

**Ways to use MindManager**

**Learn Basic MindManager Navigation**

1. From the 'Tools' menu, select **Learning Center**
2. Under Getting started, view **3 minute** tutorials (need to be online to view) on:
  - Tutorials for New Users
    - Add Visual Cues
    - Change Map Format
    - Add Information to your map 'Add Extended Information'
  - Using Mindjet Connect for Collaboration
  - Exporting and importing maps to Microsoft Office applications 'Maps and Microsoft Office'
3. View Keyboard shortcuts, Tips and Tricks and sample maps

**Increase Personal Productivity**

- Track your personal and work related action items in one location
- Check out this mindmap template of a To-Do List!
- See how David Allen, the author of "Getting Things Done", uses MindManager to manage his work

**Strategic Planning**

- Use to develop and manage strategic plans
- Check out this SWOT Analysis template!
- Check out this Balanced Scorecard template!

**Improve meeting effectiveness**

- Prepare meeting agendas and prepare meeting summaries
- View this 8 minute tutorial on "Meeting Effectiveness!"

**Brainstorming**

- Facilitate brainstorming sessions to instantaneously capture thoughts vs. the use of whiteboards and flip charts
- To conduct a brainstorming session
  - Open New Map
  - From the Tools Menu, select "Timer"
  - Select the desired time for the brainstorming session
  - Select "Start Brainstorming"
  - Step 1: Collect ideas
  - Step 2: Assign categories
  - Step 3: Group the ideas under the assigned categories
  - End the brainstorming session and discuss results and next steps with the group
- Check out this map that provides brainstorming guidelines!

**Proposal Development**

- Use to develop initial storyboard and win
- Use to develop proposal development schedule
- Check out this mindmap on accelerating proposal development

**Project Management**

- Use MindManager for project planning and delivery
- Check out this map of a project scope statement!
- Check out this 12 minute tutorial on project planning!

**Information Management**

- Use as an interface to store documents and links to frequently used websites
- Check out this 7 minute tutorial on information management!
- To add attachments, right click on a topic and select 'Add Attachments'
- To add a hyperlink, right click on a topic and select 'Add Hyperlink'

**Increase collaboration and innovation**

- Facilitate on-line, real-time collaboration among teams
- Read this data sheet to learn about the capabilities of Mindjet Connect!
- Check out this link for Mindjet Connect resources!