



TAKE AND MAKE: Bullet Journals

Watch the Youtube tutorial here: <https://youtu.be/x7kYsCOrD4E>

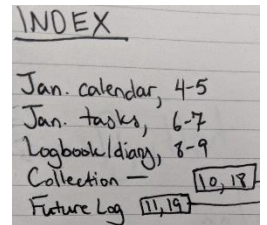


Here are some tips before you get started journaling:

- Keep it simple with your first bullet journal! Get the hang of what does and doesn't work for you before going into complicated systems.
- Don't try to put everything in your journal! Keep it limited to your calendar, appointments, and journal entries - putting everything in will overwhelm you.
- Be patient. Find your rhythm. These instructions are a starting point, not the end-all-be-all of how to do bullet journaling!

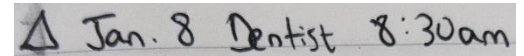
1. Start with an Index

- Use page numbers and brief descriptors to mark what pages are what.
- Number as you go, don't number all the way through immediately.
- Adjust your index as you go, adding to it as needed.



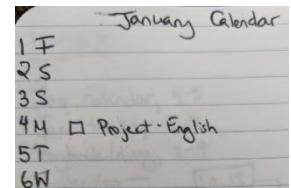
2. Add a Future Log

- Put it near the Index at the front.
- Use your future log to quickly log upcoming events, appointments, deadlines, etc.
- Keep your upcoming items brief so it is easy to reference later.



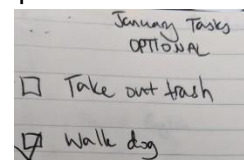
3. Add a Monthly Log

- Some journals have a daily or weekly log, but the monthly log gives a better perspective of your upcoming events, appointments, etc.
- Start your monthly log where you are – is it the middle of June? Start in the middle of June!
- Recommended format is the Month at the top of the page with the days numbered on the left side and the day of the week indicated next to it (see the example on the right). 1F = Jan. 1, Friday; 2S = Jan. 2, Saturday, and so on.
- Transfer current calendar appointments, events, etc. to your journal. Keep it simple!



4. Optional: Add a Monthly Task List

- This is an optional part of your journal that can be used to keep track of non-event items, like chores or reminders for something. Put it on a different page than your Monthly Log.
- General practice: leave this for urgent items that need to be remembered.



5. Add a Logbook/Diary

- Your logbook or diary is a place to remember things that happened that month and record thoughts, ideas, and accomplishments. You can also jot down items that don't belong anywhere else in this section!

6. Optional: Add a Collections Section

- Collections can be used to keep track of things. Some people keep lists of books they want to read, movies they're looking forward to, places they've been, and so on.

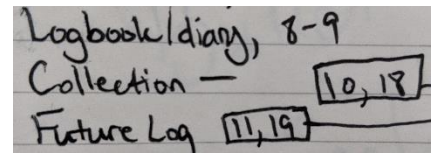




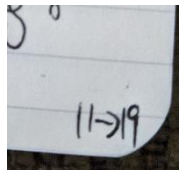
- b. Having too many Collections can bog you and your journal down - keep them limited to only a few, if any at all.

7. Migration

- a. What makes the bullet journal useful is the migration element of it.
- b. As you fill out your journal, you will move information along. You will move tasks you didn't finish to a new list, update calendars as you add them to your journal, etc.
 - i. As you migrate items, you can see what is and isn't important to you. If you moved something more than 2 times in your tasks, maybe consider removing it from the journal! It might not be as important as it seems.
- c. Tip for your index: Threading
 - i. Threading is a quick way of marking where information has moved in your journal if you fill up all the pages in a section or need to add something new.
 - ii. Instead of scratching out the old page number in the index, you simply add a comma and put the new page number next to it. Then, on that first page that you filled up, add an arrow next to the page number and write the new page number the section has moved to at the bottom.



- 1. Example: you have a Future Log on page 11 and you fill up the whole page. You continue the diary on page 19. The original index said "Future Log - 11." Just add page 8 to the Index: "Future Log - 11, 19." Now you know where to find both parts of the Future Log!
- 2. Then, on page 11, write 11 -> 19 in corner so you know where to go to read the rest of the Future Log if you're flipping through.



8. Signifiers

- a. Signifiers are symbols used to quickly indicate what an entry is. Keep them simple! Here are some examples:
- b. - use a square for tasks, checking it off when a task is completed
- c. - use a triangle for appointments, checking it off/filling it in when completed
- d. • - use a dot for log entries to remember
- e. ♥★ - use a heart or star for items you do not want to forget
- f. Use an arrow to indicate when something has moved
- g. Cross items out that you are removing from your journal

Let us know how this Take & Make went for you by filling out this short survey!

<https://forms.gle/KHQwRnyaV5LQ3C158>

