70% of accidents in kitchen - due to cookers".

Take your longhand notes in any order.

**5.** After class read your map and longhand notes. Add any ideas that you remember and have included.

**6.** Colour Code your map and notes with highlighters. So in the egg-boiling example, all bits of the map to do with 'timing', and all notes to do with 'timing' should be highlighted in pink. All bits of the map and notes to do with 'cookers and fires' should be highlighted in green, etc.

**7.** Read you map and notes, section by section, and try to find a way to map out the topic better, so the map includes critical bits of the longhand notes. Draw and colour code this new map.

**8.** Stick the 'map' on your wall for a week. Look at it every day. Recite the contents of the map and trace it with your finger.

**9.** Draw the map from memory.

**Tony Buzan** has published many books on these techniques. A selection is available in most good bookshops.

"GET AHEAD" VIDEO. Step by step demonstration of how mind-mapping works and how to use it for study, revision and memory techniques.

Available From:

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Email: [buzan@buzancentres.com](mailto:buzan@buzancentres.com) Web: [www.buzancentres.com](http://www.buzancentres.com)

Article on mind-mapping for people with dyslexia:

<http://www.imindmap.com/articles/dyslexic.aspx>

**Computer programmes** are now available which help with creating mind-maps and help students to organise their ideas, essays and create outlines as revision aids. Examples are *Inspiration*, *Thinksheet* and *iMindMap*.