



Bullet Journal Quick Guide

A bullet journal can help with productivity and organisation. It's an analogue method in a digital world but the simplicity and flexibility of bullet journaling makes it into the best planner/organiser/time management system you have ever used. The original system was developed by Ryder Carol - bulletjournal.com

Terminology

- **BUJO** your bullet journal
- **Rapid Log** logging your list of tasks
- **Spread** 2 facing pages in your BUJO
- **Index** list of your pages/spreads
- **Future Log** tasks due in future months
- **Monthly Log** your page for a month

Bullets/Signifiers

- Short form notation
- Organises tasks
- Adds context
- Use throughout your bujo
- Personalise to what works for you
- Add a key at the front so you remember them

- **Daily Log** a page for a day
- **Weekly Log** a spread for a week
- **Collection** a page or spread
- **Bullets** bullet points
- **Signifiers** symbols for events etc
- **Migration** moving tasks to future times
- **Reflection** looking back at a task/period and reflecting on success/failure

Key

•	Task
×	Task Completed
>	Task Migrated
<	Task Scheduled
O	Event
-	Note
*	Priority
!	Inspiration
•	Explore

Index

- First spread in your bullet journal
- Add pages/spreads as you add them to your journal
- An overview of your journal

Index

Page	Title
2-3	Future Log
4	Key
6-7	June Monthly Log

Future Log

January	February	March	April
• 2nd Feb	• 15th Feb		
• 22nd Feb	• 29th Feb		
• 1st Mar	• 8th Mar		
• 15th Mar	• 22nd Mar		
• 29th Mar	• 5th Apr		

Future Log

- Next spread in your bujo
- Split the page into 6 parts
- Add titles of the next 6 months
- Write tasks due outside the current month
- Check back each month as you create your monthly log

Monthly Log

- Left page month and calendar
- Right page tasks
- Write events on calendar page
- Tasks from future log
- Tasks migrated from previous month
- Tasks you want to do this month

June

June	Tasks
• 1st June	• Complete website
• 2nd June	• Write proposal for workshop
• 3rd June	• Book theatre tickets
• 4th June	• Send notes to Brian
• 5th June	• Send notes to Brian
• 6th June	• Send notes to Brian
• 7th June	• Send notes to Brian
• 8th June	• Send notes to Brian
• 9th June	• Send notes to Brian
• 10th June	• Send notes to Brian
• 11th June	• Send notes to Brian
• 12th June	• Send notes to Brian
• 13th June	• Send notes to Brian
• 14th June	• Send notes to Brian
• 15th June	• Send notes to Brian
• 16th June	• Send notes to Brian
• 17th June	• Send notes to Brian
• 18th June	• Send notes to Brian
• 19th June	• Send notes to Brian
• 20th June	• Send notes to Brian
• 21st June	• Send notes to Brian
• 22nd June	• Send notes to Brian
• 23rd June	• Send notes to Brian
• 24th June	• Send notes to Brian
• 25th June	• Send notes to Brian
• 26th June	• Send notes to Brian
• 27th June	• Send notes to Brian
• 28th June	• Send notes to Brian
• 29th June	• Send notes to Brian
• 30th June	• Send notes to Brian

Daily Log

- Title with day and date
- Add tasks & activities
- Rapid log tasks, events & notes throughout the day
- Underline at end of day & move on to next day

Monday 22nd

• Call Fred re training
• Chase Albin for clarification re Annie Saloman
• Book theatre tickets
• Change booking for Lyn Perry
• Look up Eisenhower Box

Tuesday 23rd

• Reschedule dentist
• Call Amanda to pick up ironing
• Send expenses sheet to Jackson
• Fix Dragon emulator problem
• Add shortcuts to review of card
• @venue to confirm workshop
• 12:30 Meghan's birthday lunch

Collections

- Spreads for specific tasks, activities & related ideas
- Add collections to your index

Website

• Home page
• About
• Image
• History
• Services
• Training
• Workshops
• Courses
• Qualifications

Migration

- When you create a new monthly log
- Look at previous collections, monthly and daily logs
- Strike out tasks you no longer need to do
- > Migrate tasks to new months
- < Schedule tasks to your future log

September

• Leaflet for satellite
• Flyer - district quiz
• Workshops
• Update dragon guide
• Expenses
• Green Deal
• Mortgage
• Email broker
• Check house prices
• Email assessors
• Move Fred Williams Across
• Cite this for me
• Make videos
• Cite this for me
• Reader mode
• Kindle



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