Mind Maps For Effective Project Management

Looking to jumpstart your GPA? Most college students believe that straight A's can be achieved only through cramming and painful all-nighters at the library. But Cal Newport knows that real straight-A students don't study harder—they study smarter. A breakthrough approach to acing academic assignments, from quizzes and exams to essays and papers, How to Become a Straight-A Student reveals for the first time the proven study secrets of real straight-A students across the country and weaves them into a simple, practical system that anyone can master. You will learn how to: • Streamline and maximize your study time • Conquer procrastination • Absorb the material quickly and effectively • Know which reading assignments are critical—and which are not • Target the paper topics that wow professors • Provide A+ answers on exams • Write stellar prose without the agony A strategic blueprint for success that promises more free time, more fun, and top-tier results, How to Become a Straight-A Student is the only study guide written by students for students—with the insider knowledge and real-world methods to help you master the college system and rise to the top of the class.

Provides techniques for memorizing things, absorbing facts, figures and formulas, improving concentration and motivation, remembering names, events and lines for plays, recalling information under pressure, cutting study time in half with double the results. Suggested level: primary, intermediate, junior secondary.

Your must-have tool for perfect project management Want to take your career to the next level and be a master of planning, organising, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! Project Management Checklists For Dummies takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively. Project Management Checklists For Dummies gives you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunched, cost-conscious global business environment. Includes useful to-do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete, which can also be downloaded from Dummies.com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you're a project manager—or any professional charged with managing a project and wondering where to start—Project Management Checklists For Dummies is your ready-made tool for success.

The process of mind mapping is not a new technique that can be used in a number of settings and situations. This process can be used by persons to manage projects and do revisions among other things. One of the best ways to quickly and easily learn about mind mapping is to read a copy of "Mind Mapping: A Complete Guide on How to Deal With Mind Mapping." The process of mind mapping is extremely effective and for it to work effectively, it has to be done correctly. There are quite a number of approaches that one can take and these options are all highlighted in this book. If your goal is to be more creative, manage a project more effectively or improve overall memory then this book is for you.

This book doesn't offer a 10-step plan for a successful project management career because no plan can possibly address every project contingency. This book is a necessary guide for any coordinator of people and projects. You may be a planner, thinker, strategist, project manager, business owner, executive leader, business analyst, athletic coach, parent or simply an individual curious about ways to become more effective at work. Any way you slice it, you'll benefit from reading this book. The Effective Project Manager explains in easy-to-understand terms what you need to do in order to become the best project manager you can be—an Effective Project Manager (EPM). The key themes of this book include time management, people management and thoughtful production of work that matters. You need to be able to tell what work is the most important during any given hour spent on the job. You'll learn how to accomplish this task by better understanding people and organizations. You'll get people to tell you things by listening, planning and leading. You'll turn into a doer who can handle any situation thrown at you. You'll learn how to organize your thoughts and structure your planning process by using mind maps and pictures. You'll find out how to track progress easily and give your teams proven processes to use. Finally, you'll learn the common traits that all EPMs share. The book is split into two parts. Part 1 focuses on how to manage yourself and includes tools that will help you become more effective in both your professional and personal life. Part 2 focuses on how to manage others. If you can manage yourself and manage others effectively, then you can lead almost any project.

NEW YORK TIMES BESTSELLER • The instant classic about why some ideas thrive, why others die, and how to improve your idea's chances—essential reading in the "fake news" era. Mark Twain once observed, "A lie can get halfway around the world before the truth can even get its boots on." His observation rings true: Urban legends, conspiracy theories, and bogus news stories circulate effortlessly. Meanwhile, people with important ideas—entrepreneurs, teachers, politicians, and journalists—struggle to make them "stick." In Made to Stick, Chip and Dan Heath reveal the anatomy of ideas that stick and explain ways to make ideas stickier, such as applying the human scale principle, using the Velcro Theory of Memory, and creating curiosity gaps. Along the way, we discover that sticky messages of all kinds—from the infamous "kidney theft ring" hoax to a coach's lessons on sportsmanship to a vision for a new product at Sony—draw their power from the same six traits. Made to Stick will transform the way you communicate. It's a fast-paced tour of success stories (and failures): the Nobel Prize-winning scientist who drank a glass of bacteria to prove a point about stomach ulcers; the charities who make use of the Mother Teresa Effect; the elementary-school teacher whose simulation actually prevented racial prejudice. Provocative, eye-opening, and often surprisingly funny, Made to Stick shows us the vital principles of winning ideas—and tells us how we can apply these rules to making our own messages stick. BONUS: This edition contains an excerpt from Chip Heath and Dan Heath's Switch.

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is

also for you. Change the way you think about project management—"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

From the bestselling author of Thinkertoys, this follow up brings innovative creative thinking techniques within reach, giving you the tools to tackle everyday challenges in new ways. Internationally renowned business creativity expert, Michael Michalko will show you how creative people think—and how to put their secrets to work for you in business and in your personal life. You don't have to be a genius to solve problems like one. Michalko researched and analyzed hundreds of history's greatest thinkers across disciplines—from Leonardo da Vinci to Pablo Picasso—to bring the best of their techniques together and to teach you how to apply them in your own life. Cracking Creativity is filled with exercises and anecdotes that will soon have you looking at problems and seeing many different solutions.

The nature of life is such that we always have to face challenges either large or small. It is easy to get bogged down by problems, which in turn cloud our thinking process, making it even more difficult for us to surmount difficult situations. Would it not be wonderful if we had a tool, which could help raise our level of thinking, which would allow solutions to emerge from within us? A Mind Map Mandala is precisely that thinking tool, which can help us in life's multiple situations. When Mind Mapping is combined with the ancient art of Mandala, involving color and images, it becomes even more potent in opening hitherto unknown doors for us. You will discover in this Book how Mind Map Mandala's can help you • Discover your life purpose • Help you achieve your life goals • Understand and Manage your emotions • Change unwanted habits • Decision making • Solve life's complex problems • And even write a book All you need are a few color pens to get started on your journey and allow the Mind Map Mandalas to guide you to your destination.

The definitive guide to using the Mind Map technique to get organized, improve your memory, plan your business strategy, and more—from the original creator of this revolutionary thinking tool For the past five decades, Tony Buzan has been at the leading edge of learning and educational research with his revolutionary Mind Map technique. With Mind Map Mastery, he has distilled these years of global research into the clearest and most powerful instructional work available on the Mind Map technique. Tony Buzan's Mind Map technique has gathered amazing praise and an enormous worldwide following over the last few decades—but as with any very successful idea, there have been many sub-standard imitators. With Mind Map Mastery, Tony Buzan re-establishes the essential concepts that are the core of the Mind Map with a clarity and practicality unrivalled by other books. If you are looking to improve your memory, plan your business strategy, become more organized, study for an exam or plan out your future, this is the book for you. With a clarity and depth that far exceeds any other book on the subject, it includes: • The history of the development of the Mind Map • An explanation of what makes a Mind Map (and what isn't a Mind Map) • Why the Mind Map technique is such a powerful tool • Illustrated step-by-step techniques for Mind Map development • How to deal with Mind Maps that have "gone wrong" Developed both for those new to the Mind Map concept as well as more experienced users who would like to revise and expand their expertise, Mind Map Mastery is the one Mind Mapping book needed on the shelf of every student and businessperson across the world.

In contrast to the use of agendas and restrictive structures, dialogue mapping is a facilitation technique that allows the intelligence and learning of the group to emerge naturally. Each participant can see how their comments contribute (or don't) to the coherence and order of the group's thinking. The first full-length book to bring dialogue mapping to a wider audience, Dialogue Mapping provides an exciting new conceptual framework that will change the way readers view projects and project management.

ALLEN/GETTING THINGS DONE

This is a comprehensive guide to learning about a wonderful technique called mind maps. Mind maps are an amazing organizational and creativity tool that can improve memory, concentration, communication, organization, creativity, and time management. This book is the ultimate resource on the topic of mind maps. In a short time, it can enhance your skills in reading, writing, learning, note taking, brainstorming, planning, productivity, and so much more.

Tony Buzan knows more than a little about Mind Maps – after all, he did invent them! Often referred to as the 'the Swiss-army knife for the brain', Mind Maps are a ground-breaking, note-taking and mind-organising technique that has already revolutionised the lives of many millions of people around the world and taken the educational world by storm. Now Tony Buzan is sharing the powerful techniques of mind mapping with the business world to help business professionals everywhere revolutionise the way they think and practise. Mind Maps for Business is the very first and only book on mind mapping that has been written by Tony Buzan specifically for a business audience. No matter how big or small the business you work in; no matter if you're an employer or an employee; no matter what your role is, you'll find the benefits of using mind maps to help you think, organise, plan and control are vast: Accelerate your productivity to levels you never thought possible. Generate exciting new possibilities for growth and expansion. Make meetings, discussions and forums really productive and useful. Negotiate, talk and consult more constructively and effectively. Be more focussed, more organised and much smarter. Unleash your amazing creative capabilities. Whether you're writing marketing plans or strategy documents; looking for new ways to develop your business; planning a conference or event; restructuring your staff; or looking to improve your management and leadership skills – discover today the amazing advantages that using Mind Maps for Business can bring.

This inspiring and inventive guide teaches readers how to develop their full potential by following the example of the greatest genius of all time, Leonardo da Vinci. Acclaimed author Michael J. Gelb, who has helped thousands of people expand their minds to accomplish more than they ever thought possible, shows you how. Drawing on Da Vinci's notebooks, inventions, and legendary works of art, Gelb introduces Seven Da Vincian Principles—the essential elements of genius—from curiosità, the insatiably curious approach to life to connessione, the appreciation for the interconnectedness of all things. With Da Vinci as your inspiration, you will discover an exhilarating new way of thinking.

And step-by-step, through exercises and provocative lessons, you will harness the power—and awesome wonder—of your own genius, mastering such life-changing abilities as: •Problem solving •Creative thinking •Self-expression •Enjoying the world around you •Goal setting and life balance •Harmonizing body and mind Drawing on Da Vinci's notebooks, inventions, and legendary works of art, acclaimed author Michael J. Gelb, introduces seven Da Vincian principles, the essential elements of genius, from curiosita, the insatiably curious approach to life, to connessione, the appreciation for the interconnectedness of all things. With Da Vinci as their inspiration, readers will discover an exhilarating new way of thinking. Step-by-step, through exercises and provocative lessons, anyone can harness the power and awesome wonder of their own genius, mastering such life-changing skills as problem solving, creative thinking, self-expression, goal setting and life balance, and harmonizing body and mind.

This is a complete guide to the concept mapping methodology and strategies behind using it for a broad range of social scientists - including students, researchers and practitioners.

Layoff Reboot - Start Something Great. A story of one woman's job loss and how it's possible to end up better and stronger. Reboot and course correct your career path. Whether you lost your job too, or you're stuck in the wrong career, this book can help. Layoff Reboot is a step-by-step guide for discovering what you love to do.

The nature of life is such that we always have to face challenges either large or small. It is easy to get bogged down by problems, which in turn cloud our thinking process, making it even more difficult for us to surmount difficult situations. Would it not be wonderful if we had a tool, which could help raise our level of thinking, which would allow solutions to emerge from within us? A Mind Map Mandala is precisely that thinking tool, which can help us in life's multiple situations. When Mind Mapping is combined with the ancient art of Mandala, involving color and images, it becomes even more potent in opening hitherto unknown doors for us. You will discover in this Book how Mind Map Mandala's can help you Discover your life purpose Help you achieve your life goals Understand and Manage your emotions Change unwanted habits Decision making Solve life's complex problems And even write a book All you need are a few color pens to get started on your journey and allow the Mind Map Mandalas to guide you to your destination."

"Have you ever wanted to improve your memory, creativity, concentration, communicative ability, thinking skills, learning skills, general intelligence and quickness of mind? The Mind Map Book, part of Tony Buzans revolutionary Mind Set series, introduces you to a unique thinking tool which allows you to accomplish all these goals and much more. Mind Maps make it easy to: remember things, think up brilliant ideas, plan a presentation or report, persuade people and negotiate, plan personal goal and much more. Mind Maps make it easy to: remember things, think up brilliant ideas, plan a presentation or report, persuade people and negotiate, plan personal goals, gain control of your life. The Mind Map, which has been called the Swiss army knife for the brain is a ground-breaking note-taking technique that is already used by more than 250 million people worldwide."--Publisher.

The ultimate guide for anyone wondering how President Joe Biden will respond to the COVID-19 pandemic—all his plans, goals, and executive orders in response to the coronavirus crisis. Shortly after being inaugurated as the 46th President of the United States, Joe Biden and his administration released this 200 page guide detailing his plans to respond to the coronavirus pandemic. The National Strategy for the COVID-19 Response and Pandemic Preparedness breaks down seven crucial goals of President Joe Biden's administration with regards to the coronavirus pandemic: 1. Restore trust with the American people. 2. Mount a safe, effective, and comprehensive vaccination campaign. 3. Mitigate spread through expanding masking, testing, data, treatments, health care workforce, and clear public health standards. 4. Immediately expand emergency relief and exercise the Defense Production Act. 5. Safely reopen schools, businesses, and travel while protecting workers. 6. Protect those most at risk and advance equity, including across racial, ethnic and rural/urban lines. 7. Restore U.S. leadership globally and build better preparedness for future threats. Each of these goals are explained and detailed in the book, with evidence about the current circumstances and how we got here, as well as plans and concrete steps to achieve each goal. Also included is the full text of the many Executive Orders that will be issued by President Biden to achieve each of these goals. The National Strategy for the COVID-19 Response and Pandemic Preparedness is required reading for anyone interested in or concerned about the COVID-19 pandemic and its effects on American society.

This 'bite-size' version is of one of Tony Buzan's most enduring topics; Mind Maps. The Mind Map, which has been called the 'Swiss army knife for the brain', is a ground-breaking note-taking technique that is already used by more than 250 million people worldwide and has taken the educational and business worlds by storm. This book offers a swift introduction to Tony Buzan's tried, tested and very successful techniques.

Awake Leadership is a guidebook for driven, curious leaders within companies and organizations. A leader's journey will not follow a syllabus like in school. That is the cool part. However, the lack of structure and certainty can quickly become overwhelming and can be an obstacle to the success of the team. Awake Leadership is a guide for progressing toward team objectives with more enthusiasm and ease. The guide is divided into seven sections, or leadership vitals. Each section contains individual and team exercises for building a team structure, practices for development and collaboration, as well as candid examples and insights from the field.

Mind Mapping is a breakthrough system of planning and note-taking that cuts homework time in half and makes schoolwork fun. Mind Maps for Kids is Tony Buzan s first book written specially for a younger audience, suitable for ages 7 to 14. Tony Buzan has been teaching children all over the world for the past thirty years and has proved that Mind Maps are the magic formula in the classroom: remembering facts and figures is a piece of cake, planning is a doddle and getting stuck for an answer is a thing of the past. In Mind Maps for Kids, Tony Buzan explains this amazing system using step-by-step examples in every subject across the curriculum. He shows just how easy Mind Mapping is and how it can help kids to remember things and concentrate better make clearer and better notes revise and ace exams come up with ideas and unlock the imagination save time Mind Maps for Kids is a full-colour workbook, with the emphasis on having fun. As well as tips for improving memory and concentration, the book is packed with jokes, cartoons and brainteasers. Mind Mapping is the shortcut to success that puts kids one step (and sometimes miles) ahead."

This book will show you how to create robust, scalable, highly available and fault-tolerant solutions by learning different aspects of Solution architecture and next-generation architecture design in the Cloud environment.

Unlock your brain's potential using mind mapping Mind mapping is a popular technique that can be applied in a variety of

situations and settings. Students can make sense of complex topics and structure their revision with mind mapping; business people can manage projects and collaborate with colleagues using mind maps, and any creative process can be supported by using a mind map to explore ideas and build upon them. Mind maps allow for greater creativity when recording ideas and information whatever the topic, and enable the note-taker to associate words with visual representations. Mind Mapping For Dummies explains how mind mapping works, why it's so successful, and the many ways it can be used. It takes you through the wide range of approaches to mind mapping, looks at the available mind mapping software options, and investigates advanced mind mapping techniques for a range of purposes, including studying for exams, improving memory, project management, and maximizing creativity. Suitable for students of all ages and study levels An excellent resource for people working on creative projects who wish to use mind mapping to develop their ideas Shows businesspeople how to maximize their efficiency, manage projects, and brainstorm effectively If you're a student, artist, writer, or businessperson, Mind Mapping For Dummies shows you how to unlock your brain's potential.

Mind Mapping is a note-taking system that uses images, color, words, and numbers arranged in a connected, radiant and hierarchical structure. It is a powerful way to increase efficiency, creativity, and organization. Mind Mapping is useful in planning meetings, preparing for presentations, generating new ideas, and facilitating group discussions. This issue teaches the basics of creating Mind Maps, and shows how to use Mind Maps in a business setting.

The Mind Map Notebook serves as a quick, easy and fast way to build your ideas and launch creativity in your plans and its execution.

"Spurious Correlations ... is the most fun you'll ever have with graphs."--Bustle Military intelligence analyst and Harvard Law student Tyler Vigen illustrates the golden rule that "correlation does not equal causation" through hilarious graphs inspired by his viral website. Is there a correlation between Nic Cage films and swimming pool accidents? What about beef consumption and people getting struck by lightning? Absolutely not. But that hasn't stopped millions of people from going to tylervigen.com and asking, "Wait, what?" Vigen has designed software that scours enormous data sets to find unlikely statistical correlations. He began pulling the funniest ones for his website and has since gained millions of views, hundreds of thousands of likes, and tons of media coverage. Subversive and clever, Spurious Correlations is geek humor at its finest, nailing our obsession with data and conspiracy theory.

Until now, books available for information systems project management focused either on information technology or production and operations. Information Systems Project Management reflects new thinking about the need for balance between technology topics and production-operations issues needed to manage successful IS projects.

Reviews the basics of mind mapping, explains why and how mind maps are used, and demonstrates the practice in hypothetical situations.

Suggests simple exercises designed to improve your brain power, covering e.g. speed reading, memory improvement and effective note taking.

This book is the definitive guide to Mind Mapping. Tony Buzan has changed the lives of millions with Mind Maps, his revolutionary system of note-taking that will help you excel in every area of your life. This practical full-colour book shows how this incredible thinking tool works and how you can use it to achieve your full potential.

Complete Guide to Get Started with Mind MappingMind Maps are an incredibly versatile and powerful method for visually organizing information as well as brainstorming, memorizing, and problem solving, but only if you understand how to properly create and use them! Want to master Mind Maps quickly?There are so many uses for Mind Maps and so many compelling reasons to implement them in your work, your studies, and your everyday life. With this guide in your hands, it is easier than ever to maximize your efficiency and productivity in business and at home! When you understand how to use Mind Maps to their maximum potential, you unlock greater efficiency and make better use of your time and your team's time. Easily set up your Mind Maps and truly get the most out of them simply by following the easy instructions fully explained inside this guide. It doesn't matter if you have never used Mind Maps before, this book gives you detailed chapters on the principles of Mind Mapping and exactly how to apply them for a variety of different purposes and tasks. This step-by-step guide gives you everything you need to know to unlock the power of Mind Maps and do more at the office, at school, and at home than you ever thought possible!Here is a preview of what you will learn in this guide: Chapter 1: What Is Mind Mapping? History of mind maps How to mind map When would you use mind mapping? Benefits of mind mapping Chapter 2: Students and Mind Mapping Taking notes Studying Writing essays Young kids and mind mapping Chapter 3: Teachers and Mind Mapping Creating a lesson plan Creating handouts Creating a test Presenting a lecture Chapter 4: Mind Mapping for Work + Business Brainstorming Giving a presentation Taking meeting minutes Project management Chapter 5: Mind Mapping for Writers Creating characters Creating a mind map for plot Creating a mind map for an entire book Organizing publishing information Chapter 6: Mind Mapping for Daily Life Mind mapping a wedding Planning a vacation Mind mapping a personal goal Mind mapping to-do, chores, and grocery lists Chapter 7: Mind-Mapping Tools Books + websites Mind-mapping tools What mind-mapping software should you choose? Best mind-mapping software And so much more! Even if you have never used Mind Maps before, have no fear! With this guide in your hands that will not be a barrier for you any longer. Master Mind Mapping easily when you grab this guide now!

"What got you to college won't get you through college. Learn the skills that you'll need to succeed by reading Concise Learning." -MARSHALL GOLDSMITH, million selling author of best-selling What Got You Here Won't Get You There "This is a great tool for students as the book gets right to the heart of learning how to learn and engaging your whole brain." -DOMINIC O BRIEN, eight-time world memory champion and author of How to Develop a Brilliant Memory Week by Week "What a compendium of enormously helpful information on how to learn more successfully!" -DEE DICKINSON, coauthor of Teaching and Learning Through Multiple Intelligences "[Toni] shows you in a step-by-step manner how to become a more engaged, efficient, and effective learner. As you take command of your ability to learn you'll discover that the principles and practices of Concise Learning are more than just the keys to academic achievement this approach offers a guide to living a successful life." -MICHEL J. GELB, author of How to Think Like Leonardo Da Vinci "Concise Learning helps students become more analytical and critical thinkers, enabling them to learn independently and meaningfully." -BENA KALLICK, coauthor of Learning and Leading with Habits of Mind "Education in schools has changed through the years, but the importance of making information personally meaningful still remains the core essence of learning. Concise Learning method does just that it teaches the students to transform information into meaningful knowledge." -JEROME BRUNER, author of The Culture of Education "Students need to take responsibility for their own learning to be successful. Concise Learning method will enable you to break free from depending on others to becoming a competent and independent learner." -DOUGLAS FISHER, author of Better Learning Through Structured Teaching "This book should be no more than an arm s length away from the desk of every student starting college. It sets out a systematic five-phase study process, built on the principle that visualizing information makes learning concrete and generates interest. It describes how to organize the material being learned visually. It gives a method for critical thinking, shows how to spot gaps in understanding and fill them, and it does this in a highly motivating and visual

style." -ROY GRUBB, principal editor of WikIT, the mind mapping wiki "Concise Learning is a wonderful tool for teachers and students. The brain remembers visuals and turning short-term memories into long-term memories is what learning is about. Previewing, participating, and processing information engages learners and offers them the information they need to rehearse memories and to retrieve them. [Toni] has done a great job in organizing this book to help us organize our brains for success!" - MARILEE SPRENGER, author of How To Teach So Students Remember

Creative companies are distinguished by their ability to adapt and thrive in a dynamic, changing economy. Their products and services stand out in the market, and these companies' ability to be agile and innovative is key to their success. Creative, Efficient, and Effective Project Management supplies an in-depth discussion of creativity and its relationship to project management. Specifically, it explains how the tools and techniques of creativity can be used to enhance the five processes executed during a project: defining, planning, executing, monitoring and controlling, and closing. Establishing the groundwork for encouraging and sustaining creativity in your projects, the book details the benefits of integrating creativity in projects. It discusses common, and not so common, tools and techniques for developing project management deliverables and identifies the challenges that can arise when using creativity in a project. It also details ten little-known facts that can help you overcome the obstacles that often prevent organizations from tapping into the power of creativity in their projects. Each chapter includes a checklist and a case study on the application of the concepts presented. The book also indicates, where applicable, how the topics of discussion relate to the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®). Creativity resides in everyone, but for the most part remains untapped. In this book, you will find thoughts, tools, and techniques that will enable you to tap into your team's creative energy and direct it towards achieving your project goals and objectives.

"Much progress results when different streams of human understanding are brought together. This book is about such an epiphany - that the traditionally left-brain working of industry can be greatly enriched by the creative potential of mind-maps. Our process-oriented industries need more creativity... so it is definitely worth investing some time to evaluate this book and its thesis for yourself!" -Manas Fuloria, Co-founder and CEO, Nagarro "Project management is typically associated with linear thinking with a beginning, a middle and an end. Mind Maps are associated with Creativity and non-linear thinking. When an expert in both areas - PMP, Scrum Master and a Thinkbuzan tutor-brings this expertise together in one book, it tickles the left and right side of the brain simultaneously. Maneesh has written a compelling thesis and is a must read for CXOs and project managers alike, to get the most out of projects!" -Sameer Garde, President, South Asia, Philips India "While solving complex problems we may have a difficulty in looking at all perspectives of the eventual solution. Mind Maps help in documenting our thoughts in a more structured way by aligning the creative thinking process with the analytical decision process. This expertise was so far not available in India and the initiative by Maneesh is a welcome and valuable contribution. This is especially useful for mid-level and senior people but can be used by all age groups." -Tushar Bhatia, Founder & CEO, EmpXtrack "Just as the LEAN movement transformed the Manufacturing industry, Mind Maps can do the same to the field of Project Management. A Mind Map helps cuts across the noise in multiple situations, brings into focus the core issue and ignites creativity through whole brain thinking. Through this book Maneesh has provided a framework and examples to apply Mind Mapping to the practice of Project Management - a bold move that will encourage creative thinking and problem solving. A must read for organizational heads and all project managers." - Nitin Kulkarni, Founder & Principal Consultant, Elevo Consulting "The book is a Project management and Mind Maps toolkit coming from a practicing professional and trainer Maneesh Dutt. It is a guide map for decision makers to enable project professionals become more creative and innovative in managing projects. Projects, today, are more like a hundred meter sprint than a marathon and deserve nimble techniques like Mind Maps to execute better. The book picks up the threads from project management fundamentals along with inspiration from nature and provides a rich array of Mind Map templates allowing organizations to kick start their journey towards better project management. A real boon to organizations that are involved in any Project activity!" -Gaurang Joshipura, Managing Director, Zeppelin Systems India Pvt. Ltd.

Learn step-by-step instructions for managing any project in a clean sequence of five classic phases—initiating, planning, executing, releasing, and closing. This book sets out clearly and engagingly which tasks need to be done and when, how, and why they need to be done. Each chapter on one of the five phases walks you through all the steps in that phase's workflow, which are laid out in a checklist attached to the chapter. The checklists are graphically supplemented by flow charts and swim lane diagrams. The master checklist serves as a map and tool for project managers to use in the real world to run projects and keep them on track. Senior project manager and PM mentor Melanie McBride understands the predicament of beginning and junior project managers: "You're at the edge of a tornado, bombarded by overly excited people offering you a Mission Impossible. Everywhere you look there are cool shiny things swirling around your head—the earnest coworker telling you to go agile, the software package promising a turnkey collaboration solution, the PMO with an arm-long list of required processes. So how do you avoid getting whacked in the head by that airborne Mac truck of a customer commit? Oh, and what exactly do you need to do to get those flying monkeys to shut up?" Project Management Basics slips the spinning project manager into the eye of the storm where things are quiet and it's easy to figure out what to do next using the author's detailed checklists and hard-headed advice. She shows that project management doesn't have to be "a chaotic hot mess, leaving you with an egg-beater hairdo." With McBride's book and checklists in hand, even first-time project managers can pull off controlled, flying-monkey–free projects. What You Will Learn See the essential duties of a project manager Master the project management life cycle in five phases Discover the what, when, how, and why of PM tasks presented in detailed steps Leverage checklists for optimum efficiency and throughput Adapt workflow controls to low-PM organizations Enhance PM with vogue methodologies without obscuring the basics Who This Book Is For Beginning and junior project managers seeking a concise, authoritative guide to the basics of project management, together with checklists, flow charts, and swim lane diagrams for immediate use in real-world projects.

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