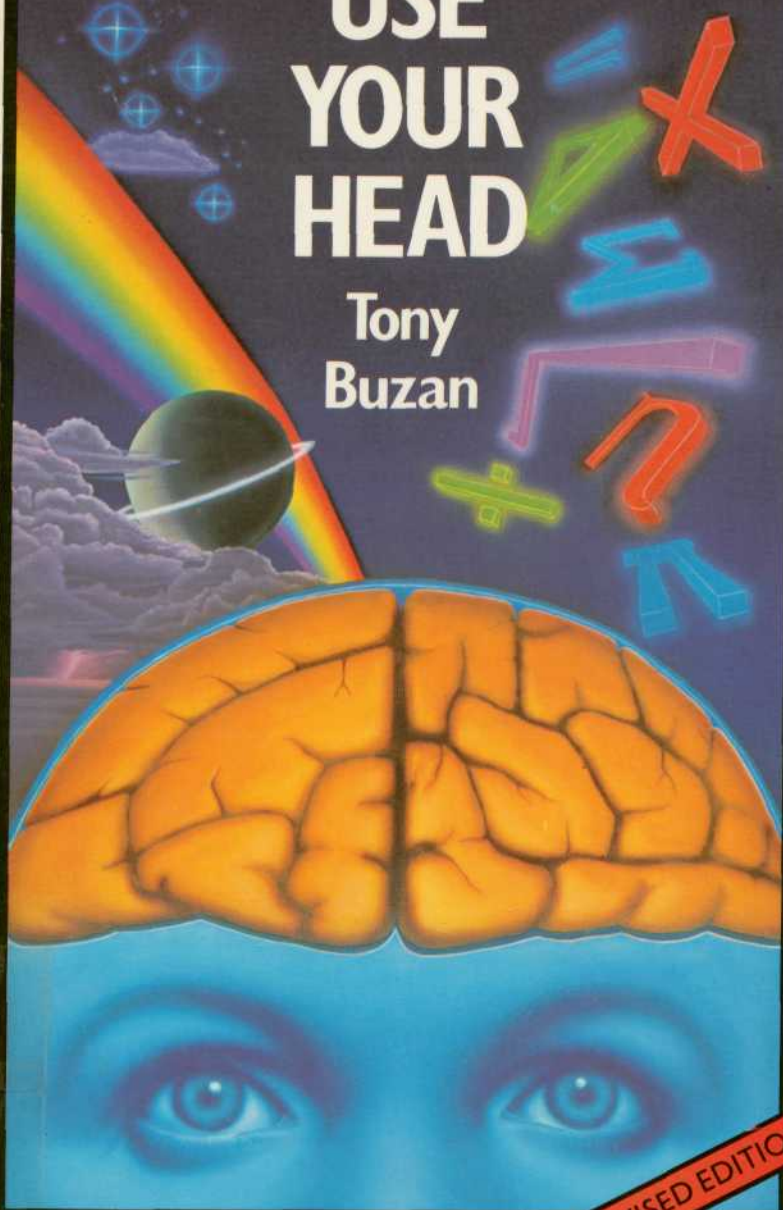


ARIEL BOOKS



# USE YOUR HEAD

Tony  
Buzan



REVISED EDITION

# Contents

## Introduction 9

### 1 Your mind is better than you think 11

Man's understanding of his own mind

Your two brains

New discoveries

Interconnections of the brain's neurons

Why our performance does not match our potential

IQ tests – the limitations

The excellence of the brain demonstrated: the human baby

### 2 Reading more efficiently and faster 25

Reading and learning problems

Reading and learning defined

Why reading problems exist

Misconceptions about reading and speed reading;  
how they arise

The eye

Perception during reading and learning

Improvement for the slow reader

Advantages of fast reading

Advanced reading techniques

Metronome training

### 3 Memory 43

Questions on memory

Recall during a learning period

Recall after a learning period

Review techniques and theory

Review, mental ability and age

Memory systems

The Number-Rhyme system

Key words and concepts in remembering

## **4 Noting 71**

### **A Key words 71**

Exercise – key words; standard responses

Key words and concepts – creative and recall

Multi-ordinate nature of words

Individual's interpretation of words

Memory – a comparison between standard note  
and key word noting

### **B Mind maps for recall and creative thinking 86**

Exercise

Linear history of speech and print

Contrast: the structure of the brain

Advanced note taking and mapping techniques

### **C Mind maps – advanced methods and uses 106**

Models for the brain

Technology and new insights into ourselves: the hologram as  
a model for the brain

Advanced mind map noting

Wider application of mapping techniques

Transforming for speeches and articles

Note taking from lectures

Creative mind maps for meetings

## **5 The Buzan Organic Study Method 117**

### **A Introduction 117**

Problems of 'getting down' to study

Reasons for fear and reluctance when approaching study  
books

Problems arising from the use of standard study techniques

New study techniques

Study planned to suit the individual's needs

### **B. Preparation 127**

The best use of time

Defining the areas and amount of study

Distribution of the student's effort

Noting of current knowledge on the subject being studied  
Planning approach to the new subject  
Defining reasons for study and goals to be achieved

**C. Application 137**

Study overview

Preview

Inview

Review

Summary of the Buzan Organic Study Method

**Bibliography 152**

Index 154

## The Organic Study Method: summary

The entire Organic Study Method must be seen not as a step by step progression, but as a series of inter-related aspects of approaching study material. It is quite possible to switch and change the order from the one given here. The amount to be covered may be decided upon before the period of time; the subject matter may be known before the time and amount are decided upon and consequently the knowledge spray pattern could be completed first; the questions can be asked at the preparation stage or after any one of the latter stages; the overview can be eliminated in books where it is inappropriate, or repeated a number of times if the subjects were mathematics or physics. (One student found that it was easier to read four chapters of post-degree mathematics 25 times per week for four weeks quickly using the survey technique, than to struggle through one formula at a time. He was of course applying to its extreme, but very effectively, the point made about skipping over difficult areas); a preview can be eliminated or broken down into separate sections; and the inview and review can be variously extended or eliminated.

In other words each subject, and each book of each subject, can be confidently approached in the manner best suited to it. To each book you will bring the knowledge that whatever the difficulties, you possess the fundamental understanding to choose the appropriate and necessarily unique approach.

Study is consequently made a personal, interactive, continually changing and stimulating experience, rather than a rigid, impersonal and tiresomely onerous task.

It should also be noted that despite the apparently greater number of 'times the book is being read', this is *not* the case. By using the Organic Study Method you will be on average reading most sections once only and will then be effectively reviewing those sections considered important. A pictorial representation can be seen in fig 57.

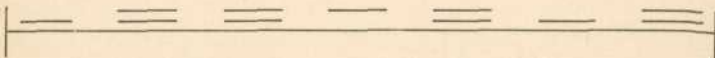


Fig 57 'Number of times' book is covered using Organic Study Method. See text this page.

By contrast, the 'once through' reader is *not* reading it once through but is reading it an enormous number of times. He thinks he is reading it through once only because he takes in once piece of information after another. He does not realise that his regressions, back-skipping, re-reading of difficult sentences, general disorganisation and forgetting because of inadequate review, result in an actual reading of the book or chapter as many as ten times.



Fig 58 'Number of times' book is covered using traditional 'once through' reading techniques. See text this page.

## Afterword

As you approach the end of *Use Your Head* I hope that you will be realising that it is not the end, but the real beginning. With the physical beauty and complexity of your brain, and its enormous intellectual and emotional powers, with your ability to absorb information and to manage the memorisation of that information, and with the new techniques for allowing your brain to express and organise itself in matters which are more comprehensibly attuned to the way you function, reading, studying, learning, and life in general should become what they can be: delightful and flowing processes that bring not pain and frustration, but pleasure and fulfilment.

Anyone interested in further reading or in courses dealing with the subject covered in *Use your head* can contact the author c/o BBC Publications,  
35 Marylebone High Street,  
London, W1M 4AA.