

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**
- Future Log tasks due in future months
- month

Bullets/Signifiyers

- Short form notation
- Organises tasks

Index

- 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

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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

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

Collections

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

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



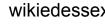






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- **Index** list of your pages/spreads
- Monthly Log your page for a

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

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