

Bullet Journal Set-Up

Index



At the top the page, add the title Index. You might need 2-3 pages for the index. The will help you easily find the page you're looking for as you add to your journal.

Future Log



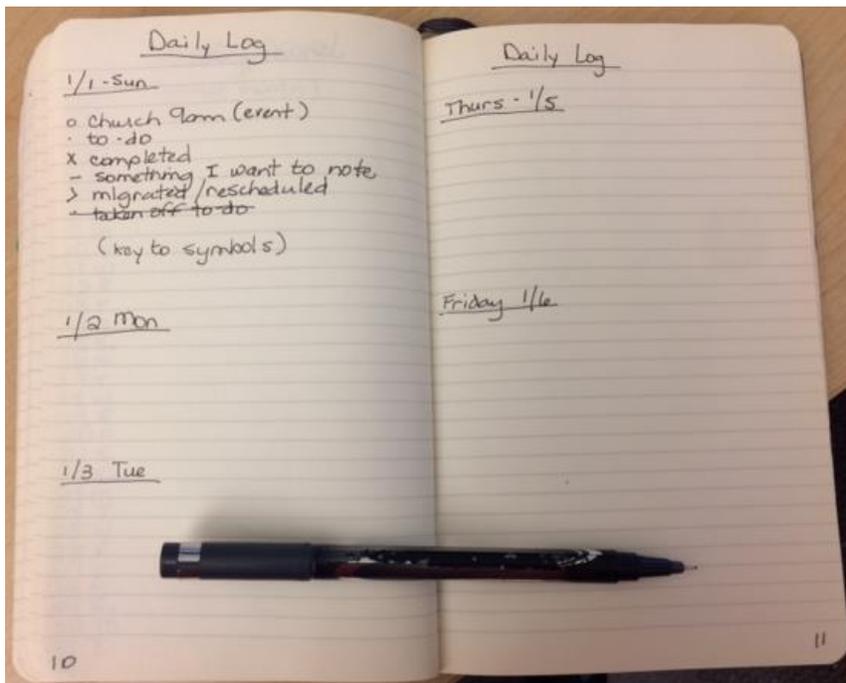
At the top of the page, add the title Future Log. You'll probably need a few pages for this. I like using one pager per month, but others use more or less space for each month. Under the title, list the future months. Use this to plan ahead with things you want to accomplish in a given month, but they are not part of your Current Month Daily Log yet.

Current Month



At the top of the next two pages, add the title of the current month. On the left page, add the number of days and a letter for the day of the week. On the right, this is your snapshot of things you want to accomplish this month that are not yet scheduled.

Daily Log

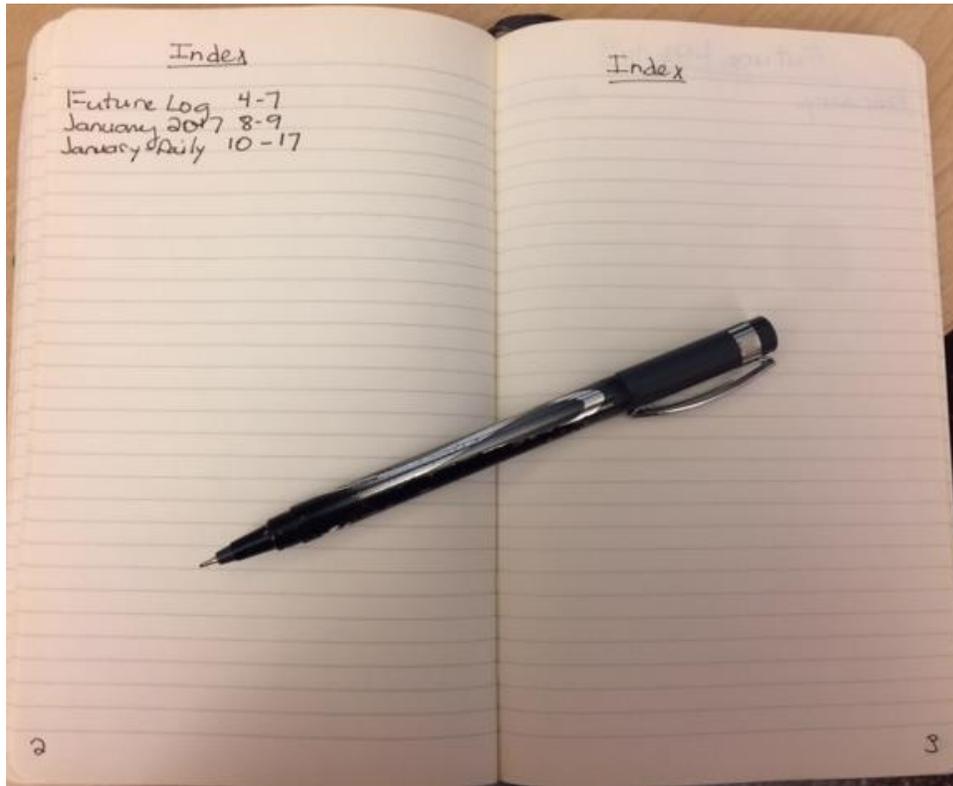


After your current month, the next page begins your Daily Log, where you can schedule things on a specific date. You might develop your own key to symbols but on the image I've included the symbols I use (see also below):

- a -small circle is an event
- . a -dot is a to-do (task)
- x -means a task is complete
- -a dash means it's something interesting I want to remember/note
- >- a greater-than symbol means something has been rescheduled and added to another part of my journal.

If you decide to not complete a task, ever, cross it off.

Maintain the Index



As you fill up the page of your journal, number them and add them to your index.

Work your Journal

I tend to review my daily log and monthly log frequently:

- Review daily log to cross off what's been done, add new items, or reschedule items to be done at a later date.
- Review monthly log to update to show as completed or reschedule to a daily item.
- Add items to your future log as you think of them

At the start of a new month:

- Review unfinished items for the month just ending
- Cross them off (take them off your to-do list) or migrate them to the current month

Resources:

Bullet Journal website <http://bulletjournal.com/>

How to Bullet Journal video: <https://youtu.be/fm15cmYU0IM>