A Quick Introduction to the Concepts of
Mind Mapping and "Getting Things Done" (GTD)
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Mind Mapping

According to Wikipedia - http://en.wikipedia.org/wiki/Mind_map: "A mind map is a diagram used to represent words, ideas, tasks or other items linked to and arranged radially around a central key word or idea. It is used to generate, visualize, structure and classify ideas, and as an aid in study, organization, problem solving, and decision making."

Software (computer-based)

MatchWare OpenMind
url: http://www.matchware.com/en/products/openmind/
cost: U$249 to U$349
platforms: WinOS / MacOS

Mindjet Mind Manager
url: http://www.mindjet.com/us/
cost: U$229 to U$349
platforms: WinOS / MacOS

FreeMind
url: http://freemind.sourceforge.net
cost: free, open source
platforms: WinOS / MacOS / Linux

Software (online)
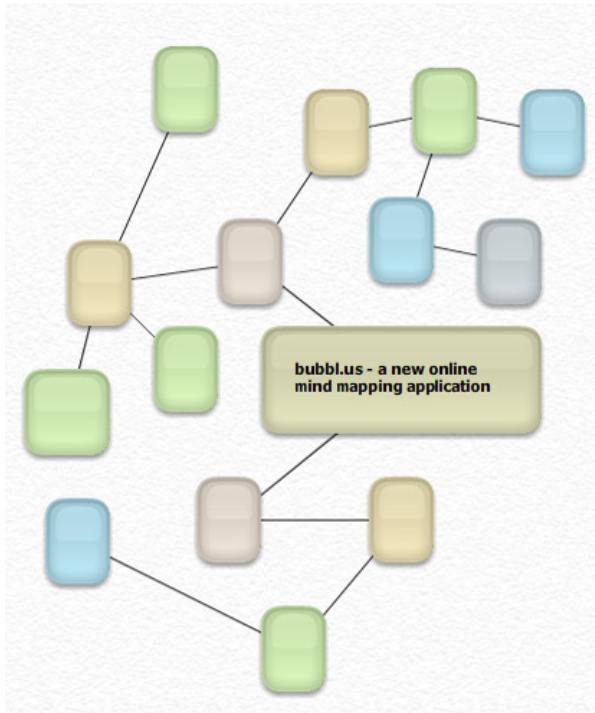
Bubbl.us
url: http://www.bubbl.us/
cost: currently free

MindMeister
url: http://www.mindmeister.com/
cost: currently in beta and free, premium U$49.92 per year
add'l info:
privatebeta@mindmeister.com

Tips on Drawing by Hand

1. Use a large sheet of paper.
2. Gather together a selection of colored pens, ranging from fine nibbed ones to highlighters.
3. Select the topic, problem or subject you want to Mind Map.
4. Get any information you will need together.
5. Start in the center of the paper with a large, unframed image which can symbolize the topic.
6. Use dimension, expression and at least three colors when drawing the central image, in order to attract attention and aid memory.
7. From the central image, radiate out key words and the most important ideas you have about the topic, each on a separate, thick line.
8. Branch thinner lines off the ends of the appropriate main lines, to show supporting data (thye more important the data, the closer it should be to the central image or idea).
9. Use images wherever possible.
10. Use colors freely in your own special code to show people, topics, themes, associations or dates, and to make the Mind Map more beautiful and more memorable.

Getting Things Done (GTD)

In 2001, David Allen - http://www.davidco.com - wrote a book which has proven to be revolutionary: "*Getting Things Done - The Art of Stress Free Management*" (isbn: 0142000280, 256 pages, C$22.00).

Unlike other time management experts, Allen does not start his emphasis on setting priorities. Instead he advocates creating lists of tasks that are specific to a context, for example, having a list of telephone calls to make or errands to do downtown. He also suggests that any new task which can be completed in less than two minutes should be done immediately.

According to Wikipedia – http://en.wikipedia.org/wiki/GTD:
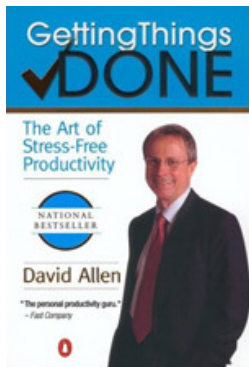
"GTD rests on the principle that a person needs to move tasks out of the mind by recording them somewhere. That way, the mind is freed from the job of remembering everything that needs to be done, and can concentrate on actually performing those tasks."

Summarized Explanation of GTD courtesy of 43folders.com, PowerPoint-style:

1. identify all the stuff in your life that isn't in the right place
2. get rid of the stuff that isn't yours or you don't need right now
3. create a right place that you trust and that supports your working style and values
4. put your stuff in the right place, consistently
5. do your stuff in a way that honors your time, your energy, and the context of any given moment
6. iterate and refactor mercilessly

Read more here - http://www.43folders.com/2004/09/08/getting-started-with-getting-things-done/
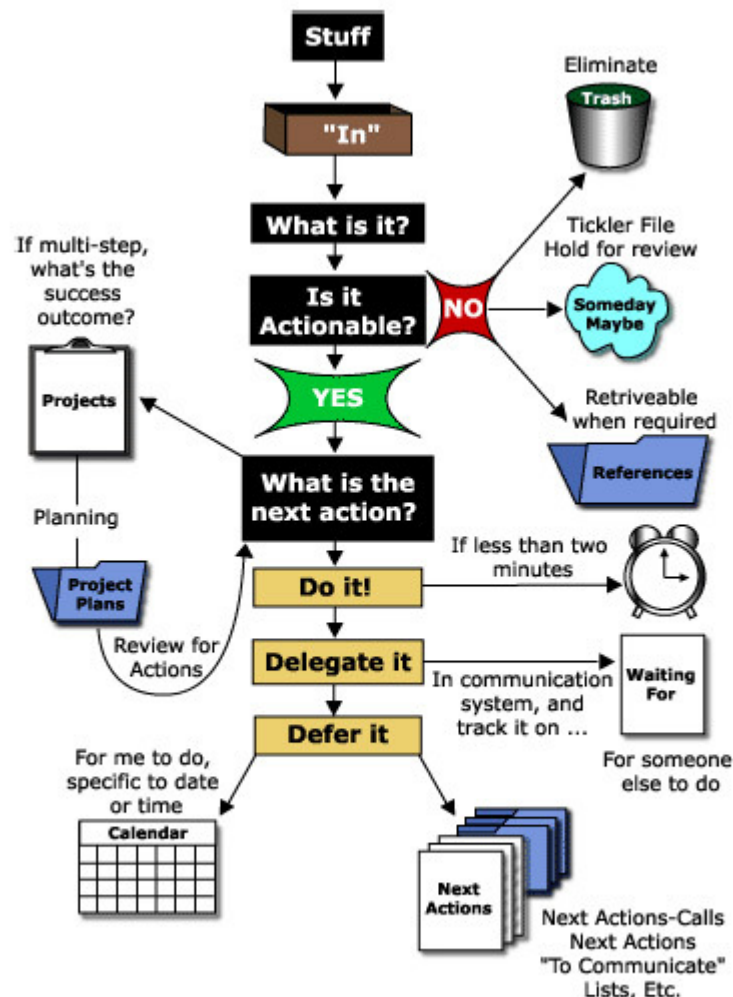
Workflow Diagram

43 Folders

David Allen had a wide-ranging 8-part discussion called "Productive_Talk" that he had with Merlin Mann who owns 43folders.com, a site dedicated to a number of interesting things, including advice on putting Allen's productivity principles into motion:

The series is available in mp3 format as single episode downloads which range from approximately 10 to 20 minutes each and between 14 and 20 megs, or as a single 40-meg file almost 90 minutes in length.

Productive Talk #01: Procrastination
URL: http://www.43folders.com/2006/10/10/productive-talk-procrastination/
Summary: David and Merlin talk about a very popular topic on 43 Folders — procrastination. They discuss where procrastination comes from and how GTD can help get you back to cranking widgets.
Running time: 13:21

Productive Talk 02: David Allen on patching GTD "leaks"
URL: http://www.43folders.com/2006/10/12/productive-talk-leaks/
Summary: David and Merlin talked about ways to patch the leaks in your GTD system — including the role of ubiquitous capture and scrupulous review. **Running time**: 10:33

Productive Talk #03: Someday Maybe
URL: http://www.43folders.com/2006/10/16/productive-talk-someday-maybe/
Summary: David and Merlin talk about how people use their someday/maybe list, as well as look at some ways you can make best use of your project list and support materials. David also makes a case for capturing 100% of whatever has your attention.
Running time: 10:22

Productive Talk #04: Teams
URL: http://www.43folders.com/2006/10/23/productive-talk-04/
Summary: David and Merlin talk about how people use their someday/maybe list, as well as look at some ways you can make best use of your project list and support materials. David also makes a case for capturing 100% of whatever has your attention.
Running time: 10:22

Productive Talk #05: Email
URL: http://www.43folders.com/2006/10/30/productive-talk-05/
Summary: David and Merlin talk about email. We learn that David coaches people to deal with a high volume of messages by treating them like you would any other input.
Running time: 17:53

Productive Talk #06: Interruptions
URL: http://www.43folders.com/2006/11/06/productive-talk-06/
Summary: In this episode David and Merlin talk about interruptions. How you can minimize the bad interruptions and make the best of the good ones. **Running time**: 10:17

Productive Talk #07: Implementing GTD
URL: http://www.43folders.com/2006/11/13/productive-talk-07/
Summary: David and Merlin look at best practices for implementing Getting Things Done. David shares some great advice on firewalling review time and warns us how to avoid the perils of "cruise control."
Running time: 9:37

Productive Talk #08: GTD 2.0?
URL: http://www.43folders.com/2006/11/21/productive-talk-08/
Summary: Merlin asks David one of the most popular questions about GTD; if he could write the book all over again today, what would he do differently? David addresses how people's understanding of GTD evolves on repeated exposures, as well hinting at future plans for making GTD easier for people to start and maintain. He makes some great points on learning to pay attention to your "higher altitudes," and wraps up by underscoring the importance of not having to rethink every task throughout the day.
**Running time**: 13:11

Productive Talk Compilation: 8-episode
URL: http://www.43folders.com/2006/11/28/productive-talk-comp/
Running time: 1:26:40

Marrying Mind Mapping with Getting Things Done

Many people who are ardent followers of GDF are also enthusiastic users of mind maps. Dr. Pascal Venier who blogs at Productivity Workflows has created a GTD template for Mindmanager - http://pascalvenier.com/blog/?p=222 - Here is a picture of the template in action on David Keener's blog in his article, *Using Mindmapping for Goal Setting and Time Management* - http://www.dkeener.com/keenstuff/mm.html
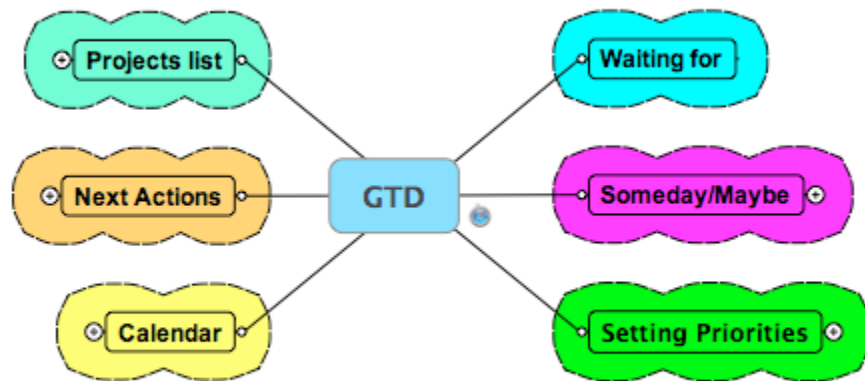
Blogs about Mindmapping and GTD

43Folders.com
URL: http://www.43Folders.com

Chuck Frey's Mind Mapping Software Blog
URL: http://mindmapping.typepad.com/

Eric Mack Online
URL: http://www.ericmackonline.com