The following text about Mind Maps is out of order. Read each paragraph carefully and drag and drop each paragraph so that the text is in the correct order.

Mind Maps – Unleashing Your Mind´s Potential

Simply put, a mind map shows externally what happens inside your brain (Buzan 1996). As a result, when used correctly, a mind map can help you plan, organize, study, remember, learn and create. It is used all over the world not only by students in the academic field, but by multinational corporations to design, create and plan. So, why not learn to use this wonderful tool and unleash your mind´s potential?

But what exactly did he find out about the human brain? One of the first things was that the brain is made up of 100 billion cells called neurons. These neurons have a nucleus and branches that radiate out and make connections among themselves. This natural architecture of the brain in the format he would later replicate in his mind maps. He also learnt that the brain is divided into two hemispheres and that they share the work: the right hemisphere is creative and handles perception, daydreaming, imagination, colors and images, whereas the left hemisphere is more lineal and takes care of sequence, numbers, analysis, logic, words, language and lists. The characteristic of a mind map is that it tries to use both hemispheres of the brain simultaneously.

Another thing he found out is that information always travels on the same path in the brain, which is why repetition is useful – it keeps the paths the information travels on smooth and clear, making the "trip" faster. In addition, he discovered that the brain remembers pictures more than words and that it remembers things that stand out or that a person highlights as important or significant. Also, because information enters the brain through the five senses, the brain will remember anything that draws special attention to the senses – good or bad! Finally, he learnt that if the brain can associate something new, with something that is already stored in its memory, it is easier to remember. These are all key elements he incorporated into mind maps.

Fortunately, Tony Buzan, a British psychologist, mathematician and scientist did just that. After feeling frustrated because he was doing poorly in university, even though he was trying his best, he spent over a decade investigating, researching and experimenting to find out exactly how the human brain receives and processes information. Using his findings, he developed what he later called *mind maps*. "A mind map is a graphic tool that offers the master key to access the brain´s potential." (Buzan 1996:69)

Well, it´s the start of a new school year, a fresh new opportunity to do things right. Making your best effort in class, turning in projects on time and paying attention are all good ways to help you do well academically, but are not necessarily enough. Wouldn´t it be great if you knew how your brain processes information, so that you could take notes more effectively, learn - not just memorize - information for oral presentations or even come up with new, creative ideas? After all, the human brain is the most sophisticated computer in existence. If only there was a way to make better use of it ...

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