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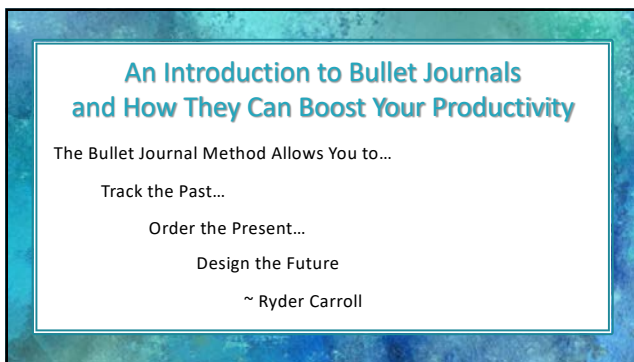
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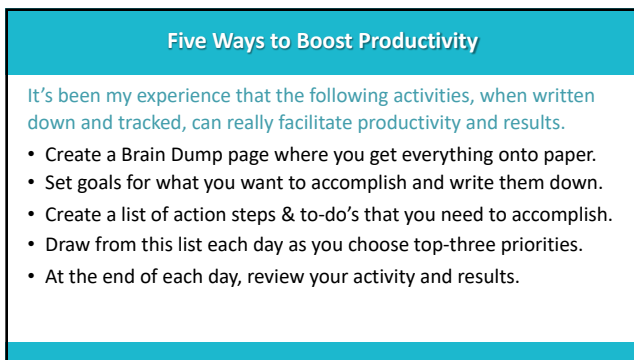
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But How Do We Keep Track of Everything in One Place?



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Let's Start by Looking at All We Need to Keep Track Of

- Our schedule
- Our appointments
- Project due-dates
- To-do lists
- Goals
- Accomplishments
- Our bucket List
- And much, much more...



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So... How Do We Keep Track of it All?

- **Is a five-subject notebook the answer?**  
– But how will you be able to remember what you put where or what your calendar looks like.
- **Is adding goals and to-do lists to your planner the answer?**  
– But where will you add these notes and how will you remember what you added to which page?
- **Is using an online project planner the way to go?**  
– But how will you remember what to do when, when you don't see the online page in front of you?

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**Introducing the Bullet Journal Method**

- Bullet journals pull together the best of all worlds and make it possible and easy, to keep track of your past, present and future tasks, goals, accomplishments and more...
- With a Bullet Journal you combine your thoughts, ideas, projects, finances, schedules, to-do lists, notes, etc. in a single journal.
- This is an effective (and fun) way to organize and keep track of everything you deal with on a daily basis, in one place.

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**A Bullet Journal**

A Bullet Journal is a fully customizable power-house of a planner. It...

- Gives you multiple views of your daily, weekly and monthly logs.
- Provides a quick and easy way to keep your life organized.
- Provides you with plenty of space for to-do and task lists.
- Simplifies your life for optimal success.
- Gives you an overview of your priorities.
- Makes it easy to customize your journal layout to fit your needs.

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**An Introduction to Bullet Journals**

While there are many facets and aspects to a Bullet Journal, Today we will take a peek at what's possible. We'll discuss:

- What a Bullet Journal is and why it was developed
- How Bullet Journals differ from other types of journals
- How Bullet Journals help to boost productivity & fulfillment
- How to keep track of things & easily navigate your Bullet Journal

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What is a Bullet Journal

- In August 2013, Bullet Journal® (or BuJo® for short) was created by Ryder Carroll, a digital product designer and author living in Brooklyn, NY.
- Diagnosed with learning disabilities early in life, he was forced to figure out alternate ways to keep focused and productive.
- Through years of trial and error, he developed a methodology that went far beyond simple organization.
- Now he focuses on helping others learn what the Bullet Journal method is truly about: *the art of intentional living*.

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The Bullet Journal is Designed to Help You

- The Bullet Journal is there to help you plan and organize your life and activities.
- It can keep your to-do lists, for next week or next month in the same location as your daily schedule.
- All of your plans are located in one place, easy to find whenever you need to see them.
- A Bullet Journal is designed to help boost your productivity and reduce stress and overwhelm, so you can live your life.

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What is a Bullet Journal

*“The Bullet Journal is a customizable and forgiving organization system. It can be your to-do list, sketchbook, notebook, and diary, but most likely, it will be all of the above. It will teach you to do more with less.” ~ Ryder Carroll – BulletJournal.com*

This type of journal combines the best of planning, journal writing, creating to-do lists, and tracking important events in your calendar.

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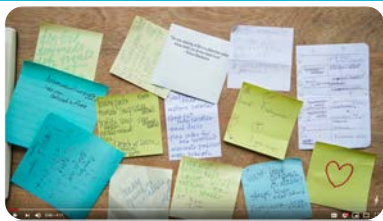
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Watch a Brief Video from the Founder



- <https://www.youtube.com/watch?v=fm15cmYU0IM>

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A Bullet Journal

- A Bullet Journal is a calendar, planner and journal rolled into one.
- It allows you to keep track of your past events, organize current events and activities, and make plans for the future.
- There are a number of ways to create your journal and this offers an easy way to make all of your ideas and plans work in harmony.
- While you'll find a wide-variety Bullet Journal styles on Instagram, don't let that distract or overwhelm you... Especially when getting started, know that a "simple" Bullet Journal is the way to go.

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Several Components of Your Bullet Journal  
Key – Index – Logs – Lists

- There are many foundational components of a Bullet Journal and you can add more, based on your needs and goals.
- **Key:** On the first page of your journal list a key code to help you maximize the Bullet Journal system.
- **Index:** Next add 4 pages for your index (table of contents.) As you create a page, list the page title and page number to your index.
- **Logs:** Bullet journals can include many types of logs such as; daily, weekly, monthly and future logs, sleep logs, gratitude logs, etc.
- **Lists:** To-do lists, product lists, bucket lists, brain-dump lists, etc.

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Basics of Starting Your Bullet Journal

- At its core, the Bullet Journaling system was designed to work so that even a minimal amount of effort could result in a consistent and effective log of tasks and routines.
- Creator Ryder Carroll studied his own workflow habits before sharing the most essential elements of this uniquely adaptable method of record-keeping and scheduling.
- Bullet Journals vary from person to person, but identifying the first steps in purchasing or making one starts with choosing a few simple layouts for planning and tracking on a monthly, weekly and daily basis.
- Bullet journals are typically physical hardback or paperback publications. Though you can create your own as a PDF file that you print out.

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Bullet Journals Use a System Called "Rapid Logging"  
Rapid Logging is a Clever and Efficient Way to Record

- Set your Bullet Journal up for easy access to your content.
  - Page Titles should be brief and descriptive.
  - Each time you create a page, add the page title and number to the index.
  - Create a key code and use bullets and symbols to organize entries.
- Journal Entries allow you to see what's going on at a glance.  
Signifiers help to categorize your entries – for example:
- An asterisk \* denotes priority or important tasks.
  - An exclamation point ! is for inspirational items.
  - An eye symbol E is for items that need more research or information.

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Bullet Journals Use Specific Symbols, Called Entries and Signifiers, To Help You Easily Access Data at a Glance

- In addition to providing ways for you to track and keep track of many facets of your busy life...
- Bullet Journals use symbols to allow you to efficiently:
  - Check off your accomplishments
  - Move things forward in your calendar
  - Delete non-essential activities
  - Make notes and lists
  - Create future plans
  - And more

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**The Bullet Journal Key – Bullets and Signifiers**  
Typically Listed in Black Ink – You Can Also Color Code

•	Dot = Task	Tasks are actionable and to-do items
○	Open Circle = Event	Date specific events
—	Dash = Note	For ideas worth keeping
*	Asterisk = Priority	For a priority level or important task
!	Exclamation Point	For inspirational items
E	Eye = Look Further	Need more research or information
x	Task Complete	You can also <del>strike through</del> a completed item
>	Greater Than Sign	For tasks migrated to another page or log
<	Less Than sign	For scheduled tasks

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**Create a Key for Your Bullet Journal**

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**The Bullet Journal Index**

- Another essential component of the Bullet Journal is the Index, which is basically a table of contents.
- When you first start a Bullet Journal, your index pages are blank.
- You'll want to number the pages of your journal as you go along.
- As you add pages, make it a habit to flip back to your Index and list the page title and page number.
- This will make it really easy for you to locate content at any time.
- If you'd like, you can also add tab dividers to journal sections.

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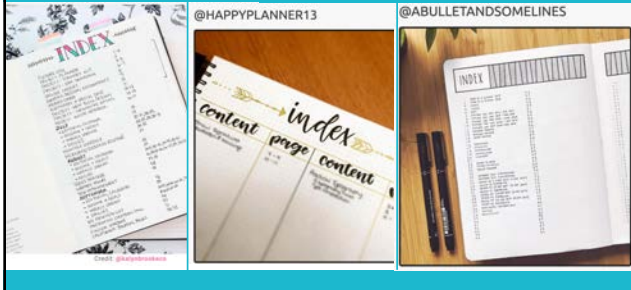
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Examples of Index Pages




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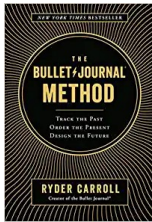
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There is Much to Learn About the Bullet Journal System

However as we wrap up this module's training...

Let's take some time to immerse ourselves in the essence of what the Bullet Journal is all about.

Here are a few key tips from Ryder Carroll's book, *The Bullet Journal Method*...




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AM Reflection: A Time to Plan  
From the Bullet Journal Method by Ryder Carroll

- In the morning, or before you dive into your day, take a few moments to sit down with your Bullet Journal. If you're one of those people who wakes with a mind swelling with thoughts, now's the time to relieve that pressure.
- Offload anything that's bubbled up overnight. Clear your mind to make room for the day ahead. The AM Reflection helps get the gears turning.
- Next, review all the pages of the current month to remind yourself of any open Tasks. This helps you focus and clarify your priorities and plan accordingly. You'll move into your day with confidence, clarity, and direction.

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**PM Reflection: A Time to Review**  
**From the Bullet Journal Method by Ryder Carroll**

- Where the AM Reflection favors planning to gear up for your day, the PM reflection leans toward reviewing to help you unwind. Before you go to bed, sit down with your Bullet Journal and scan what you've logged throughout the day. Mark completed Tasks with an "X." If a Task is missing, write it down. You'll be unburdening your mind.
- Once your journal is updated, bring your attention to each item individually. Here's where you begin to ask: Why is this important? Why am I doing this? Why is this a priority? This will help you surface distractions. **Strike out the Tasks you've deemed to be irrelevant.**
- Finally, take a moment to appreciate your progress. Acknowledge the simple ways in which you've won the day. The PM Reflection can be a wonderful way to decompress before you sleep, relieving stress and anxiety through a sense of progress, preparedness, and purpose.

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**Ryder Carroll – TEDx Yale – January 2017**

“Rid yourself of the things that don’t matter, so you have the time and the energy to focus on the things that do. That will help you to go from leading a busy life, to leading an intentional life.

An intentional life is the one that you want to live, not the one that you endure. The intentional life has the power to grant you more of those beautiful moments in the sun.”

- Ryder Carroll, TED Talk January 20, 2017

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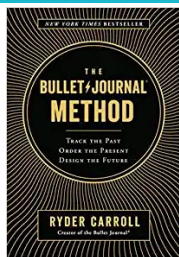
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**If you'd like to read more about the theory behind the Bullet Journal system, check out Ryder Carroll's Best-Selling Book**



The mission of *The Bullet Journal Method* is to help us become mindful about how we spend our two most valuable resources in life: our time and our energy.

*The Bullet Journal Method* will help you accomplish more by working less. It helps you identify and focus on what is meaningful by stripping away what is meaningless.

How does it do this? By weaving together productivity, mindfulness, and intentionality into a framework that is flexible, forgiving and most importantly, practical.

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**Leuchtturm1917 Bullet Journal Edition**  
Comes with a Key at the Front and a Guide at the Back

[ShareYourBrilliance.com/bullet](http://ShareYourBrilliance.com/bullet)



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**What Intrigues You Most About Bullet Journals?**



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**Future Bullet Journal Topics to Explore**

- How to Set Up Your Bullet Journal Tracking System
- Creating Daily, Weekly and Monthly Logs
- Bullet Journal Collections; Events, Lists and Projects
- Bullet Journal Quick Tips and Best Practices
- Personalize Your Bullet Journal While Keeping Things Simple

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**How to Learn More About Bullet Journals**

- Here are links to the websites of influential Bullet Journal experts. You'll find tips, tricks, examples and training.
- The official Bullet Journal website: [BulletJournal.com](http://BulletJournal.com)
- Kara Benz free video series on YouTube: *Bullet Journal 101*  
Click or copy/paste URL or search *Bullet Journal 101* on YouTube.  
[youtube.com/playlist?list=PLeTUR5GAuQfupOv-I16GyPwNTtFOrr-R](https://youtube.com/playlist?list=PLeTUR5GAuQfupOv-I16GyPwNTtFOrr-R)

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**Productivity Action Steps**

- If you are intrigued with Bullet Journals, you may want to order one from Amazon or from [BulletJournal.com](http://BulletJournal.com) and give it a try.
- Ryder Carrol, the creator of the Bullet Journal, has collaborated with a popular journal company, who has published an official Bullet Journal edition, with additional content to guide you.
- It's a little hard to find them, so you want to be sure that you get the official "Bullet Journal Edition" of the Leuchtturm1917
- [ShareYourBrilliance.com/bullet](http://ShareYourBrilliance.com/bullet)




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**Here's to Your Success!**




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