

Productivity Tips:

Doing less to get more done.



Bullet Journal Method

What is the Bullet Journal Method?

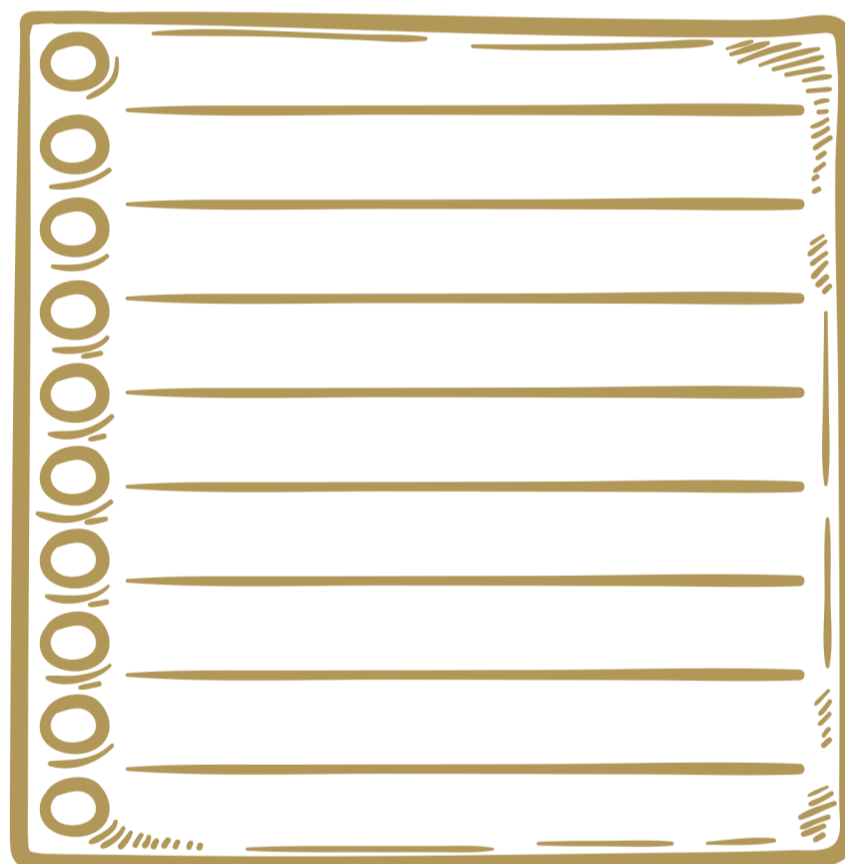
Developed by Ryder Carroll, the Bullet Journal Method is a customisable organisation system to help individuals track the past, organise the present and plan for the future. A Bullet Journal is part diary, part to-do list, and part planner.

Index

This is the table of contents for your Bullet Journal. This should remain updated as you add more to your journal and enables you to easily find entries.

Migration

This is a reflective process to both declutter your journal of uncompleted tasks and allow a moment of self-reflection. You can reconsider the importance of “un-done” tasks and focus on what truly matters.



Rapid Logging

This notation system allows for the quick capture and recall of thoughts which streamlines the journalling process.

- | | |
|---|---|
|  Tasks |  Notes |
|  Events |  Idea |
|  Priority Task |  Explore |

Rapid Logging is designed to be flexible and customisable. Think about what other symbols you would need, and add them as necessary.

Parts of a Bullet Journal

A Bullet Journal consists of the following parts, often in a notebook: Index, Future Log, Monthly Log, and Daily Log. Entries use Rapid Logging, a notation system to categorise entries efficiently and effectively. Migration is also used, which is a process of moving relevant entries forward in time.

Future Log

This section is used to write down events, goals, and long term tasks for the coming months. Things that will take longer than a month belong here.

Monthly Log

This is a calendar and task list for each month, which offers a birds-eye-view of the month ahead. Focus here should be on strategising and allocating your time effectively across your month.

Daily Log

The tactical detail is captured in the daily log. Things that have a nature of immediacy about them. Included here are day-to-day reflections, tasks, and sput of the moment thoughts. This encourages the daily habit of organisation and mindfulness.



Pro Tips:

- Commit to at least three to six months of bullet journalling to realise the potential
- Regularly review entries for completeness
- On the first day of the month, review the month past for un-done tasks as well as the month ahead for alignment to goals