



- **LEFT BRAIN FUNCTIONS**

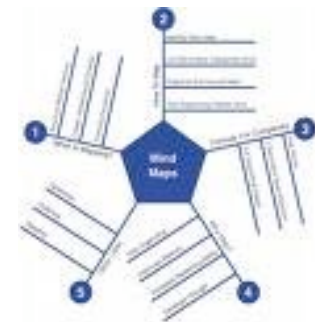
- uses logic
- detail oriented
- facts rule
- words and language
- present and past
- math and science
- can comprehend
- knowing
- acknowledges
- order/pattern perception
- knows object name
- reality based
- forms strategies
- practical
- safe

- **RIGHT BRAIN FUNCTIONS**

- uses feeling
- "big picture" oriented
- imagination rules
- symbols and images
- present and future
- philosophy & religion
- can "get it" (i.e. meaning)
- believes
- appreciates
- spatial perception
- knows object function
- fantasy based
- presents possibilities
- impetuous
- risk taking

Mind Mapping

- Uses both sides of the brain
- Stimulates creative thought
- A personal tool
- No 2 mind maps are ever the same



TIME MANAGEMENT

A **A**
CLARITY
MOTIVATION
APPRECIATION
SIMPLIFICATION

EFFECTIVENESS
ACTION PLANS
PRIORITIES
GOALS
DIARIES
MEETINGS

MINDTOOLS
SPEEDREADING
MINDMAPS

FASTER
SMARTER
BETTER
URGENT VS. IMPORTANT
WASTAGE

DELEGATION
TO-DO OR NOT TO-DO
CAREER
LIFE
COMFORT ZONES
GUIDANCE
TEAMWORK
TRUST

WORK-LIFE BALANCE
WELLBEING

LET GO
FEARLESS
EXCEED EXPECTATIONS
TRANSCEND LIMITS
CONFIDENCE

SUPERVISE
HELP
ENCOURAGE
DISCRETION
L + H = ✓

CHOICES
DECISIONS
BIG
SMALL
DE-CLUTTER
SLOW DOWN TO SPEED UP
BREAKS

BIG PICTURE
CHUNKING
BITE-SIZED
MULTI-TASKING
DIVERSIFY

5W1H
WHO
WHAT
WHERE
WHEN
WHY
HOW

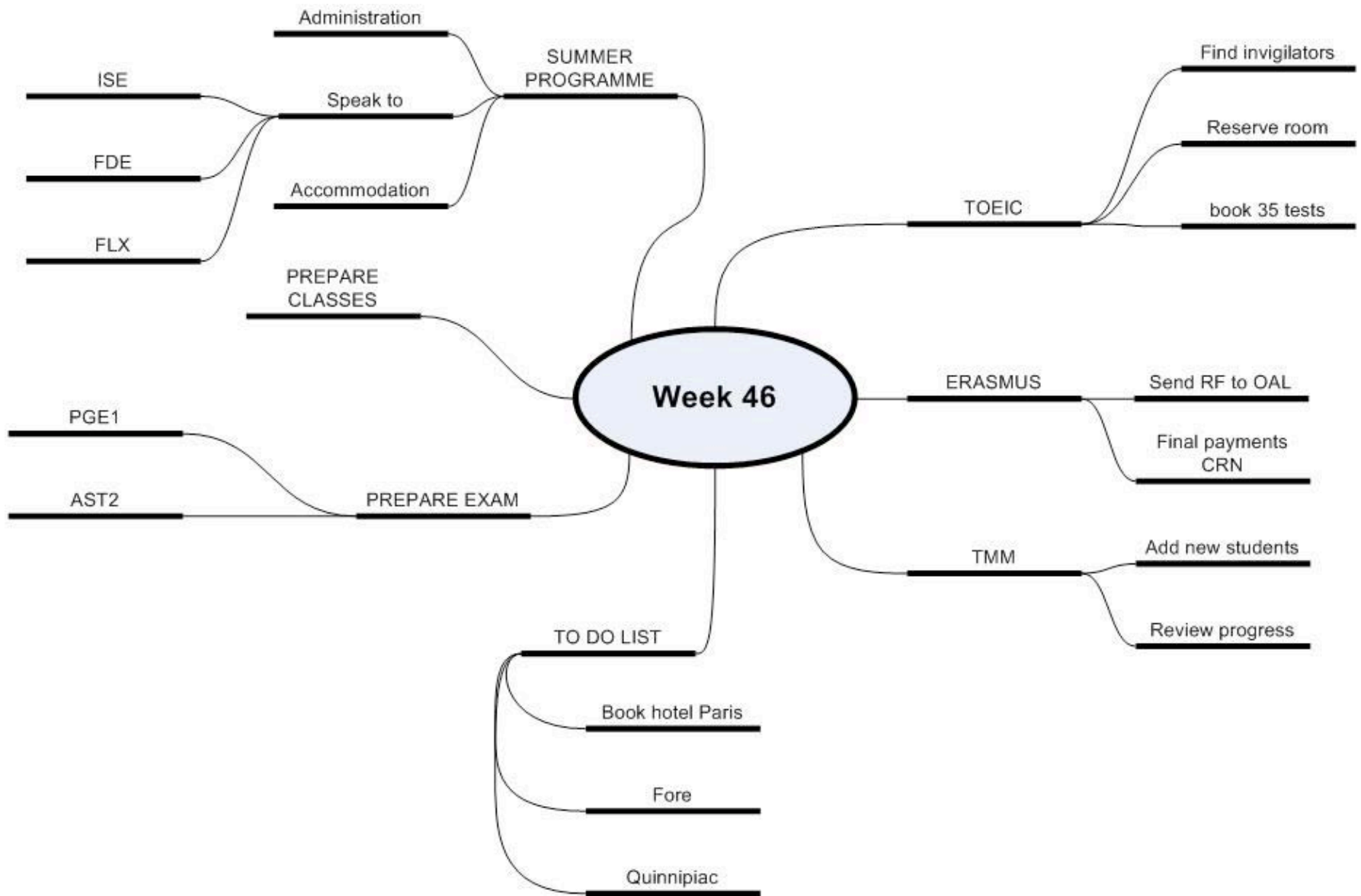
ERGONOMIC
USER-FRIENDLY
EFFICIENT
VALUE-ADDED
POSITIVE

MONITORING
PROGRESS
FOLLOW-UP
BALANCE
NEGOTIATION

COMMUNICATION
FEEDBACK
SUPPORT
PRAISE
REVIEW
CORRECTION
IMPROVE

KEY ISSUES
METHODS
CHECK POINTS
DEADLINES
SMART
SPECIFIC
MEASURABLE
ATTAINABLE
RELEVANT
TIME-BOUND







Mind-mapping Tools

- Paper and pens
- Software
 - iMindmap
 - MindManager
 - Visio



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