

# Modern Mind Mapping for Planning, Task Management & Collaboration

**Ayoa Access to Work** is an all-in-one solution that helps users to plan work, write documents, manage tasks and present findings to team members. Ayoa supports difficulties with literacy, writing, note-taking, focus and concentration, prioritisation and time management and more.

Access Ayoa on multiple platforms:



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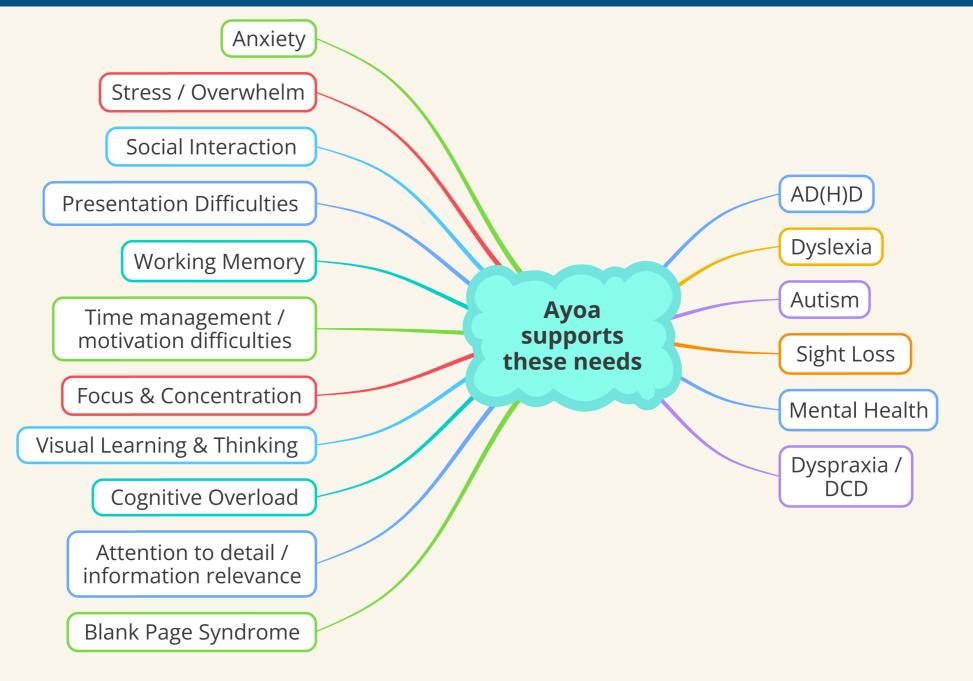


Android

iPad









## **Tips for recommending Ayoa:**

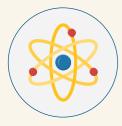
Need:	Ayoa Solution:
Focus and concentration	• A visual planning strategy supports concentration when users are struggling to organise their thoughts and helps them to make strong connections with their ideas and arguments.
	• Users can create mind maps to conceptualise their ideas, which they can then organise into a logical structure.
	<ul> <li>Ayoa has the capability of allowing voice notes to be added to plans which will support users to quickly record ideas during the planning process.</li> </ul>
	• Ayoa's intuitive toolbars and Auto Focus tool hide unnecessary buttons and information, allowing the user to further focus their attention.
Attention to detail / information relevance	• Users can add notes and comments to their plans, which allows them to further develop their ideas by adding more detail, links and checklists.
	• The Idea Bank can be used to store ideas that do not have a place in their plan, which can be incorporated later when they review the information. This will help users to identify whether ideas are relevant to their work.
Presentation difficulties	• Ayoa's presentation tool allows users to easily present their work in meetings without having to create separate presentations, enabling users to prepare their thoughts and practice it, all within Ayoa.



## **Tips for recommending Ayoa:**

Need:	Ayoa Solution:		
Time management / motivation difficulties	<ul> <li>Ayoa's visual task management with user-defined categories will reduce feelings of overwhelm and allow users to plan their work and measure the progress of tasks as a percentage using the progress bar, with help from a supporter if needed.</li> </ul>		
	<ul> <li>Tasks can be visualised in Workflow or Canvas mode or displayed as a Gantt timeline to suit individual preference, helping users to prioritise and complete tasks even when experiencing periods of low mood or motivation.</li> </ul>		
Writing difficulties	<ul> <li>Ayoa's Document View enables a user to move easily between their mindmap and a linear document, with the ability to edit the structure, and add content such as notes and images from either view before exporting their work in their preferred format.</li> </ul>		
Deployment and data security:			
<ul> <li>Ayoa is browser-based and does not require the installation of physical software on the user's computer.</li> <li>Users can enable MFA to meet their organisation's data security policy.</li> </ul>			
• A full privacy policy can be found <u>here</u> .			





#### **Modern User Interface**

A clean and intuitive interface motivates individuals by eliminating cluttered menus, making tool discovery effortless and encouraging software usage

### **Real Collaboration**

Allows users to collaborate on planning, task lists and whiteboards and chat with group members and supporters, all within the software

#### Idea Bank

Allows users to keep track of their ideas and add them to their mind map at a later point, so that they are not forgotten



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## Al Support

By populating mind maps with existing knowledge, Ayoa saves users time and supports creative thinking and new ideas



## **True Task Management**

Allows individuals to manage their academic tasks within user-defined categories, reducing anxiety and overwhelm



### Whiteboards

Allows creative note-taking with the ability to add text, sticky notes, images and attachments or start with one of the proven templates



## **Mind Maps**

Users can organise and visualise their ideas, making studying and project planning easier and more effective.

### Accessibility

Allows users to set default font type, size and background colours, ensuring their work is accessible from the start



**Further Resources:** 



