

Creative Tools

Mind Mapping

Mind mapping is a visual form of note taking that offers an overview of a topic and its complex information and allows teams to comprehend, create new ideas and build connections. Through the use of colors, images and words, mind mapping begins with a central idea and is surrounded by connected branches of more in-depth sub-topics.

Benefits of Mind Maps

- Helps teams brainstorm and explore any idea, concept, or problem.
- Facilitate better understanding of relationships and connections between ideas and concepts.
- Make it easy to communicate new ideas and thought processes.
- Allow teams to easily recall information.
- Help teams take notes and plan tasks.
- Make it easy to organise ideas and concepts.

How to create a Mind Map

1. All mind maps begin with a main concept or idea that the rest of the map revolves around, so choosing that idea or topic is the first step. Begin by creating an image or writing a word that represents that first main idea.
2. From that main idea, create branches (as many as needed), that each represent a single word that relates to the main topic. It's helpful to use different colours and images to differentiate the branches and sub-topics.
3. Then create sub-branches that stem from the main branches to further expand on ideas and concepts. These sub-branches will also contain words that elaborate on the topic of the branch it stems from. This helps develop and elaborate on the overall theme of the mind map. Including images and sketches can also be helpful in brainstorming and creating the sub-branch topics.
4. Once you have created your mind map, as a team you can analyse the problems and identify the area you would like to see improved.

Tip: Create a mind map using a whiteboard or large piece of paper that can be left in the staff tea room once completed. You can ask team members to add to the mind map to expand on the ideas and concepts

Mind Mapping Example

Be Well Health Clinic are considering changing clinical software and want to ensure they consider and capture all the requirements needed to implement the change successfully, including how the change may impact the team. Carol the Practice Manager discussed with the team what she was going to do and started a mind map on a whiteboard in the staff tea room. She then asked for staff to add ideas and concepts to the map over a period of time. At the end of the week, Carol had a completed map that included not only her thoughts and considerations, but also those of her team members. She now can identify areas of importance to address when considering implementing a new clinical software system.

