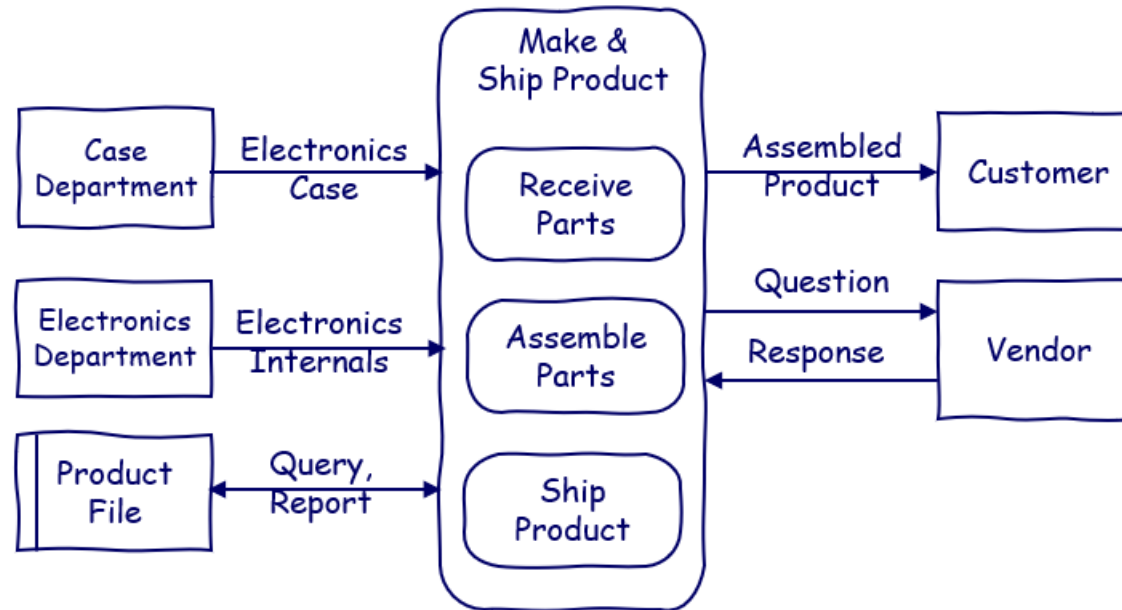


How to Map a Job

“Standard Method” Guidelines #2

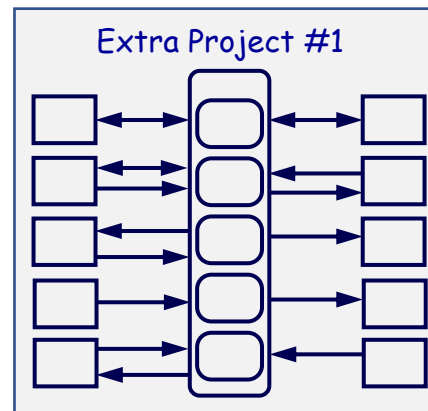
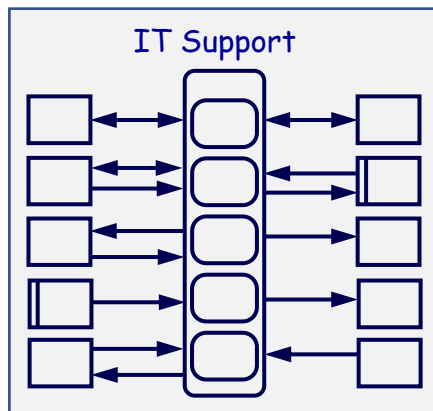
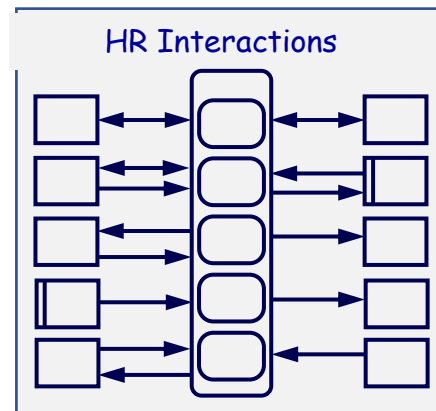
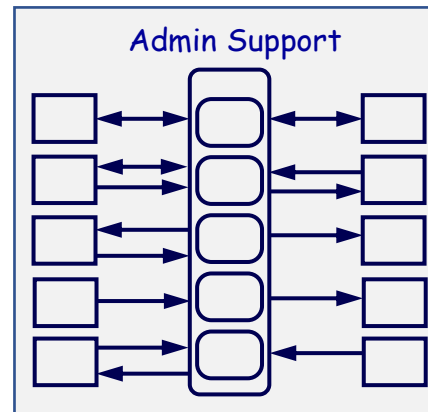
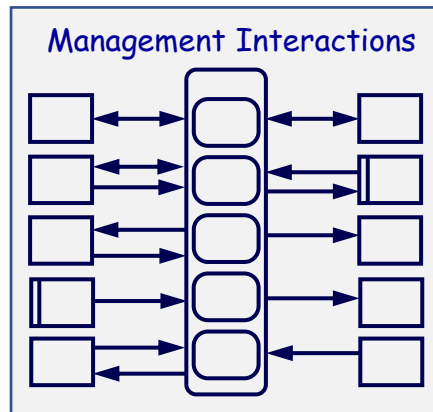
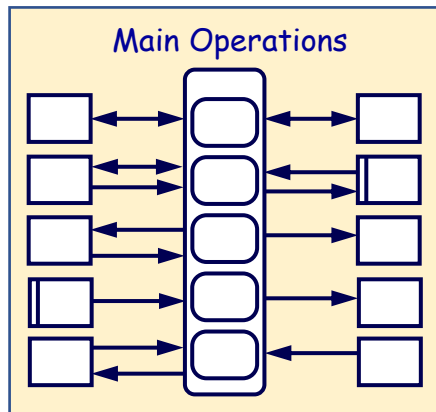


**Please look at the preceding instruction presentations
before this presentation**

Deciding what to map

Map Pages – what to map?

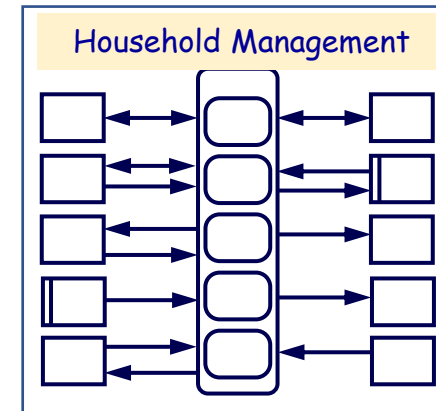
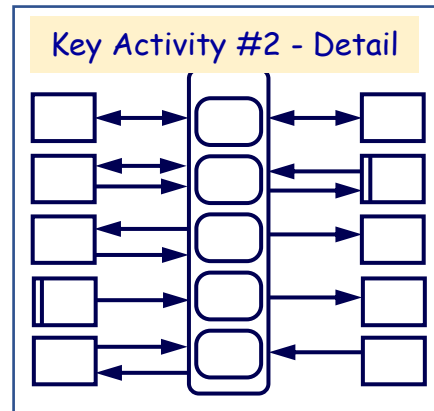
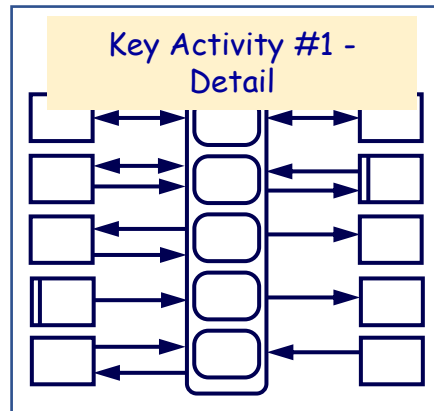
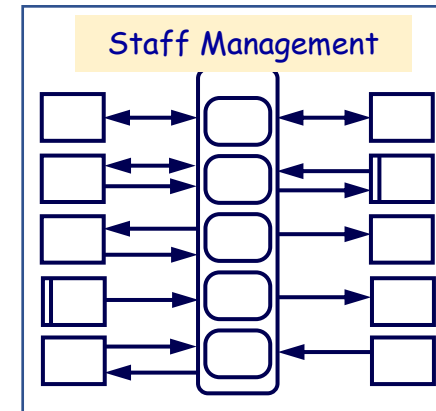
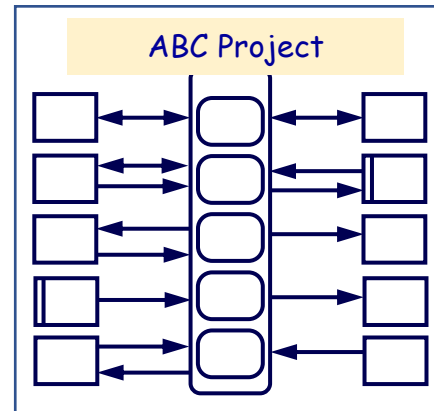
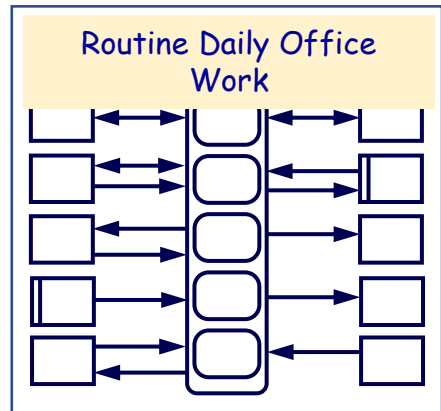
- Jobs can be very complicated
- To simplify things, you can focus on just the “main operations” of your job first, and then add more views on separate pages



- At the same time, it can be useful to get all the information on one long map, and separate it later.
- Seeing the whole “big picture” is an important value of job maps.

Map Pages – what to map?

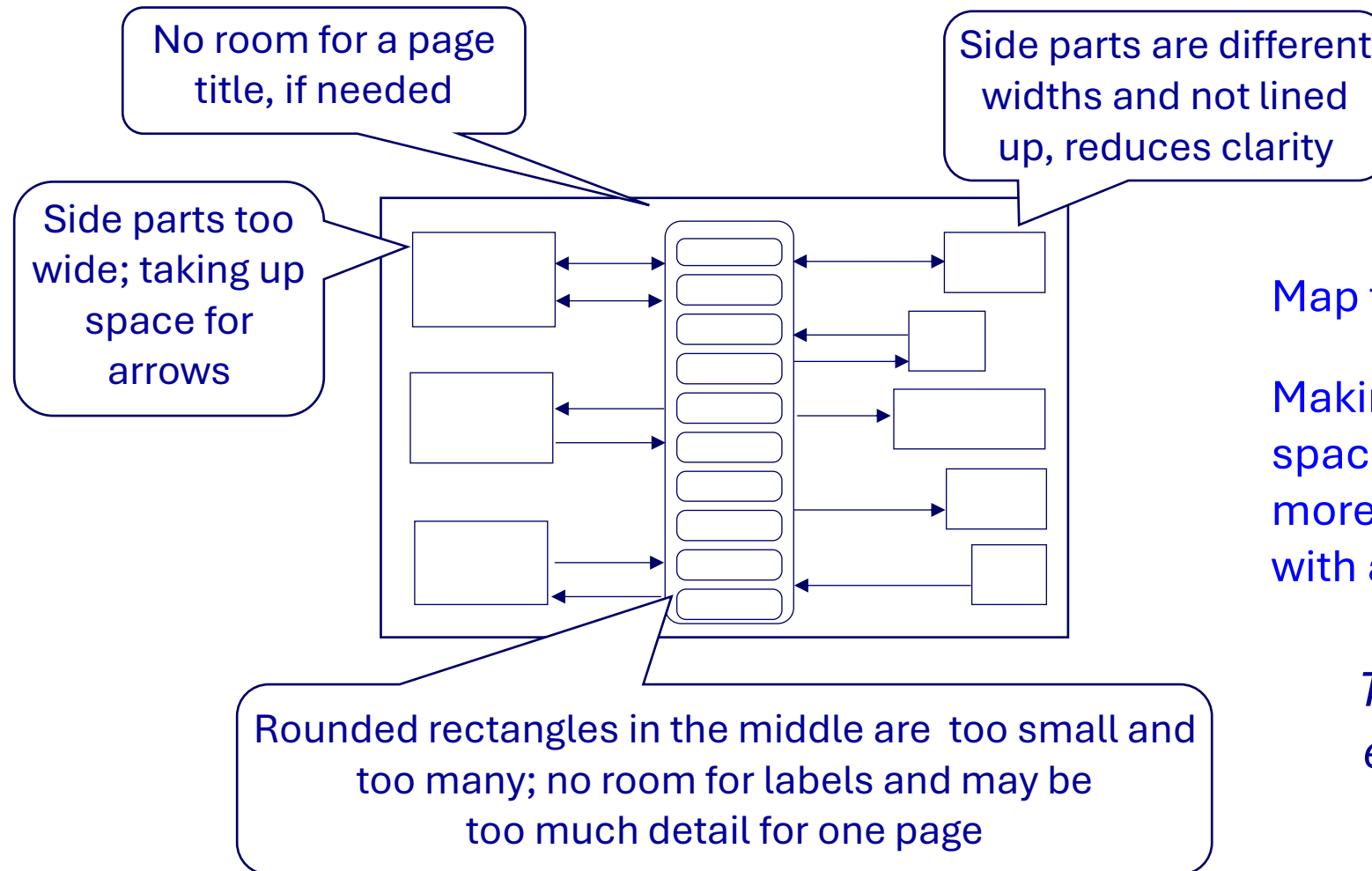
- Other ways to separate complex responsibilities onto separate maps



Using page space

(applies to the manual method)

Using space on a blank page: things to avoid



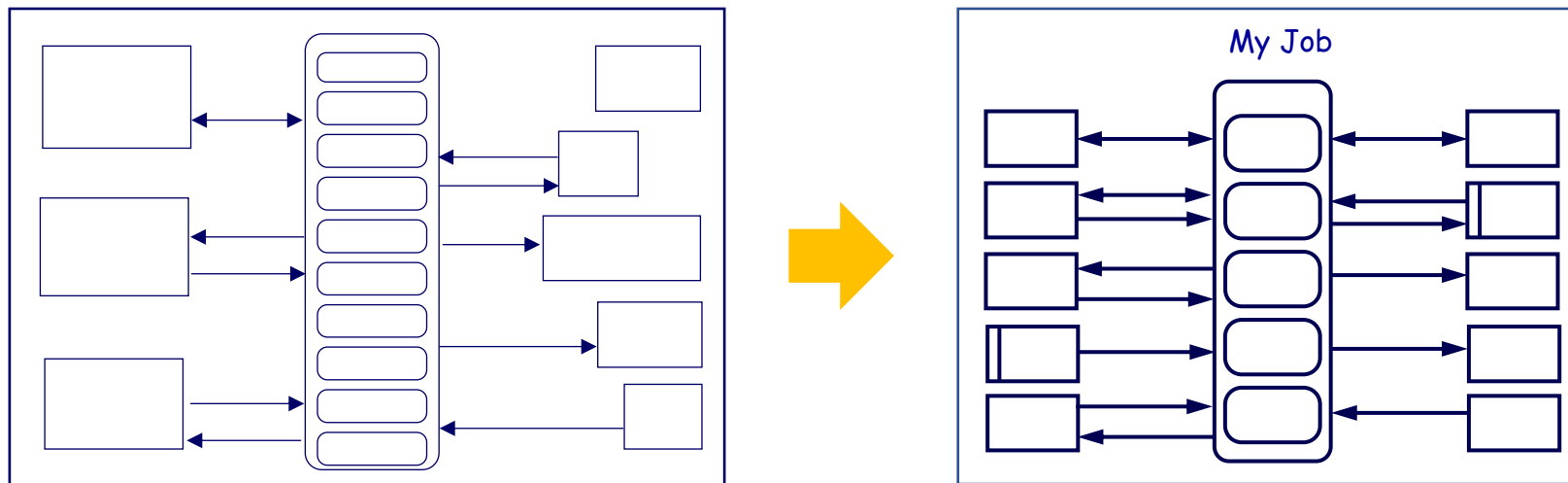
Map formats are flexible.

Making good use of page space allows you to have more clarity and flexibility with a map.

That's where the eraser comes in

Map Pages – Construction - Redrawing Map Pages

- If you do more than a simple map, you may want to redraw that map.
- You can do a redraw in PowerPoint or Excel or similar tools.
- However, if you are getting energy from the results, then stay with pencil and paper for a while.
- That can give you extra flexibility as you both learn the skill and explore your job.

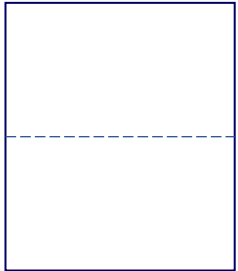


Using Map page space – use a background grid

Create a background grid for a hand drawn map

(Use light, dashed lines for the background grid)

① Divide in half



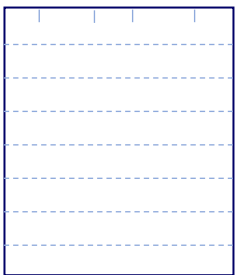
② Split the halves



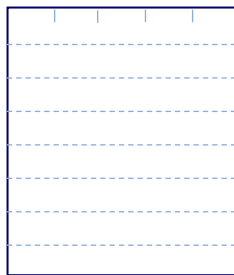
③ Split the quarters



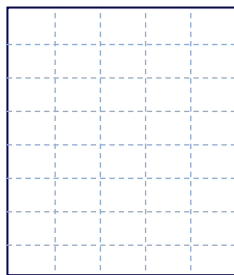
④ Guess at fifths



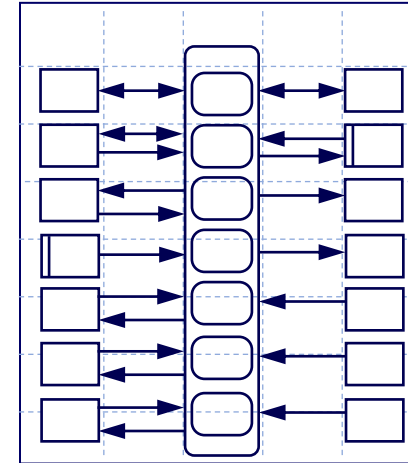
⑤ Adjust the fifths



⑥ Dash in lines



You can then use the gridlines to help align the Map graphics, making good use of page space

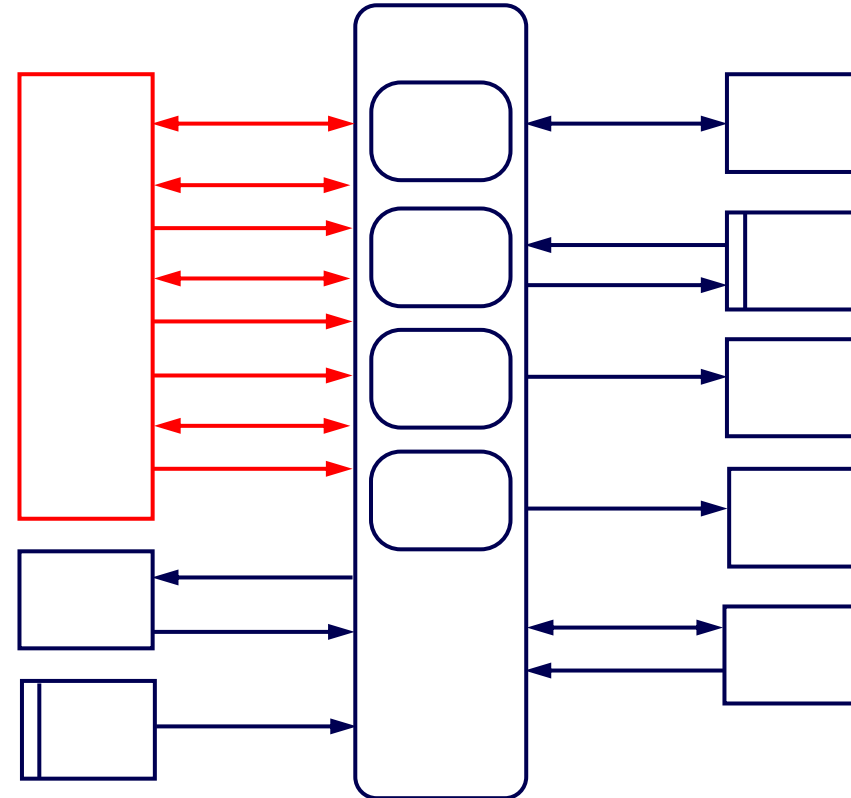


You can also do this visually, without drawing in the dashed lines

Note: this can help you started. After you have created a few maps, using page space will become natural

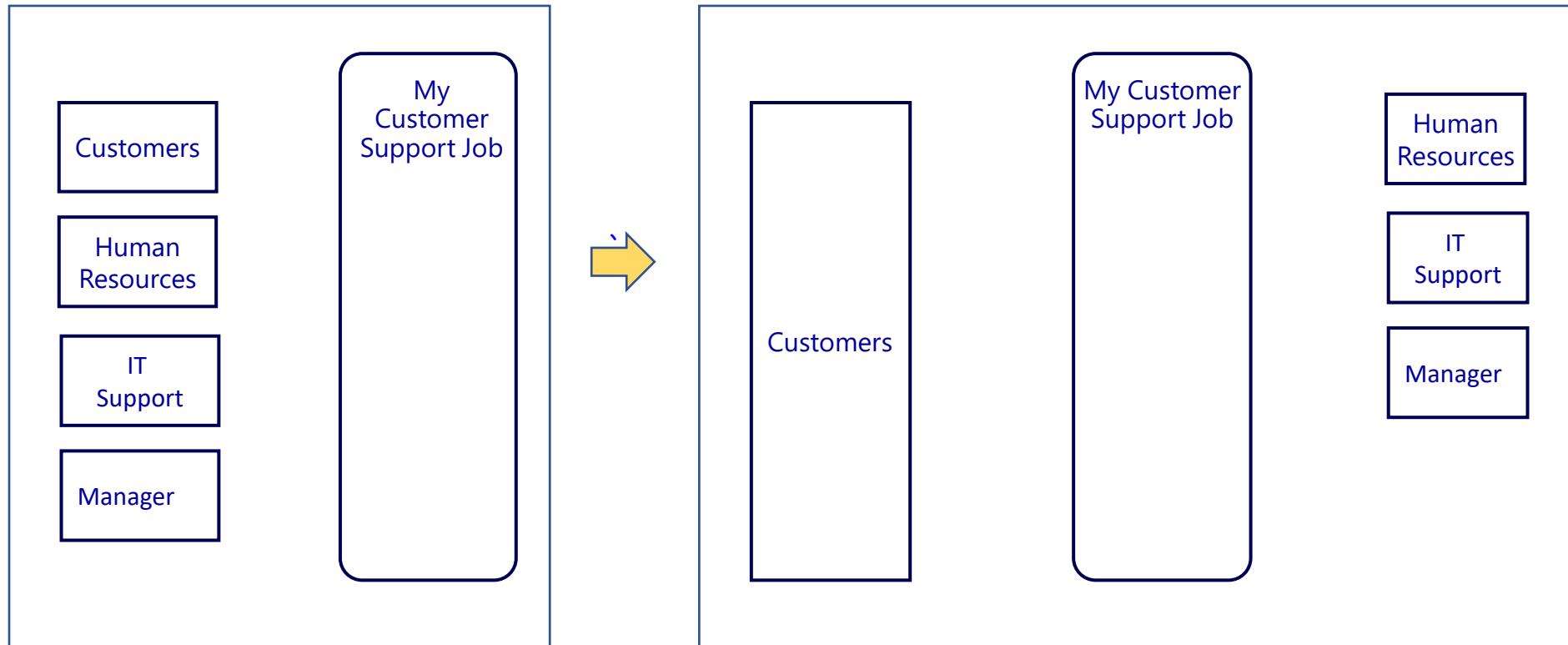
Using Page Space – Working with Boundaries and Flows

- A basic challenge in hand drawn maps is that some boundaries may have many flows, meaning that these boundaries need to be taller.
- Since the maps are used for learning and exploring, you may not know in advance which boundaries will be taller.
- The following slides show some techniques for working with this situation.
- *Suggestion: don't let this slow you down; it's helpful to keep mapping rather than be concerned about layout*



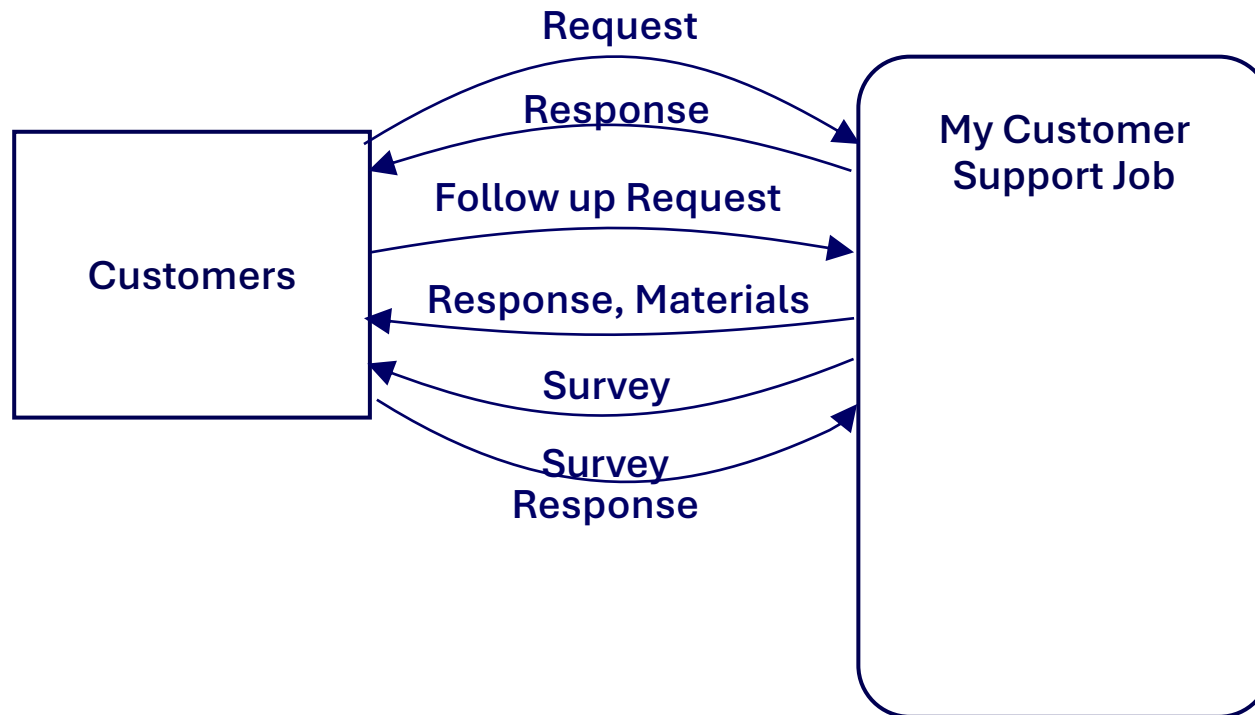
Using Page Space – Working with Boundaries and Flows

- If you know that one boundary will have a lot of flows, you can make it taller to start with, or move the ones under it



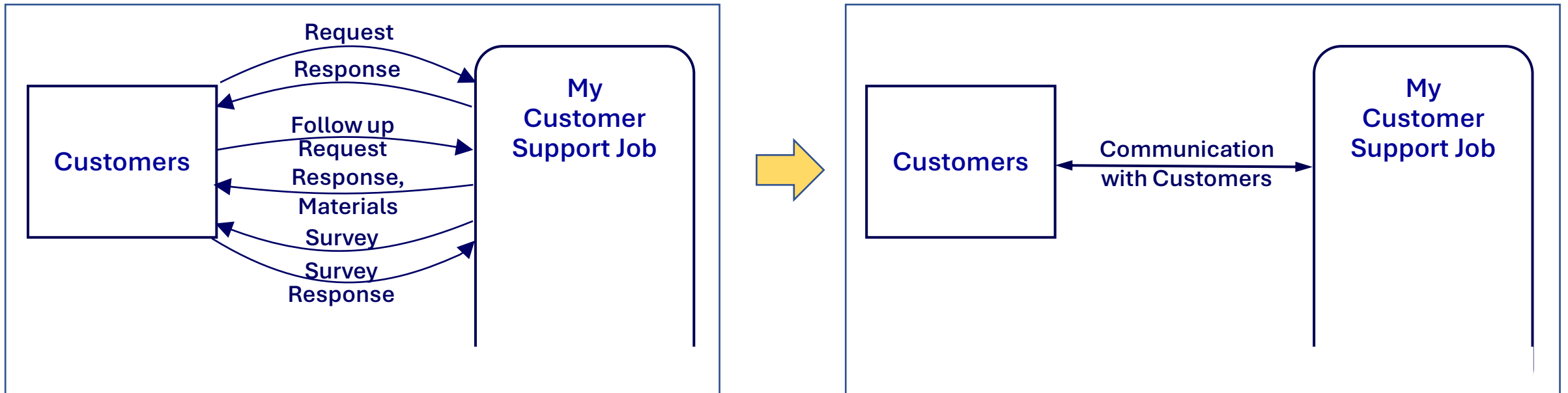
Using Page Space – Working with Boundaries and Flows

- Another technique is to fit in more flows using curved flow arrows



Using Page Space – Working with Boundaries and Flows

- A third technique is to summarize a set of flows in one flow, and then capture more detail in notes or on a separate map page
- Again, when you are using pencil and paper, have an eraser and expect to use it.
- At the same time, remember that you may be mapping your job **to increase your understanding**. So do what works best for that.
- You can always make a neater map later.



Thanks for viewing!