



Bullet Journaling *Adult* Basics

Introduction

Bullet journaling (aka Bujo) is a system of logging all the important information in your life in a single, easily accessible location. The system is very flexible using collections of spreads, or layouts, which can be put in any order to suit your needs.

Writing in Your Journal

Rapid logging is a method of using short, simplified phrases to record information in a bullet journal. See attached sample spreads for examples.

To help organize, information should be categorized into three types: tasks, events, and notes.



- **Tasks** are the things you need to do; your lists of chores, self-care, and projects
- **Events** are date-related activities. It can be as simple as someone's birthday or something more concrete such as a doctor's appointment with a time and place
- **Notes** are the catch-all of other things you can write down. This includes thoughts and observations about anything and everything

Basic Journal Setup

This setup includes a key and the following spreads: Index, Future Log, Monthly Log, Daily Log, and Habit Tracker. You can use this as a template for your own journal or pick and choose the spreads that work for you. There are many places to find spread ideas to add to your journal including some great eBooks in our collection. Don't be afraid to experiment, try new ones out, and weed out those that don't work for you.

Supplies: Notebook (any kind will work, dot grid most commonly used), pens, ruler, decorative supplies as needed

Key: This lists all the symbols used to categorize entries in your journal. This can be added anywhere in your journal; some keep it at the front with the index while others like to use it throughout for quick reference.

For our journal, we will use the key below:

- | | | | | | | |
|-----------------------|---|-------------|---|---------------------|---|----------------------|
| • Tasks (incomplete) | ! | Inspiration | > | Task/Event migrated | o | Events |
| X Task/Event complete | — | Notes | * | Priority | < | Task/Event scheduled |

Explore different ideas for symbols that help you quickly find the information you need. You could even try color coding for different parts of life such as work, personal, and family members' activities.

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Spreads

Index: Where you log the page numbers of any important information for easy access.

Our index consists of two columns: the spread or collection topic and related page numbers. If your pages are not already numbered, add page numbers as you progress through your journal.

Future Log: A snapshot of the year ahead with important dates and scheduled events.

Our future log has three months per page for a total of four pages. Using the ruler, divide each page into three equal sections (horizontally or vertically). Label each section with a month – full name, abbreviation, or number.

Monthly Log: A reference point in the current month for events and tasks.

Our monthly log is a two page spread. On their first page, write the month at the top as the topic. Write the numbers and abbreviations for the days vertically along the left side of the paper. Write your events for the month. On the second page, use the ruler to draw a vertical line down the middle and pick one side for tasks (we will use the other side for our habit tracker later). Write “Monthly Tasks” at the top as the topic. Use bullets to note any task you want to accomplish in this month which don’t have a set completion time (ex: Renew car registration; Clean out garage; Donate clothes). This list can be added to throughout the month.

Habit Tracker: A chart used to track activities. This can be used to break or build habits by providing a visual reminder and a goal to accomplish. You can track habits monthly, weekly or even daily; however, monthly gives the best overview of progress toward your goal.

Our habit tracker is for the month so it needs to be done vertically so we can fit it on one page. First, turn the journal sideways with the monthly log at the top. On the blank half of the page, write “[month] Habits” at the top. Under this, starting at the right side, count out squares for the number of days in the month and number them (if using lined or blank paper, create a grid using your ruler with enough space on the left side to write out your habits). On the left side, write out all the habits you would like to build (ex: exercised, slept 8 hrs, ate healthy meal) or break (ex: No phone in bed, Didn’t smoke, 2< cups caffeine). Fill in the squares under each day during the same time you set aside for setting up your daily log.

Daily Log: Where you write down all your daily information. This should be set up either the night before or in the morning with the tasks and events already scheduled for the day. Throughout the day, additional tasks, events, and important notes are jotted down to create a clear record of your day.

Our daily log is does not have a set size. On the first blank page after the monthly spread, write “[Month] Daily Log” as the topic. Use the ruler to draw a line across the page below the topic. Under the line, write the date and day of the week – full name or abbreviation (ex: Friday, June 1; 6/1 Fri; Friday 1st). Below the date, write down known events and tasks. When setting up the next day, repeat the above process below the previous day.

Additional Information

Explore additional resources on our [website](#) and blog [Plano Library Learns](#), including information about library databases

General Journaling Articles [Hobbies and Crafts Reference Center Link](#)

OneNote: Creating a Bullet Journal Style Notebook [Lynda.com Link](#)

Bullet Journal [Link](#)

Pinterest [Link](#)

Reddit - (Search: [r/bulletjournal](#); [r/bujo](#); [r/BasicBulletJournal](#)) [Link](#)

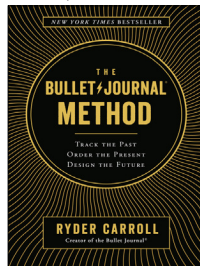
Books to Explore

Through the [Libby app](#) and your library card, you can read more with eBooks



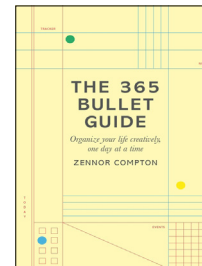
Dot Journaling – A Practical Guide
by Rachel Wilkerson Miller

[Checkout](#)



The Bullet Journal Method
by Ryder Carroll

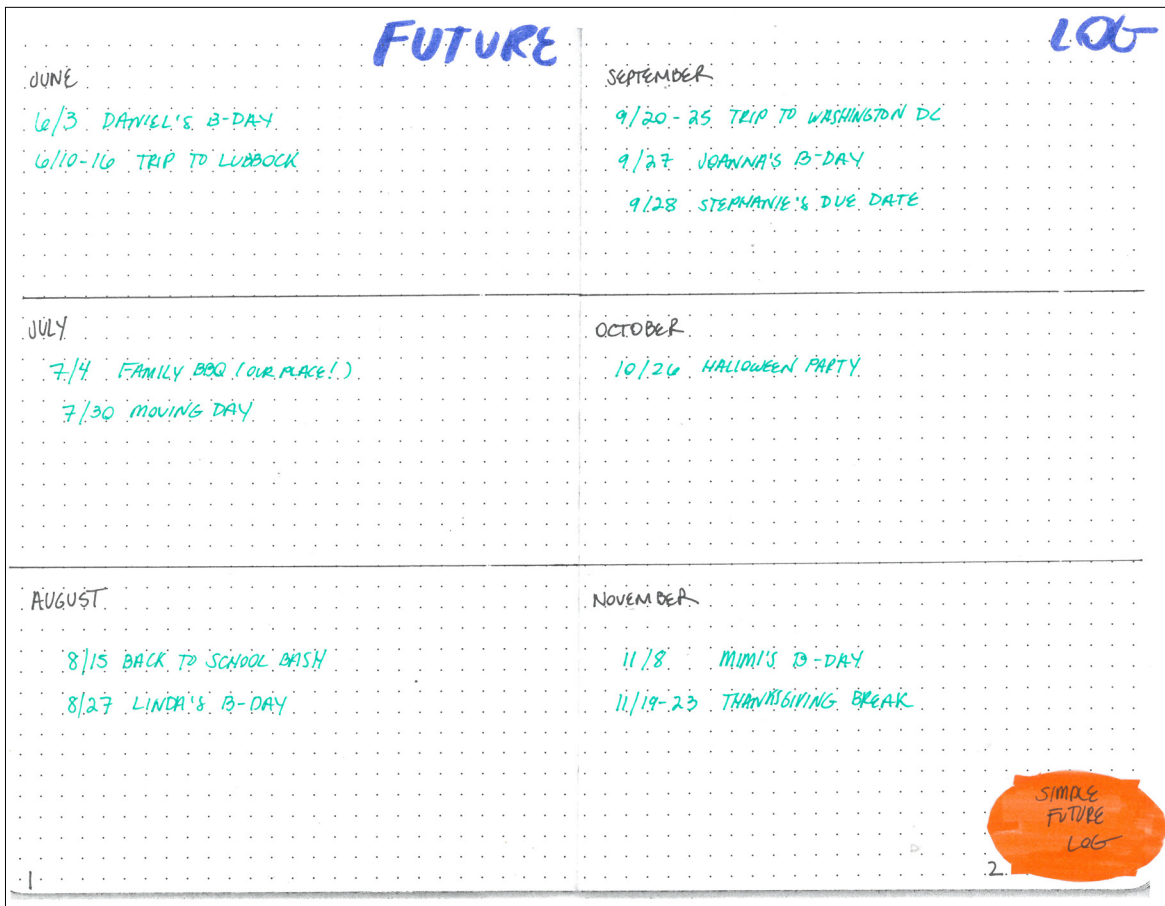
[Checkout](#)



The 365 Bullet Guide
by Zennor Compton

[Checkout](#)

Bullet Journal Samples



Future Log

JUNE

F 1
S 2
Su 3
M 4
Tu 5
W 6
Th 7
F 8
S 9
Sa 10
Su 11
M 12
Tu 13
W 14
Th 15
F 16
S 17
Sa 18
Su 19
M 20
Tu 21
W 22
Th 23
F 24
S 25
Sa 26
Su 27
M 28
Tu 29
W 30

DANIEL'S B-DAY

DOCTOR'S APPT @ 4P

YOGA w/ CAROL @ 2:30P

TRIP TO LUBBOCK

TRIP TO LUBBOCK

MARKETING PITCH DIS @ 5P

GIRLS NIGHT - CAMPUS @ 7P


TEAM MEETING @ 10A

DINNER DATE - JASPER'S @ 8P

MONTHLY LOG

JUNE Habits

F 1
S 2
Su 3
M 4
Tu 5
W 6
Th 7
F 8
S 9
Sa 10
Su 11
M 12
Tu 13
W 14
Th 15
F 16
S 17
Sa 18
Su 19
M 20
Tu 21
W 22
Th 23
F 24
S 25
Sa 26
Su 27
M 28
Tu 29
W 30



MORNINGS MEDITATION
 EXERCISED
 CALLED FAMILY
 UNPLUGGED
 SLEPT 8+ HOURS
 EAT - OUT MEAL
 PRACTICED PLANNING
 PLAYED TENNIS
 RAPING FOR FUN
 WENT TO THE GYM

Monthly Log

June daily log

NOTES ABOUT YOUR DAILY LOG...

- * decorate away! your journal should be all about what you love
- * take as little or as much space as you need, it might work better to not pre-design "spaces" for the week
- * refer back to your key for coding bullet entries

<p>FRIDAY, JUNE 1</p> <ul style="list-style-type: none"> * submit timesheet X buy concert tickets 	<p>TUESDAY, JUNE 5</p> <ul style="list-style-type: none"> < planning meeting X coffee with Jan @ 10a
<p>SATURDAY, JUNE 2</p> <ul style="list-style-type: none"> > weed flower beds X call mom 	<p>WEDNESDAY, JUNE 6</p> <ul style="list-style-type: none"> * DOCTOR'S APPT @ 4P X take out recycling
<p>SUNDAY, JUNE 3</p> <ul style="list-style-type: none"> X DANIEL'S B-DAY PARTY @ PLUCKERS 6p ! find cookbook on wing sauces 	<p>THURSDAY, JUNE 7</p> <ul style="list-style-type: none"> > listen to webinar X pick up dry cleaning
<p>MONDAY, JUNE 4</p> <ul style="list-style-type: none"> o employees get discounted gym membership X email team about stits 	<p>FRIDAY, JUNE 8</p> <ul style="list-style-type: none"> > YOGA w/ CAROL @ 230p < meal prep plan for next week

DAILY LOG

Daily Log