

The **BULLET** **JOURNAL**

An Overview

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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.

02 Collections

EVERY ENTRY is a collection*

There are three main types of Collections that make up the Bullet Journal: Future Log, Monthly Log, and Daily Log.

1 Future Log

This is where you write down events occurring in future months. Also create a blank page to keep Events and Tasks you don't have a specific date in mind to get to.

2 Monthly Log

This consists of the Calendar Page and the Task Page. Use the Calendar Page to write down your Events and a Note of what happened. The Task Page is used to make a list of Tasks you want to get done this month and tasks from last month.

3 Daily Log

This is the heart of the Bullet Journal. This is used on a day-to-day basis. The date will be the topic. Throughout the course of the day you will rapid-log Tasks, Events, and Notes as they occur.

*Collections are a group of related ideas. Every single page in the Bullet Journal is by definition considered a Collection. Other Collections can be in the form of a list, log, tracker, mind-map, goal plans, and sketches.

01 Index

HOW YOU ORGANIZE your pages in your bullet journal

In order for indexing to work, you need to number your pages. This way, your entries can be added to the Index in order.

Examples

03 Rapid Logging

• MEANT TO BE SHORT-FORM NOTATION

BULLETS

are divided into three main categories: task, event, and note

SIGNIFIERS

like asterisks & exclamation points add extra content to the journal

Rapid-logging occurs throughout the entire Bullet Journal in Collections (Month Log, Daily Log, Future Log, etc.) by using the Bullets to jot down short snippets and Signifiers to add more context if needed.

Example

04 Migration

CORNERSTONE of the bullet journal

Migration is the act of moving over undone Tasks over to another Collection. You can also Schedule Events and Tasks to the Future Log is they will be occurring at another time.

Migration is done at the end of the month when preparing the next Month Log. You look over the undone Tasks from your Collections and assess each one and Migrate the ones you still want to do over to the new Month Log. 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.

Next, Migrate Scheduled Events and Tasks from the Future Log to the new Month Log.