

Basic rules when creating a Mind Map

1. Define the reason why you make the Mind Map. Answer the question: "Why do I make this Mind Map?", "What do I want to show with this Map?". Different answers mean different Mind Maps.
2. Going from the easy stuff to the more difficult is the right way.
3. Going from group work to individual is the right step.
4. In our Mind Maps the central word / concept / topic must be limited, a compact concept and not abstract and unlimited. For example nouns, numbers, verbs, limited text, etc
5. We begin with list exercises more and more complex as we advance. Then we go to the next step. We have to Mind Map a concept / word e.g. the sea. In this case we have to have a brainstorming first, write down all these words that come to our minds in small pieces of paper and then to proceed to the creation of an early Mind Map made with these little pieces of paper on the table. Afterwards, and if we think this MM is ok, we proceed to the designation of a Mind Map in paper with pencil and later with colours.
6. Every Mind Map must have maximum 3 concentric circles (1st circle are the main branches, 2nd the sub branches in every main branch and 3rd the sub sub branches in every sub branch)
7. Every branch has only a word in it - the length of the word is equal to the length of the branch, or we can have a picture on the branch instead of a word.
8. Every branch has max 3-4 sub branches and every sub branch has max 3 sub sub branches. If we discover more sub sub branches, then we have to revise and create more sub branches earlier.
9. If we have a 2 words category, we use the most important / stronger word (the noun) as the big branch and we use the other word (adjective) as a sub branch along with other words e.g. **electric devices**. We use the word **devices** as the bigger branch and the word **electric** as a sub branch of the branch devices along with **electronic, analogue** etc
10. We use different colours for every main branch and then the colour stays the same in the sub and sub sub branches of every main branch. What changes though is the thickness of the branches. As we move towards the sub branches the thickness becomes smaller as well as the size of fonts we use which become smaller too.
11. Every branch of the same circle (e.g. main branches) have words with the same weight amongst them. (e.g. kitchen, living room and not living room, bed, table etc).
12. We do not design circles at the end of the branches because that way they become antagonistic to the central circle / concept.
13. We use - if possible - a blank, white, horizontal A3 sheet of paper.

14. We find the centre of this A3 paper by drawing with a pencil, very, very lightly the 2 diagonals of this quadrant and where these 2 diagonals meet, we should design the central word / concept / circle.

15. We first write the word and then we draw a simple line under the word.

16. After we have done this, we design a more perfect line under the word by designing it thick where it starts and much thinner where it stops.

17. We have to use powerful colours that have a good contrast with the white background such as: red, green, blue, orange, purple and not colours that could confuse us such as yellow for example.

18. All lines are **curvy**, not **straight!!**

Please add more rules you have noticed so far on MM