

BULLET⚡JOURNAL

TIME

Time can't be made,
it can only be taken.
It can be taken from us,
or it can be taken by us.

The Bullet Journal® Method
is about taking time.
It's about taking time to
breathe, think, process,
prioritize, focus, plan,
dream, explore, question,
vent, soothe, ground,
organize, track, invent,
play, grieve, rejoice,
love, reflect, and grow.

Most of all it's about
taking the time to learn:
to learn who you are,
to learn who you want to be,
to learn what you want,
to learn why,
to learn how,
one page at a time.

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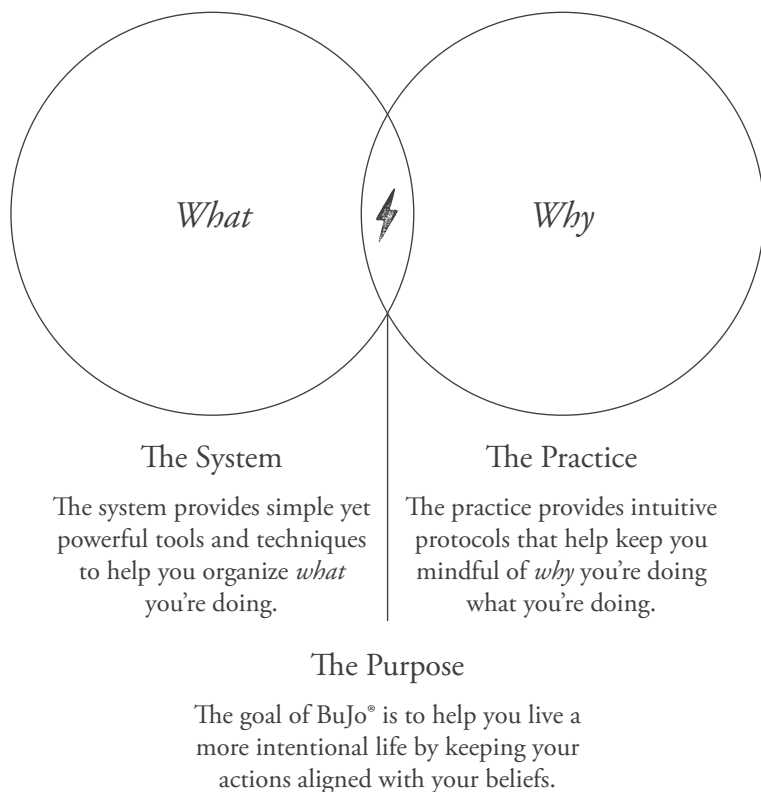
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Introduction

The Bullet Journal® Method is a mindfulness practice disguised as a productivity system.

Purpose Powered Productivity®



The best way to learn how to Bullet Journal® is to experience it. This guide is designed to help you get up and running with the basics. Let's start by setting up the first pages of your notebook.

Set up your Index

The *Index* will help you quickly find your content and give you a bird's-eye view of the things demanding your time and attention.

Think of your Bullet Journal like a customizable tool kit. The *Index* lives at the front of your notebook and serves to help you find your tools.

The tools we use are designed to organize and group related information. That's why we call them *Collections*. Common *Collections* include goals, fitness trackers, reading lists, meeting or class notes, and more. Chances are you'll generate a lot of different types of *Collections* over time.

To keep your *Collections* organized, simply add their *Topics* and page number(s) to the *Index* as in the example below. Note, they don't have to be sequential. You can create new instances of *Collections* anywhere in your notebook, and still keep them neatly organized using the *Index*.

INDEX	INDEX
Future Log: 6-7	
January: 8-9	
Goals: 12	
Gym Tracker: 22-30, 35	
Reading List: 36-38	
Drawings: 4, 112, 159	
Short Story Ideas: 52-55	
Finances: 13-21	
Trip Planning: 42-48	
Class Notes: 100-105, 113	
Axe Demo: 121-124, 130	
Maya's Wedding: 140	
Yearly Reviews: 160-168	

Set up your Future Log

The *Future Log* is a time machine that allows you to glimpse the life you're working towards.

Located right after the *Index* pages, the *Future Log* is a *Collection* where you can store *Tasks* and *Events* that fall outside the current month.

More than just being a type of calendar, the *Future Log* also provides an overview of your commitments over time. It can help you stay mindful of what you allow into your life.

You can lay out your *Future Log* to look as far forward as you need to. Below is a simple six-month example. You can find more templates on bulletjournal.com.

Tip: Be sure to add page numbers as you go.

FUTURE LOG	FUTURE LOG
FEB <ul style="list-style-type: none"> o 5 - 7: Work seminar in FL. o 12: Eats Co. project due. • 25: House: Sign papers 	MAY <ul style="list-style-type: none"> • 1: Taxes Due o 15: Silent Retreat
MAR <ul style="list-style-type: none"> o 3: A.I. Lecture at Roth Theatre • 16: Acme presentation due! o 20: James b-day 	JUN <ul style="list-style-type: none"> • 2: Puppy needs shots • 5: O.P.C: Pitch due o 15: Museum Week • 21: Submit LTM application
APR <ul style="list-style-type: none"> • Plan trip to Vienna o 1: Moving day! o 5-25: Lyden Exhibit 	JUL <ul style="list-style-type: none"> o 19-21: L.A. BizDev conference o 24: Emtech team presentation • 25: Submit RTT papers
6	7

Set up your Monthly Log

Part timeline, part task list, the *Monthly Log* helps you to reset, reprioritize, and recommit to the things you choose to allow into your life.

Timeline:

On the left page you'll find the *Timeline*. Though it can be used as a traditional calendar by adding upcoming events, the recommended way to use the *Timeline* is to log events *after* they've happened. This will provide you with a more accurate and useful record of your life.

Task List:

On the right page is your monthly task list. It's designed to help you organize and prioritize your monthly *Tasks*. It consists of new *Tasks*, *Future Log* items scheduled for this month, and any important unfinished *Tasks* from the previous month.

JANUARY	JANUARY
1 M First day back to the gym 2 T 3 W 4 T Ft: Biz dinner Sam 5 F Ft: Breakout sessions 6 S Ft: Sam intro to team 7 S 8 M Got the promotion! 9 T 10 W 11 T Eats Co. Project handoff! 12 F Sold car 13 S 14 S 15 M Niclas's birthday! 16 T Hit weight goal! 17 W 18 T Dinner with Mom @Franks 19 F Empire State Building visit 20 S 21 S 22 M 23 T 24 W 25 T 26 F 27 S 28 S 29 M 30 T 31 W	<ul style="list-style-type: none"> • Acme: complete report • Sign up for classes • Rachel: schedule dinner • Dr. Nolen: schedule appt. • Call Stacey • Prepare yearly reviews • House: sign final papers
8	9

Set up your Daily Log

The *Daily Log* is designed to declutter your mind and keep you focused throughout the day.

The *Daily Log* is the workhorse of BuJo®. To set yours up, simply write down the date, then log your thoughts as they bubble up. To make this process quick and easy, we use a technique known as *Rapid Logging*.

Rapid Logging allows you to quickly capture and categorize your thoughts as bulleted lists. Each bullet represents one of three categories of thought:

- *Tasks* (things we have to act on)
- *Notes* (things we want to remember)
- o *Events* (things we experience)

<p>I . 1 . M</p> <ul style="list-style-type: none">• Get tickets: FL seminaro Mica's birthday party @Leno's• Travis: call re Vega deadline• Pick up laundry– Tellison drive is pretty <p>I . 2 . T</p> <ul style="list-style-type: none">• Martina: schedule call• Danger: take to veto Leigh: Dinner @Ikaya• Ali: email re outline• Tinker: reorder paper– Anthea likes orchids <p>9</p>	<p>I . 3 . W</p> <ul style="list-style-type: none">o Work seminar in FL• Jeff: send notes– attitude > skill– “know your numbers”• Book extra night• Karen: call re dog sitting• Update fitness log <p>I . 4 . T</p> <ul style="list-style-type: none">o Meeting with Emma– Felt that she heard me– Good “next steps”• Take coding class <p>10</p>
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Practice

Now that your notebook is all set up, it's time to put it to work. Let's take a look at a typical month using the Bullet Journal® Method.

Morning Reflection

1. Review previous Daily Log(s)

Before you dive into your day, sit down with your notebook and look through your previous pages. Has anything changed, become irrelevant, or a priority? Have any new insights or ideas surfaced?

2. Set up today's Daily Log

Now that you've taken a moment to think and reflect on your goals for the day, set up your *Daily Log* and *Rapid Log* your thoughts. To mark a *Task* as a priority, you can use the "*" *signifier*.

This is called the *Morning Reflection*, the first of two *Daily Reflections*. It helps you to clarify a plan of action, which allows you to move through your day with focus, purpose, and direction.

<p>I . I . M</p> <ul style="list-style-type: none">• Tickets: FL seminar* • Mike: call re Vega deadline	
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Throughout the day

1. Declutter your mind

During the day, keep your notebook close by so you can *Rapid Log* your thoughts and feelings as they appear. As you can see in the example below, your entries don't have to be in any particular order. You can also nest bullets when an entry requires multiple steps or additional details.

2. Update *Tasks* as you complete them

You may have noticed the use of dots instead of checkboxes for *Tasks*. That's because *Tasks* have five states, which help us keep track of their status and location.

Task States:

- Incomplete ◀ Scheduled (moved to Future Log)
- x Complete ◀ Irrelevant (no longer adds value)
- > Migrated (moved forward)

<p>I . I . M</p> <ul style="list-style-type: none">• Tickets: FL seminar* x Mike: call re: Vega deadlinex Pick up laundry- Morgan Drive is pretty- Take when stressedo Jen in town- Went to Enzo's for lunch• Check in on Dad	
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Evening Reflection

1. Review your *Daily Log*

Before you go to bed, be sure to review your *Daily Log*. X off the things you've accomplished to help you acknowledge your progress.

2. Curate your content

Delegate, refine or eliminate any *Tasks* so that you can take more time for fewer, more meaningful things.

3. Clear your head

Capture any new or lingering thoughts to help you decompress. Go to sleep knowing everything is written down and waiting for you to return to it fresh during your next *Morning Reflection*.

These two *Daily Reflections* help you get into the habit of taking the time to make sure you're focusing on things that add value to your life.

I . I . M

- Tickets: FL seminar
- x Mike: call re Vega deadline
- x Pick up laundry
- Morgan Drive is pretty
 - Take when stressed
- o Jen in town
 - Went to Enzo's for lunch
- Check in on Dad
 - Makes him feel loved
- x Lenny: email re: outline
- Toni: send back draft
 - Update copy
- x Update images
- < Silent retreat apply 5/15

Monthly Reflection

1. Review your month and your *Future Log*

At the end of the month, flip through all the pages of the month gone by and look for open *Tasks*. Also check your *Future Log* to see if any items have become current.

2. Filter your content

Reflect on your responsibilities. Try to identify what is and what is not adding value to your life, one task at a time. Use these three questions to help you decide what to push forward, and filter out what to leave behind:

The Filter

Is it vital?

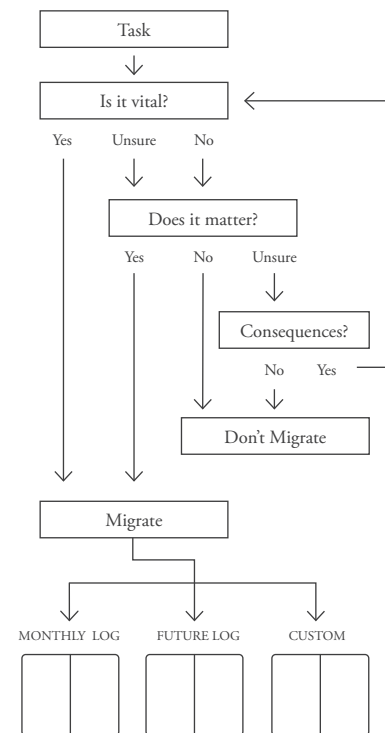
This applies to critical things like paying rent and taxes.

Does it matter?

Does this *Task* matter to you or a loved one?

Any consequences?

What would happen if you never did it? If the answer is nothing, then it's probably not worth your time.



3. Migrate your content

Anything that makes it through the filter is *Migrated* into one of three places: The new *Monthly Log*, *Future Log*, or a *Custom Collection*.

Next Steps

The functionality of the Bullet Journal® is only limited by your imagination. The question you need to ask is how can it best serve you?

The BuJo® Method was designed with the understanding that there is no one system that will work for everyone. This guide lays a foundation on which you're meant to build.

After you've been Bullet Journaling for a while, chances are you'll identify things you want to organize that weren't covered here. That's the power of BuJo®: Once you get the hang of the basics, you can customize it to suit your specific needs. That often starts by adding your own *Custom Collections*.

Custom Collections can be anything from medication trackers to research notes to workout logs. What they organize, and how they're organized, is entirely up to you.

Customizing your notebook is an ongoing part of the Bullet Journal® method. Each month you're given an opportunity to examine the way you organize your life, and to refine it. This is not only true for what you organize, but also for why you're organizing those things.

Over time, BuJo® will help you shift away from a purely process-driven approach to life to a more purpose-driven one. It's the difference between How much time will this take? and Why does this get to take my time? This is what we mean by Purpose Powered Productivity.

That's what the Bullet Journal® Method is about: To define and spend more time with things that matter to you.

Though it's a personal practice, you don't have to do it alone. We offer a lot of resources on how to use BuJo® to help navigate various life situations. We also have an incredibly creative global community contributing BuJo® tools to help tackle various everyday challenges.

Resources

This was a basic overview of the Bullet Journal® Method. If you would like to learn more, be sure to check out the resources below.

Bulletjournal.com

The main hub for all things Bullet Journal. Access our growing library of courses, engage with our global community, enjoy articles, download templates and more.

The Bullet Journal Method

[Bulletjournal.com/book](https://bulletjournal.com/book)

The *New York Times* best-selling book and definitive BuJo® resource, written by its creator: Ryder Carroll. Packed with in-depth, step-by-step instructions, examples, exercises, community examples, and more.

The Companion App

[Bulletjournal.com/app](https://bulletjournal.com/app)

For times when you're away from your notebook, you can download the Bullet Journal Companion app to help you capture your thoughts, back up your notebooks, and more: [Bulletjournal.com/companion](https://bulletjournal.com/companion).

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