

Mindmapping

A Hammer Tip for Developing Communication Culture

Organize your thoughts with a graphical representation

No matter how familiar you are with an intended topic of conversation, there is no substitute for having your thoughts well organized. It prevents you from covering too much and overwhelming the person you are speaking to and lessens the likelihood that you will be sent off course by emotion or distraction.

A great tool for organizing your thoughts is a mindmap. Mindmapping quickly produces an overview of what you want to say, while giving you flexibility while you're speaking. You write things down quickly and also keep track of the connections between related ideas.

Mindmapping is graphical, so you'll find it easier to understand the instructions below if you follow along with a pen and paper.

Pretend you are preparing to speak to an employee about a perceived performance issue.

1. Ask yourself what you really want to achieve in the conversation. Then, print the goal of the conversation in the middle of a blank sheet of paper and draw a box around it.
2. Next, think of the major areas you want to cover. For example, you might want to describe your expectations, evaluate available tools and assistance, and discuss outside issues that may be affecting your employee's performance.
3. Print each of your selected topics (Expectations, Tools, Outside Issues) around the main goal box and circle them. Then connect the circled words to the center box.
4. Now, add key talking points that illustrate each of your selected topics, circle them, and connect them with a line to the circled related topic. Continue adding headings and subheadings, circling them, and connecting them to the appropriate parent concept. There is no need to go in order. Write things down as they come to you.
6. After you have finished writing down all the topics, try them out in different sequence. Remember that it's unlikely you'll be able to follow a script.
7. Keep your discussion simple and focused. If one of your topics doesn't fit the main goal, leave it for another time.

To learn more about mindmapping and other tools that promote effective conversation, give us a call at 415-675-5811.



- **Star talent walking out the door?**
- **Great ideas not reaching your ears?**
- **Succession/promotion issues?**

We work with you to develop effective communication strategies that build a strong connection with the people you need to succeed.

We pride ourselves on treating each client as an individual and provide tools and a schedule that suit your unique goals, needs, and environment.

No cost initial assessment.

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