

BULLET JOURNAL

QUICK REFERENCE GUIDE

"FOR THE LIST-MAKERS, THE NOTE-TAKERS, THE POST-IT PILOTS, THE TRACK-KEEPERS, AND THE DABBLING DOODLERS. IT'S AN ANALOG SYSTEM FOR THE DIGITAL AGE THAT WILL HELP YOU TRACK THE PAST, ORGANIZE THE PRESENT, AND PLAN FOR THE FUTURE" - RYDER CARROLL, INVENTOR OF THE BULLET JOURNAL

ABOUT IT IS A SYSTEM DESIGNED IN A NOTEBOOK THAT YOU SET UP. IT HAS A SIMPLE FRAMEWORK THAT IS EASILY CUSTOMIZABLE BY ITS USER. IT GETS OUT OF YOUR WAY TO HELP YOU GET THINGS DONE. ALL YOU NEED IS A NOTEBOOK AND PEN. WE RECOMMEND THE OFFICIAL BULLET JOURNAL NOTEBOOK. HERE'S HOW TO GET STARTED.

STEP 1: INDEX

- TITLE FIRST 4 PAGES INDEX
- WHEN YOU ADD A NEW ENTRY, INDEX IT
- THIS IS A SNAPSHOT OF WHAT'S IN YOUR BULLET JOURNAL
- PRO TIP: ONLY INDEX WHAT YOU'LL REFERENCE LATER

| INDEX | INDEX |
|--------------------|-------|
| FUTURE LOG: 1-4 | |
| MEETINGS: 7, 10-11 | |

STEP 2: FUTURE LOG

- TITLE NEXT 4 PAGES FUTURE LOG
- PLACE FUTURE EVENTS HERE
- PLACE TASKS YOU'D LIKE TO GET TO SOME DAY HERE
- CHECK IT ON A MONTHLY BASIS TO FILL MONTHLY LOG
- ADD TO IT AS NEEDED
- PRO TIP: IF YOU HAVE A CALENDAR ONLINE, THEN ONLY ADD EVENTS IN YOUR BULLET JOURNAL YOU WANT TO KEEP AN EYE ON
- PRO TIP: THERE ARE SEVERAL FUTURE PLANNING SOLUTIONS, HEAD TO BULLETJOURNAL.COM TO DISCOVER THEM

| FUTURE LOG | FUTURE LOG |
|---------------------|----------------------|
| JAN 01 - NEW YRS | APR |
| FEB • BUILD SHED | MAY |
| MAR | JUN 03 - BIRTHDAY |
| 1 | 2 |
| 3 | 4 |

- ... ALSO LOOK UP
- CALENDEX
 - ALAISTAIR METHOD
 - SIMPLE LIST
 - CREATE YOUR OWN!


STEP 3: MONTHLY LOG

- TITLE LEFT PAGE WITH MONTH AND NUMBER
- TITLE RIGHT PAGE TASKS
- THE CALENDAR PAGE IS FOR EVENTS
- THE TASK PAGE IS FOR TASKS YOU WANT TO GET DONE THIS MONTH AND MIGRATED TASKS FROM THE PREVIOUS MONTH
- PRO TIP: LOG NOTABLE SNIPPETS YOU'D LIKE TO LOOK BACK ON AS MEMORIES ON THE CAL PAGE

| JUNE | TASKS |
|-----------------|------------------|
| 1W | • PLAN PARTY |
| 2T | • MAKE GIFT LIST |
| 3F 0 BIRTHDAY | • HIKE |
| 4S | |
| 5S SAW PARENTS | |
| 6M 0 MEETING 9A | |
| 7T | |
| 8W | |
| 9T | |
| 10F NEW PHONE | |
| 11S | |
| 12S | |
| 13M | |
| 5 | |

STEP 4: DAILY LOG

- TITLE WITH DAY AND DATE
- RAPID-LOG TASKS, EVENTS, AND NOTES THROUGHOUT THE DAY WITH CORRESPONDING BULLETS
- PRO TIP: REVIEW REGULARLY

| MON / 6 | FRI / 10 |
|----------------|---|
| • BANK | 0 PARTY |
| 0 9A - MEETING | X NEW PHONE |
| - BUTTERFLY | SAT / 11 |
| X GAMES | - NEW COFFEE |
| | X CLEAR DESK |
| | X RELAX |
| | SUN / 12 |
| | 0 RELAX! |
| |  |
| | 9 |

COLLECTIONS

- COMPOSED OF RELATED IDEAS, USUALLY FILLED WITH BULLETS AND SIGNIFIERS
- TURN TO THE NEXT BLANK SPREAD, TITLE, AND INDEX

➔ ENDLESS POSSIBILITIES!

BULLETS AND SIGNIFIERS

- OBJECTIVE SHORT-FORM NOTATION
- ORGANIZE WHAT YOU WRITE WITH BULLETS
- GIVE BULLETS CONTEXT WITH SIGNIFIERS

- TASK BULLET
- X TASK COMPLETED
- TASK MIGRATED
- < TASK SCHEDULED
- 0 EVENT BULLET
- NOTE BULLET
- * PRIORITY SIGNIFIER
- ! INSPIRATION SIGNIFIER
- ⊙ EXPLORE SIGNIFIER

MIGRATION

- WHEN YOU SET UP A NEW MONTHLY LOG, LOOK AT PREVIOUS COLLECTION'S UNDONE TASKS AND MIGRATE TO THE NEW MONTHLY LOG, STRIKE OUT IF IT'S NO LONGER WORTH YOUR TIME, OR SCHEDULE TO THE FUTURE LOG
- IT'S THE DIFFERENCE BETWEEN BEING BUSY AND BEING PRODUCTIVE