Basics of Bullet Journaling

What is a Bullet Journal?

A customizable system built by you to keep up with your tasks, events, ideas, notes, everything. It is built on the Rapid Log system by Ryder Carroll (www.bulletjournal.com). Basically, a rapid log is a quick reminder to self on what you need.

> *Note-taking and traditional journaling take time; the more complex the entry, the more effort is expended. The more effort expended, the more of a chore it becomes, the more likely you'll underutilize or abandon your journal. Rapid Logging is the solution. Rapid Logging is the language in which the Bullet Journal is written. It consists of four components: topics, page numbers, short sentences, and bullets.*
>
> *- Ryder Carroll*

With rapid logging, bullet journals do not take a lot of time to set up or maintain.

Utilizing Bullet Journal migration will also let you keep an eye on tasks need to be completed and what wasn't as important as you thought it was.

Supplies

To get started you only need a notebook and a pen/pencil. Decorations are very nice, but not necessary. Your notebook can be lined, blank, dotted, or have a grid layout. Pocket sized or binder sized. As long is it something you are comfortable with keeping up with, use whatever works best for you.

Additional supplies that are nice to have (but not necessary)

- Colored pens/pencils
- Rulers
- Markers and highlighters
- Stickers
- Stencils
- Washi (decorative) tape

Index

The first step to setting up your Bullet Journal is to create an index. A table of contents in your journal helps you to find things easily. This is how the journal can become your keep all for anything. With the rapid log process, you just flip to the next page and start writing. Making a note in your index of the page number and topic keep you organized. This way your week of May 15th can be on way page 12, a recipe you copied can be on page 14, and a packing list for a trip can be on page 15.

Some notebooks that are geared specifically towards bullet journaling come with index pages and page numbers. If the notebook you have selected doesn't, just save a few pages in the front for indexing and take a few minutes to number your pages.

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Leuchtturm 1917

Key

Many people find that a key helps them keep organized when they are separating out tasks, events, and notes. If you are doing a rapid log, typically all entries into your bullet journal have the same look. A doctor's appointment at 3pm and a reminder to buy more dog food would each take up one line. But if you want a little more distinction, a Key could help filter your items.

The "bullet" of the bullet journal is to enter each key with a single dot.

May 15

- Doctor's Appointment 3pm
- Get dog food
- Clean bathroom
- Put away laundry
- Make lunch for tomorrow

All good intentions. But depending on how the day goes, some things get done and some get "migrated" or moved to the next day. At the end of the day your entry might look more like

May 15

- ✓ Doctor's appointment 3pm
- ✓ Get dog food
- ●➤ Clean bathroom
- ●➤ Put away laundry
- ✗ Make lunch for tomorrow

The tasks of "Clean bathroom" and "Put Away Laundry" weren't completed. They get migrated to the next day. And the next day. And the next day until completed.

After a day or two of migration, you're probably going to stop and think to yourself "am I really going to get this task completed, or am I going to move it AGAIN to another day".

Here's the key I'm currently using:
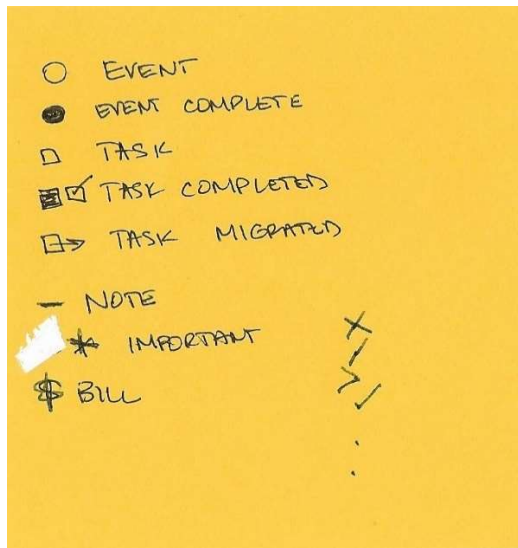
Some people have found that color coding works for them. Some need more indicators. Here are a few examples of different keys.

1 Instagram @my_blue_sky_design

IG: @brewritesetc   www.brewrites.com

Bullet Journal Key

Types

☐   Task

○   Event

△   Appointment

⚑   Goal

·   Notes

Status

☐○△⚑   Canceled

■●▲⚑   Completed

◇   In progress

Signifiers

→   Migrated to   (ex. ☐→[when?] do something)

⇢   Delegated to (ex. ☐⇢[who?] do something)

☆   Priority

00   Explore

!   Idea

^^   Happy

TT   Bad

†   Spiritual

♡   Lovely

$ Money OUT

$ Money IN

≡   Plan

✑   Write

ℛ   Read

Special Task Manipulators

⤵↑ Broke down to/from (ex. ☐⤵ To do big task   )

                                (↑☐ sub task 1   )

                                (↑☐ sub task 2   )

↓↳ Merged from/to   (ex. ☐↓ To do small task)

                                (☐↓ To do small task)

                                (↳☐ Merged task   )

Future Log

A Future Log is a high level overview of your next few months – year. If it's April and you find yourself making plans for Christmas, a quick entry in your future log will remind you of the event when you start to set up your December in your bullet journal. It might be a helpful place to keep track of birthdays and anniversaries as well.

Currently I have a four-page spread dedicated to my future log. I'll probably set it up differently in my next journal.

Here's a few examples of Future Log set ups:

3 Instagram @bujobeyond
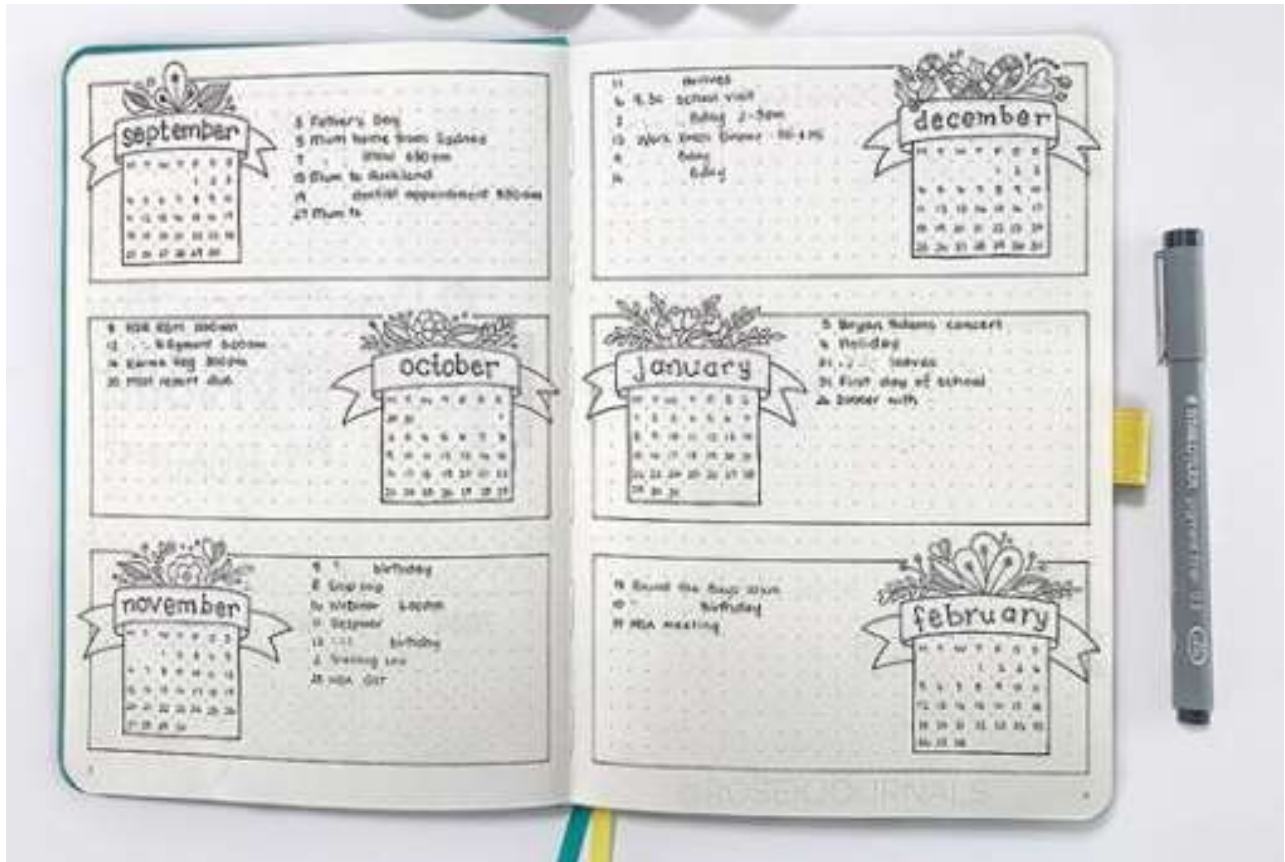
4 Instagram @rosekjournals

5 Instagram @spaceandquiet

TIP: If you end up using your journal longer than anticipated and need to set up another Future Log, just turn to the next blank page note the additional pages in your Index. If you finish your journal before you've completed the time in your Future Log, migrate the events to your next bullet journal.
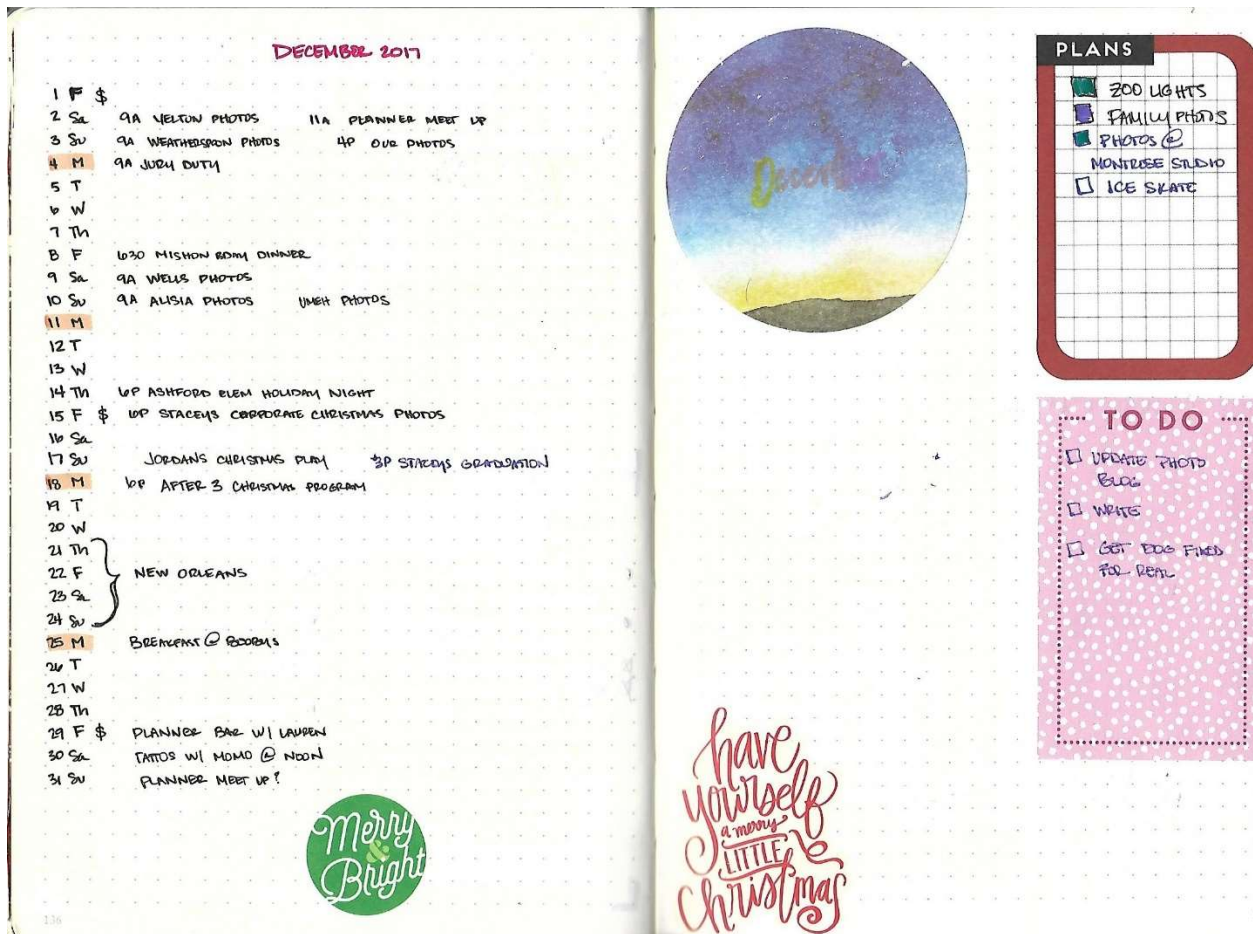
Monthly Log

Your Monthly Log is the month in more detail than your Yearly Log gives. The simplest method of entering a monthly log is to write the dates of the month and the day of the week down the side of a page. Then write what events or task you have then. Refer to your Yearly Log to see what you previously wrote for the month. Smaller daily tasks can be saved for your weekly/daily log.

Here's my typical monthly spread:

If there are goals you want to meet for the month or just a general task that needs to get completed, you can include that in your month log.

Example: if you have to get your car registration done in May, but there is no date tied to the event you would include it in your monthly log.

The idea is that you refer to your monthly log when planning out each week or day. This keeps the tasks on your mind.

IG: @brewritesetc   www.brewrites.com

Here's other examples of monthly logs:

6 Instagram @my_bulletjournal_journey

IG: @brewritesetc   www.brewrites.com

7 Instagram @brunchandbujo

Daily / Weekly Log

The main function of your bullet journal is to keep up with daily tasks that need to be completed. By using your Future and Monthly logs, you can look ahead to see what events you had scheduled but your daily tasks get their own space. You have the option to do whatever works best for you.   You can start each day on a new page or split two days per page. One day might take up ¾ of a page where the next doesn't have any entries.

Many people like to lay each week out in a spread. That way you can look at the entire week on a page and plan accordingly. With a bullet journal though, you can do each week a completely different way depending on what meets your needs at the time.

Tip: Searching on Instagram and Pinterest can be overwhelming when it comes to weekly spreads. There are very elaborate pages that seem like it takes hours to create. IF that is your jam, by all means spend the time to decorate your spread. There is no right or wrong way to do *YOUR* bullet journal. I have been alternating between 3 spreads so it takes maybe 10 minutes total to set up a weekly spread.

I've added a few examples on the last pages for inspiration, but the possibilities are truly endless.

Collections

Any list that you want to keep up with is called a "Collection". With your index and page numbers it's very easy to just turn to the next blank page and start a new Collection. If you find a recipe that you want to make, it's a collection. If you start a list of books to read or movie to watch. Collection. The possibilities are endless.

Some Collection Ideas:

Playlists	Favorite Recipes	Affirmations
Wish List	Boredom Buster	Morning Routine
Bucket List	Favorite Quotes	Social Media To Follow
Places to visit	Daily Routine	Gift Ideas
Restaurants to visit	Meal Tracker	Self-Care Activities
Birthday Lists	Water Tracker	Books to Read
Movies Watched	Gratitude Lists	Dream Log
Movies to Watch	Places To Visit	

Trackers

Trackers, just like everything else in a bullet journal, are completely optional. If you want to make sure you have 8 glasses of water a day, you can add a little tracker into your daily log. If you want to make a note of how you slept every day for a month, you can add a sleep tracker into your Monthly Log spread.

Resources

www.bulletjournal.com

www.bohoberry.com

Instagram:

@paperfiles

@diyday

@writtenintentions

@paperfiles

MON 18
- LEAVE A GOOD DAY
- ■ BUY DOG FOOD

TUE 19
- #CHIDER STRIKES
- ■ WORDLESS WEDNESDAY
- ■ PUT AWAY CLOTHES
- $ PAY CAR — NOTE ✓

WED 20
- ■ CLOTHES ↳ PUT AWAY
- ↳ WASH
- ☐ BUDGET
- ● PHOTOS
- ☑ CANCEL MASK SUBSCRIPTION

THU 21
- ■ APPROVE SERRATO'S ORDER
- ☑ CANCEL MASK SUBSCRIPTION ADDISON
- ■ BUDGET

FRI 22 $
- • NEO YOKIO (NETFLIX)
- • NO SCHOOL FOR
- • CAR INSPECTION

SAT 23
- ● KOBAS PARTY ↳P @KOBAS
- $ AMAZON
- ● MOVIES W/
- GARRISON: HERO & IONA
- • CAFE ADOBE W/ JA'MIRAH
- • DAVE & BUSTERS.

SUN 24
- ● KINGSMEN 2

SEE THE FOLDED LAUNDRY? YEAH I DID THAT

TRACKER
READ
WRITE

M T W Th F S S

TASKS
- ■ KINGSMEN 2
- ■ RETURN JACKET
- ☑ GET TAG OFF NEW JACKET
- ■ FINISH SERRATO'S PHOTOS
- ■ BUY TAMPONS
- ■ OCTOBER MONTHLY
- ? LANDSCAPER ?
- ■ FORMAL DRESSES TO CLEANERS
- ■ CAR INSPECTION / REGISTRATION
- ■ FINISH "THIS IS US" S1
- ☐ SCAN MARRIAGE LICENSE FOR PAPER

BLOG
- ☐ JOANNA UPDATE (FINISH STORY)
- ☐ UPDATE PHOTO BLOG
- ☐ PIN ADS
  ↳ FACEBOOK
  ↳ INSTAGRAM

NEXT WEEK
Note:
28 - BULLET JOURNAL CLASS
30 - PEAVY'S WEDDING 1
1 - PEAVY'S WEDDING 2

I GOT THE TIME... THE WORLD... DO YOU WANT SOME OF IT?

OCTOBER 16 - 22
2017

- ☐ Print Prompts for Meetup
- ☑ Gift for LLW
- ☐ Elfster Wish List
- ☐ Letterboard for Lauren

THRS 19

$ Pay Bills
- ✓ - Amazon
- - Old Navy
- - US Bank
- - Loan

Next week:
28 - Tweek Photos
29 - Jennis Friends Photos

FRI 20

TO DO:
LITTLE CRAFT
PLACE
Noonish

☐ BUDGET

· Rice & Molly St

MON 16

- ☐ Pick up Groceries
- · Beowulf Sisters Monday Class

SAT 21

- ● 12p LLW Barbu Shower
  Helens Park - Stella Link
- ☐ Check out Park

TUE 17

- ☐ Budget
- ☐ Switch Pledges

WED 18

✓ $ Pay Loan
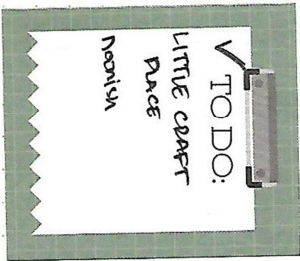
SUN 22

- ● 11a Planner Brunch
  - ☑ Bring Laurens Gift
  - ☑ Edited Notebooks
  - ☑ Give Away
  - ☑ Prompts
- ● Tattoo 3p
- · Costco w/ Mom

OCTOBER 23-29 17

Make things Happen

MON 23
- ● UP CHICK FIL A HALLOWEEN THING
- ■ BOX TOPS

TUE 24
- · SCHOOL PICS FOR ADDY
- ■ BUDGET
- ● ~~PAY BILL~~ WATER BILL

WED 25
- ■ WASH CLOTHES
- ■ PUT UP CLOTHES

THU 26
- ■ CONFIRM W/ EVERYONE FOR THE WEEKEND
- · GET MAPLES EMAIL ADDRESS
- ■ REVUE POST (FEATURES & COLORS)

- ■ WASH CLOTHES
- ■ PUT UP CLOTHES

FRI 27
FLEX
- ■ DOG TO GROOMER
- ● 1220P EYE DOCTOR
- ■ GET CAMERA READY

- ■ DROP OFF JACKETS @ GOODWILL

SAT 28
- ● 9A TUBER PHOTOS @ HELENS PARK
- ● 530P PENN THOMAS PHOTOS ?? CONFIRM LOCATION
- ■ JACKETS TO GOODWILL

- ■ PUT UP CLOTHES

SUN 29
- ● 8A MAPLE BLOUNT PHOTOS @ HELENS PARK
- ■ CAR PHOTOS FOR BROCHURE
- ● IP PLANNER MEET-UP ? LAMBRIGHT @ BRIDGES
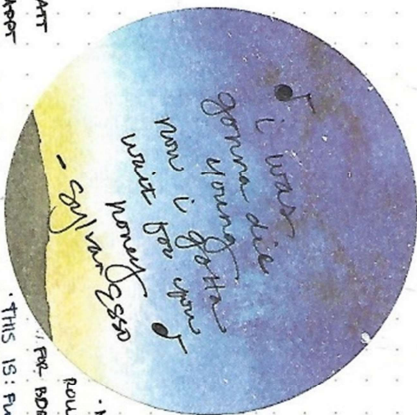
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BLOG | PHOTO
- ■ CONFIRM W/ MICHELE
- ■ CONFIRM W/ MARTINA
- ■ CONFIRM W/ MAPLE
- ☑ UPDATE PHOTO BLOG
- ☑ UPLOAD PHOTOS TO CLOUD

NEXT WEEK
- 31 - HALLOWEEN
- $ - PHOTO WALK
- 5 - DST ENDS
- · BDAY DINNER FOR YAYA ??

TO DO
- ■ CAR WASH
- ■ BABY GIFT FOR MATT
- ■ CANCEL DENTIST APPT

- ■ GET FLEX CARD

i was gonna die now i gotta wait for you
- Solvang 1550

· THIS IS: FLORENCE + THE MACHINE

BRAIN DUMP
- · MOMMY WANTS A ROLLER LAPTOP CASE

PLANNER IS MY LIFE
- ANY FREE WRITER PROGRAMS ? STUDENT DISCOUNT FOR SCRIVENER ?
- INJUSTICE 2 COMIC HAS NUBIA

NOV
6
-
12
2017

MY BED
IS CALLING.

MON 6
- MOMMY'S BIRTHDAY
- SEND INVOICE TO UF FOR PHOTOS
- PAYPAL JEBMICA $41
- SWEEP / MOP

TUE 7
- SHOOTPROOF $
- PAYPAL JEBMICA
- SWEEP MOP

WED 8
- PIZZA NIGHT

pizza night

I VOTED
HarrisVotes.com

THU 9
- PLANNED PARENTHOOD $

FRI 10
- 6:30 @ Cinemark THOR-
- BUDGET
- DONATE COATS
- SWEEP
- MOP

FLEX

★ movie ★ night

SAT 11
- 10A MITO CLINIC PHOTOS
- 4P DRINKS FOR SEYI @ the FLAT
- CHUYS
- HOUSE OF PIES
- LAJUANDA HAD HER BABY!
- FINISHED RICK & MORTY S3

SUN 12
- 2P CASABLANCA @ CINEMARK
  & FRANKIE
- ENGAGEMENT PICS FOR-T
- FANCY TRIGER

TO DO
- BUY THOR TICKETS
- DONATE COATS
- ELFSTER GIFT
- BRIDESMAIDS DRESS
- TO CLEANERS

Life is EITHER A daring ADVENTURE of nothing AT all.
HELEN KELLER

ONE DAY at a TIME

PLANS
WRITE !!
WORK ON PHOTO
BLOG

NEXT WEEK
17 - T& FRANKIE WEDDING

MARCH
19 ⭐ 25

MON 19
- ☑ BUY PB&J
- ☐ CLEAN SHOWER / FLOOR
- ☐ WASH WHITES

SPOONBENDERS (AUDIBLE)

TUE 20
- ☐ CLEAN SHOWER / FLOOR
- ☐ WASH WHITES

birthday!
ARIEL

WED 21

THU 22

TO DO:
- ☐ CONFIRM OPTIONS W/ KIM

FRI 23
- ☐ PAY AMAZON
$

Caffeine please

coffee ALL YOU NEED IS LOVE

TO BUY
- ☐ BLANK JOURNALS
- ☐ ADD ON CARD KEEPER

SAT 24

30 - GOOD FRIDAY
30 - CHIRO APPT 930A
   BRING KEYS!
31 - ERIN CONFIDEN STORE

SUN 25
- ☐ BUILD CLASS 1-3P

BARRM (1HR)