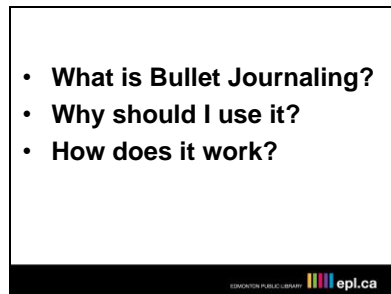


Slide 1



- Welcome to Bullet Journaling 101!

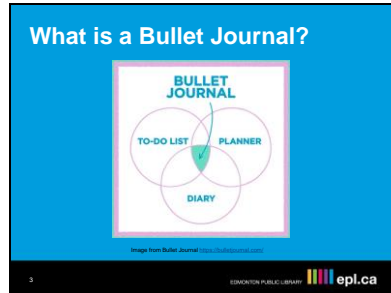
Slide 2



So what are we going to cover today?

- First we're going to talk a bit about what Bullet Journaling is and isn't. We'll learn the Bullet Journal origin story. Because every superhero has an origin story! Then we'll talk a bit about what you need to get started (spoiler: it's not much!).
- Then I want to address the benefits. Clearly by just being here, you're all somewhat interested in using the system, but I also want to share the why of some of the specifics like why analog, why write everything out on paper? And why this method is considered a mindfulness solution and not just a time management tool among other whys.
- How you get started, how the methodology works, and how to customize it to work for you! We'll also do a few hands-on activities if time allows!

Slide 3

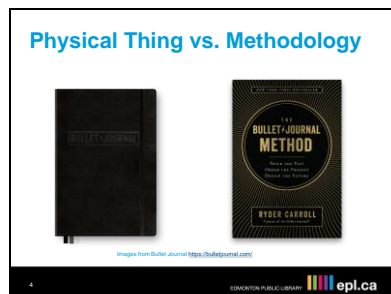


So what the heck is a bullet journal anyway?

The Bullet Journal is an analog or non-digital system created by Ryder Carroll, a Designer based in New York. It's an amazing system that keeps a record of everything you could ever want to toss at it. It can be your task manager, sketchbook, journal, idea catcher, and much more!

That's what makes the Bullet Journal so special. The market is saturated with every planner you could dream up, but somehow not one - no matter how fancy - perfectly serves your needs. It's just couscous trying to turn into a French fry. But the Bullet Journal is different. It starts with a blank journal and a pen which is deceptively simple and almost boring, but it's also the lazy genius organizer you've been waiting for.

Slide 4



Physical Thing vs. Methodology

It's important to take a few seconds to touch on the fact that bullet journaling is a methodology or a system. It's not just the notebook or the use of bullets or any one component of the method. It's the entire system as a whole and the intention and purpose behind it. According Carroll, you should think of it "as a mindfulness practice disguised as a productivity system. It's designed to help you organize your **what** while you remain aware of your **why**. The goal of the Bullet Journal is to help its practitioners

(bullet journalists) live intentional lives, ones that are productive and meaningful.”

Slide 5

Tools

- Pen
- Notebook
- That's it!
- Okay... maybe there are some other tools that can help.





Image from Maddy Fox Farm <http://www.maddymadfarm.com/bullet-journal/>

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So what do you *need* to get started. At the bare minimum, simply a pen and a notebook will suffice! Ultimately, you want tools that are going to work for you.

Slide 6


Notebooks

Dot grid or line grid are the most common options.

- Official Bullet Journal Leuchtturm1917/Leuchtturm1917
- Moleskine
- Rhodia
- Cyanotype (handmade in Edmonton!)

Pens

- Micron
- Pilot FriXion (eraseable)
- Faber-Castell Pitt Artist Pen
- Staedtler
- Pilot Acrobatt
- Pentel Hybrid Technica
- UniPin
- Uni-ball Jetstream
- Pilot Coleto

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The most common notebooks used for bullet journaling are dot grid. This format offers the most flexibility while still providing some level of guidance. Line grid (think graph paper) also fits the bill and, if you like the preset boxes, can be helpful. But there's no right or wrong option. As the popularity of bullet journaling continues to increase, so do the options that work well with bullet journaling.

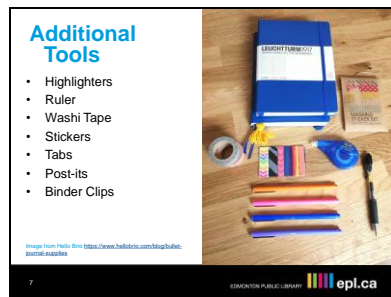
Carroll has this to say about notebook choices: “the two big things to consider are size and quality. If it's too

big, you won't take it with you. If it's too small, it will be impractical. It should be rugged enough to keep up with you and stand the test of time."

Pens is another case of whatever you want to use. Pens are great, but pencils are fine too.

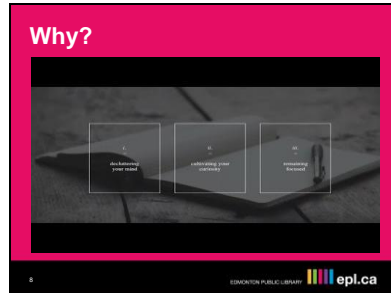
Carroll says to use whatever is going to make your writing legible but also last as Bullet Journals can be long lasting sources of memory and record.

Slide 7



Some additional tools that can be very helpful. None of these are vital or even really a part of the basics of bullet journaling. But they can help you customize your bullet journal for your needs.

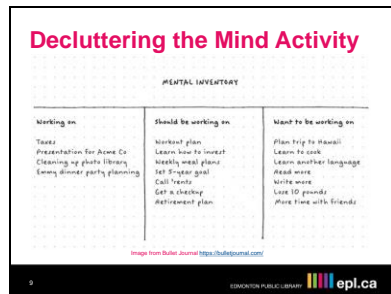
Slide 8



So now that we have a better idea of what bullet journaling is, let's talk a bit about the why of bullet journaling. What makes it so different? What makes it work for so many people? Why is it an analog system? I'm going to let Ryder Carroll do the talking for a bit because he's the real expert.

https://www.youtube.com/watch?v=y m6OYeID5fA&feature=emb_title

Slide 9

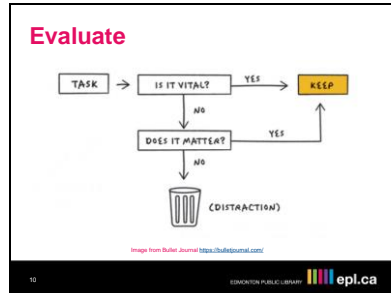


Hands-On Activity 10 minutes.

To begin, sit down with that sheet of paper. Orient it horizontally and divide it into three columns. Ideally, you would do this for everything in your life, but we're going to limit ourselves to the next month of activities..

1. In the first column, list all the things you are presently working on *this month*.
2. In the second, list all the things you *should* be working on *this month*.
3. In the last column, list the things you *want* to be working on *this month*.

Keep your entries short and in list form. If one task sparks a stream of others, go with it. Give yourself some time with this exercise, and dig deep. Be honest. Get it out of your head (and your heart) and lay it out on the page. Take a deep breath and begin.



The mental inventory we just did of all the tasks you are working on this month provides a picture of how you're investing your time and energy – the choices you're making. The next step is to think a little deeper about if those choices are worth it.

Go ahead, ask why for each item on your list. You don't need to dive down an existential rabbit hole. Simply ask yourself two questions:

- 1. Does this matter? (To you or to someone you love)**
- 2. Is this vital? (Think rent, taxes, student loans, your job, etc.)**

TIP: If you struggle to answer these questions about a given item, ask yourself what would happen if said item just didn't get done. Ever. Would there be any real repercussions?

Any item that doesn't pass this test is a distraction. It adds little to no value to your life. Cross it off. When you're done, you'll probably be left with two types of tasks: things you *need* to do (your responsibilities) and things you *want* to do (that is, your goals).

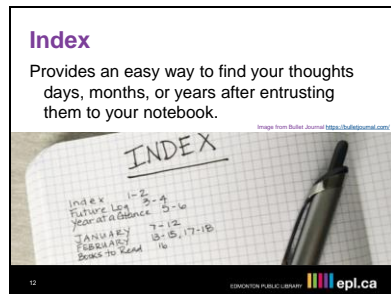
This activity will help you get into the mindset for bullet journaling.

Slide 11



- Now let's get to the nitty gritty of it all! How does bullet journaling work? The method is made up four main concepts: indexing, collections, rapid-logging, and migration.

Slide 12



How many of you have written something down in a notebook or on a post it only to never see it again? The index is what allows you to find things later.

The index also allows for one of the best qualities of the bullet journal system: that nothing has to be written consecutively. There's no saving pages or having empty sections like pre-made planners. There's less waste. You just find things via the index!

The index is what you'd expect. A list of page descriptions and the page number. As you add new pages and collections (we'll get to those next) to your notebook, add them to your index.

You might have noticed that a major component of the index is that it uses page numbers. This is a part of your bullet journal: numbering pages. Some notebooks come pre-numbered. If yours does not, I recommend numbering it as the first thing you do! Yes, it's a little tedious. But it will make everything else work so much better!

Slide 13



Carroll recommends being specific in your index. Too general and it won't help you find what you're looking for. So instead of just writing Library Class for today's notes, for instance, you would write Bullet Journaling 101 Notes.

There are ways to customize and add variations to your index. Ribbon bookmarks, if a part of your notebook, can be a way to flip to things you reference often.

Edge colouring or colour coded stickers or indicators is another way to make certain things "pop" when looking for them. In the picture in this slide, someone has used round stickers and a code guide to indicate which page is what.

Slide 14

Collections

Four main ones:

- ✓ Index
- Future Log
- Monthly Log
- Daily Log




Image from Future Journal: <https://www.futurejournal.com/blogs/creating-a-bullet-journal-series-part-3-creating-collections>

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The bullet journal is a modular system. Think LEGO. And the individual LEGO blocks themselves in bullet journaling are called collections. Every entry in a bullet journal is, by definition, a collection regardless of what it looks like. Carroll uses the term collection because the idea is that each entry organizes and COLLECTS information. Therefore collection!

What collections you include in your bullet journal is entirely up to you, but there are four main ones that are the core of the bullet journal method. We've already learnt about one, the index, but there are three others: the daily log, the monthly log and the future log.

Slide 15

Future Log

- Everything that will happen in future months.
- Can include a space for future events not time sensitive.




Image from Future Journal: <https://www.futurejournal.com>

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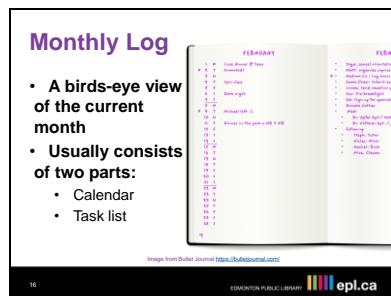
After the index, this is the next thing you'll want to enter in your bullet journal.

This is where you write down events occurring in future months. That is, everything occurring outside the current month. You can create the layout that makes the most sense to you. If you want some inspiration, there are thousands of examples online.

This may look like a traditional calendar and take up a large number of pages or a simple list. Do what makes sense to you. The same goes for how long to create a future log for. Some people do only 3-4 months at a time with a place to record anything

beyond that, while other people create an entire year.

Slide 16



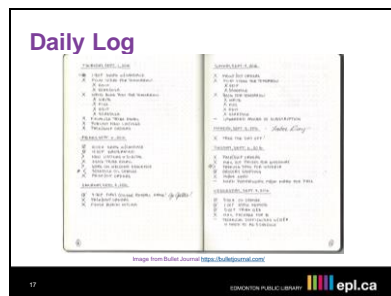
The monthly log is a bird's eye view of what's ahead and a place to record and capture all of the tasks for the month. The most basic format consists of two parts: a calendar and a task list.

The calendar is, as you can see on the slide, simply a list of all the dates of the month. You can include some indication of days of the week or not. It's up to you. You can use the calendar to schedule events and tasks that have specific dates or deadlines *and* use it record events and tasks after the fact as a record of the month.

The task page is designed to help you take a monthly mental inventory: what the monthly priorities? What's left undone from last month? What matters right now? What was in your future log for this month?

Keep it simple, and limit your words. Brevity is a great habit to get into. In the future, when setting up a new month, you'll transfer from your future log to your monthly log.

Slide 17

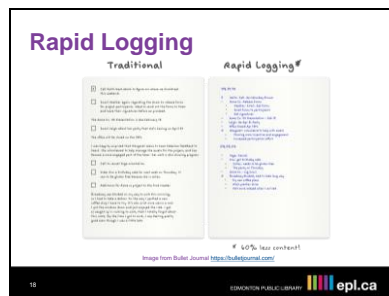


This is the heart of the Bullet Journal. It's what will keep your thoughts organized when you're in thick of it, it being your day, with very little effort so you can focus on the task at hand.

The daily log, while being maybe one of the most important parts of the bullet journal, is also one of the simplest to set up. You simply write the date in the next available blank space or page. And that's it! Then you simply log (using the rapid log system. We'll get there soon) all the tasks, events and notes as they happen during the day. At the beginning of the day or the night before, you can also migrate anything from your monthly log that falls on that day.

The daily log is more than a to do list, though. Yes, it captures your responsibilities and what you hope to finish that day. But it's also a journal to capture your experiences. This is a place to make notes of things as they bubble up throughout the day.

Slide 18



Rapid Logging is the language of Bullet Journals. It's a way of capturing information as bulleted lists. It's also where the Bullet Journal gets its name! In this example the same information is captured but on the left it's written out long-form with the occasional check-box for tasks. On the right, we get the same info and tasks with 60% less content.

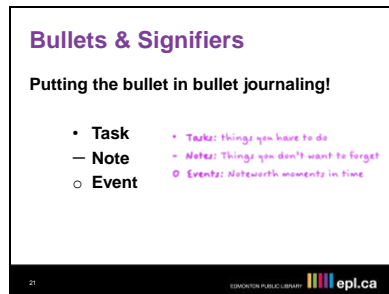
Slide 19



Slide 20



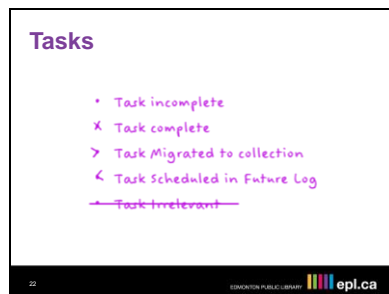
Slide 21



Bullets are short-form sentences paired with symbols that visually categorize your entries into:

- Tasks: things you have to do
- Notes: Things you don't want to forget
- Events: Noteworthy events in time.

Slide 22



Tasks are represented by a simple dot "•". We use a dot instead of a checkbox because it's fast, clean, and can easily be transformed to reflect the state of the Task: incomplete, complete, migrated, scheduled or irrelevant.

Slide 23

Events & Notes

- o Tom's last day
- o Watched Wonder Woman w LK
- o Walked home to clear head
- Mar 25: office closed for reno.
- Jack has a gluten intolerance
- Use mayo instead of butter on grilled cheese

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Events are represented by the open circle “O” Bullet. Events are date-related entries that can either be scheduled (e.g. “Charlie’s birthday”) or logged after they occur (e.g. “signed the lease”).

Our experiences can be complicated and distracting. Rather than trying to capture the way you feel in the moment, keep your Event entries short and objective. It will increase the odds of us writing them down. The important thing is to have a record of your experience.

Notes are represented with a dash “—”. Notes include: facts, ideas, thoughts, and observations. They're used to capture information or data you don't want to forget. This Bullet works well for meeting, lecture, or classroom notes. It can also add additional details to an event without taking away from the record of the event.

Slide 24

Signifiers

Add context for yourself.

- * Priority
- ! Inspiration



Image from The Vintage Wren: <https://www.instagram.com/thetvintagewren/>

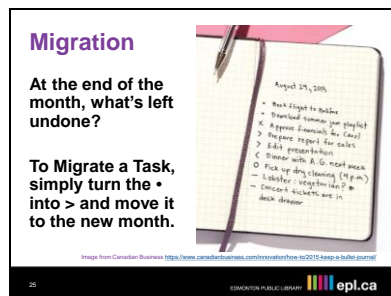
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Signifiers are symbols that give your entries additional context at a glance. They're placed to the left of Bullets so they stick out, making them easy to spot when scanning your pages. Here are two useful examples, but feel free to come up with your own.

*** = Priority:** Used to mark the most important things on your list. Use it sparingly. If everything is a priority, nothing is.

! = Inspiration: Great ideas, personal mantras, and genius insights will never be misplaced again!

Slide 25



Migration is the cornerstone of the Bullet Journal. Another way you could think of Migration is active reviewing. It's the act of moving unfinished tasks over to another collection, usually the next Monthly log.

At the very end of each month, set up a new Monthly Log. Once that's done, review the pages of the month gone by. Chances are, you didn't get around to completing all your Tasks. That's fine! What's important is figuring out which incomplete Tasks are worth your limited time and energy moving forward. If there are Tasks you no longer want to do, cross them out. If there are Tasks and Events you want to Schedule to another month, add those to the Future Log.

To Migrate a Task, simply turn the “•” into “>” to indicate that you’ve moved that Task forward onto the Task Page of your new Monthly Log or into an appropriate Collection. Or a “<” to move it back to your future log if it’s more than a month away.

Once you've Migrated open Tasks, check your Future Log. See if any Tasks or Events listed there have become current. If so, migrate those entries from your Future Log into your new Monthly Log.

Slide 26

Make it work!

- #BuJo
- Books & Other Resources
- App + Bullet Journal

The illustration shows a person with dark hair and a blue shirt writing in a notebook. To the right of the person is a vertical stack of four colored boxes with icons and text: a blue box with a calendar icon and 'Notes', a red box with a book icon and 'Read', a purple box with a magnifying glass icon and 'Research', and a green box with a checkmark icon and 'Checklist'. Above the stack is a small box with the text 'Easi Plan, track and organize every aspect of your life'. Below the stack is a small box with the text 'Image from Easi <https://openstax.com/topics/bullet-journaling> 12/24/2021 10:10'.

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Now that you have the basics, it's up to you to make it work for you. We've gone over the bare bones system that is at the core of Bullet Journaling. But if you done any sort of online searches for Bullet Journals, you'll know the system can be modified and adapted to be super artistic and elaborate. Or you simply modified to better fit your needs.

Looking for inspiration? Bullet Journaling is often shorted to BuJo and there are thousands of great online examples by searching either the full name or that shortened form on all social media platforms and Google.

There are countless blogs and articles online on how to set up different collections and different ways to do your bullet journal. And there are also a number of books in our collection including Ryder Carrol's definitive guide.

And if you're not sure if you could ever go totally analog, there re apps that you can bullet journal on or that can

augment your bullet journal. There are also plenty of articles online on how to use an online calendar *with* a bullet journal.

Slide 27



Questions & Thank You

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Thank you for joining me for this class. If you have questions or comments, you can visit epl.ca and chat with a staff member or provide feedback.