

# THE MAGIC BULLET:

Bullet Journaling for  
Increased Productivity

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# TODAY'S PLAN

- Bullet Journaling: Why and How
- Productivity
  - How to exploit our natural tendencies to maximize productivity
  - Crowdsourcing tips and tricks

# POLL

Which of these statements best describes your relationship with bullet journaling?

- I'm not familiar with bullet journaling.
- I'm familiar with bullet journaling but haven't tried it.
- I'm a bullet journal drop out – I tried it and quit!
- I use bullet journaling to manage my work/life.
- Other



What are 1 or 2 current  
productivity challenges you're  
currently experiencing?

# WHY BULLET JOURNALING?

The Bullet Journal is like a potato. It seems boring and bland and easily replaced by flashier starches like couscous and black forbidden rice, but the potato is special not for what it is but for what it can *become*...the potato is king simply because it can be whatever you want it to be.

- Kendra Adachi

**RYDER CARROLL**

— *creator of* —

**BULLET JOURNAL**



<https://www.youtube.com/watch?v=fmI5cmYU0IM>

# BULLET JOURNALING – 5 COMPONENTS

- Index
- Future Log
- Monthly Log
- Monthly Task List
- Daily Log



# BULLET JOURNALING: INDEX

INDEX

Future Log: 1-4

January: 7

Blue Co Logo:

    Research: 11-12

    Sketches: 13-22

Food Log - Apr 1-7: 23-24

Reading List: 25

Drawings: 27-29, 32, 36

February: 37

Image credit: [bulletjournal.com](http://bulletjournal.com)

# BULLET JOURNALING: FUTURE LOG



# BULLET JOURNALING: MONTHLY LOG AND TASK LIST

FEBRUARY			FEBRU		
1	M	Lisse dinner @ Tazo			
# 2	T	Promoted!			• Yoga: cancel orientation
3	W				• Matt: organize surprise p
4	T	Spin class			# • Redrum Co.: Log hours
5	F				• Game Chem: Submit expt
6	S	Date night			• Linda: Send vacation ph
7	S				• Car: Fix breaklight
<u>8</u>	<u>M</u>				• Ed: Sign up for spanish c
# 9	T	Michael left :C			• Donate clothes
10	W				• Med:
11	T	Dinner in the park w NB + MB			• Dr. Apfel Apt./ teeth
12	F				• Dr. Polterer Apt. / gi
13	S				• Follow up
<u>14</u>	<u>S</u>				• Steph: Sister
15	M				• Niclas: Move
16	T				• Rachel: Book
17	W				• Mica: Classes

# BULLET JOURNALING: DAILY LOG

5.11. WED

- \* • Acme Co.: website presentation
  - Dec 15.
- o Gave presentation
- ! - Shortfilm about the pigeon man
  - Niclas: Call Re: Saturday Dinner
  - Acme Co: Release Forms
- \* • Heather: Email. Get forms
  - Email forms to participants
  - Get signatures

5.12. THU

- Acme Co: UX Presentation - Feb 12
- Rachel: Reply. Apr 21 Party
- Pick up meds
- Sign up for workshop
- \* o Maggie took her first steps!

# BULLET JOURNALING: SIGNIFIERS

- Task
- x Task Complete
- > Task Migrated
- Notes
- Events

# BULLET JOURNALING: SIGNIFIERS

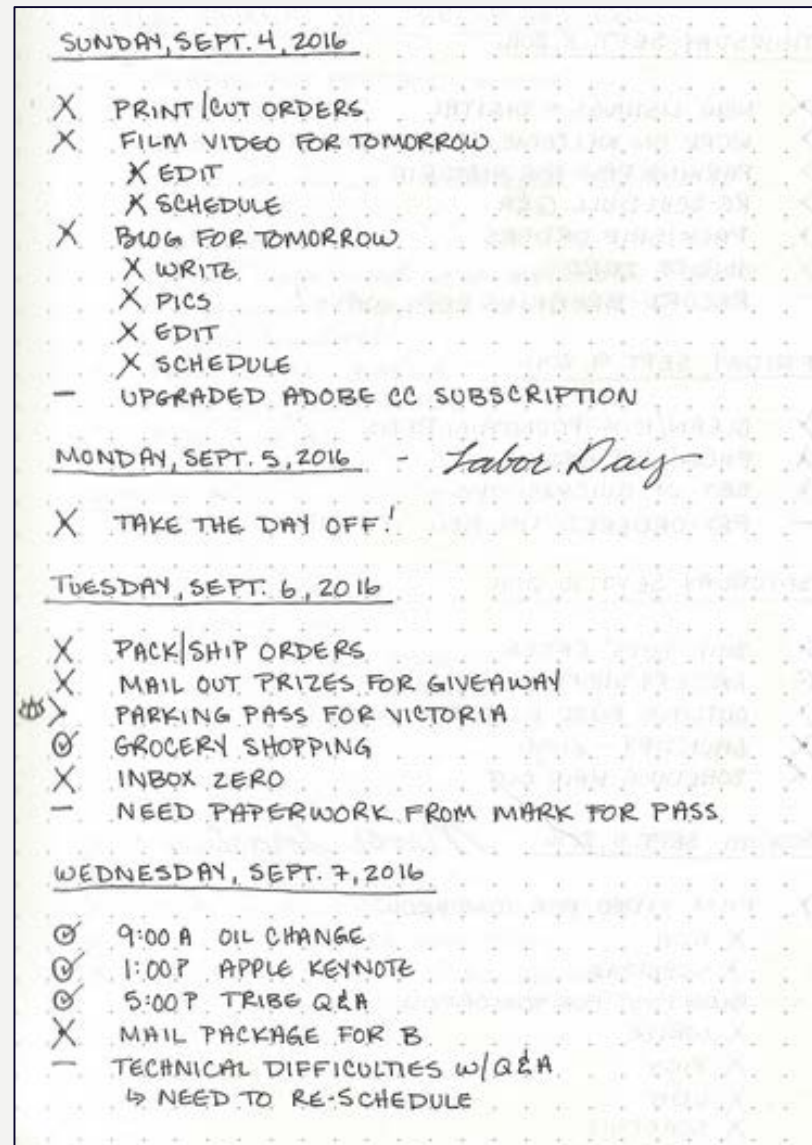
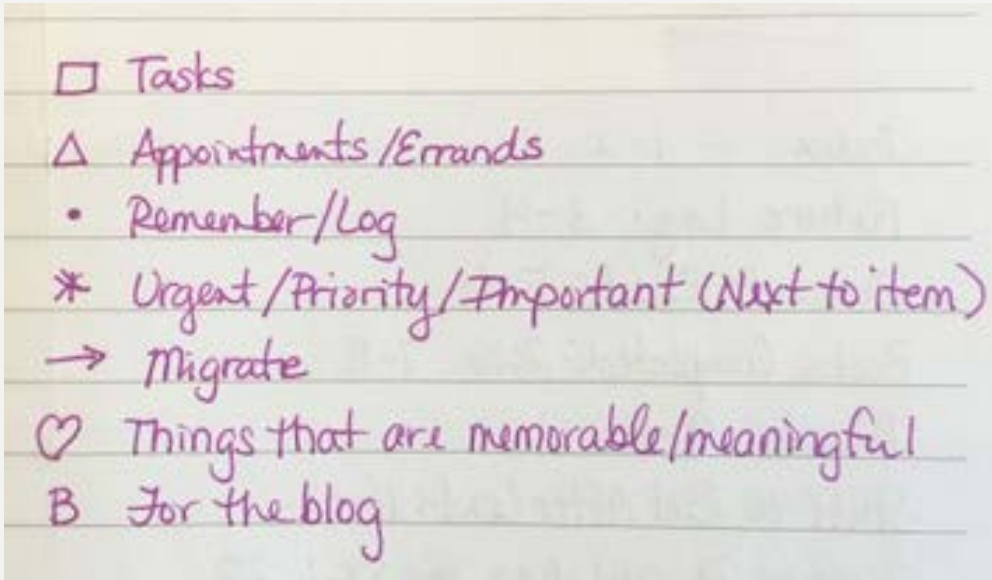


Image credit: Bringing the Sunshine

# BULLET JOURNALING: SIGNIFIERS



# BULLET JOURNALING: COLLECTIONS

- Master To-Do List
- Current Projects
- Ideas for Future Projects
- Staff
- Goals
- Conferences to Attend
- Books to Read/Read



# BULLET JOURNAL: HABIT TRACKER

OCTOBER TRACKER

	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MIRACLE MORNING	[Hatched]																														
WALK BENTLEY RUN!	[Hatched]																														
PM MEDITATION	[Hatched]																														
NO ALCOHOL	[Hatched]																														
15 MIN. CLEAN HYDRATE	[Hatched]																														
REVIEW BUDGET	[Hatched]																														
DISTRITO BLOG POST	[Hatched]																														
INSTAGRAM P.W.M. CHALLENGE	4	2	3	3	1	2	3	1	1	1	1	1	2	1	1	1	1	1	1	2	1	1	3								
ETSY SALE	[Hatched]																														
YOGA CLASS	[Hatched]																														

Image credit: Boho Berry



DO YOU HAVE TO BE AN ARTIST  
TO BULLET JOURNAL?

# APRIL

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

| GOALS |

| TASKS |

Image credit: @journaling



# January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Rogue one with Renan	3 Shadowhunters new season	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	/	/	/

## WISHLIST

- Leuchturm 2017
- Sakura Kim
- Intax Filme

## GOALS

- Be back to my project, fixing some issues
- Develop a balanced diet and loose weight

## SATURDAY SUNDAY

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	1 Feb

## TASKS

- Buy next bullet journal
- Fill in the "New year for a new year" challenge
- Find out the beginning of the classes at Unicamp
- Send resume to schools

## WAITING ON

- 05/03 - Shadowhunters new season ♡





Image credit: @lifebywhitney



Image credit: @bahcampos



Image credit: Boho Berry



Image credit: bujobeyond



## FUTURE LOG

### MARCH:

- Create Course in [redacted]
- No school on Friday 24th
- [redacted] Content Calendar
- Personal Development do [redacted] in DC
- Update grants/estate docs?

### APRIL:

- Easter Break 10-14
- Easter Ho
- Foundations 2: 18-20
- High Water Music Festival: 22-23
- Mont Summit Week (STL): 25-28
- YL Family Camp: 28-30
- BMF (Scottsdale): 30-3

### MAY:

- BMF: ASD - M3
- Memorial Day: 29

## FUTURE LOG

### JUNE:

- BAAF (Ky Biscayne): 4-6
- AICPA (Va 22?): 13-15
- Andrew's B-day: 16
- Father's Day: 18
- 3LL (Charleston?): 20-22

[redacted]

### JULY:

- [redacted] in CHS: 8-15

### LATER:

Image credit: Tim Maurer

# MAKING IT YOUR OWN

- My system:
  - Google Calendar and Outlook Calendar instead of Future Log
  - Monthly Log to record major tasks/activities accomplished each day
  - Master To-Do List instead of Monthly Task List
  - Weekly Log instead of Daily Log, includes to-do list for the week
  - Google Keep for quick capture of information on the go

# WEEKLY LOG

## JULY 17-23

MON		7		WORKOUT	30 MIN WALK
		F	X		
		V	X		
		S	X		
		S	X		
TUE	BUDN POST: MIM COULDES INETA - JURYIN DEAN	10	X	WORKOUT	LEGS FOR DRAFT BIKING BODY
		7	X		
		F			
		V	X		
		S	X		
WED	B-30AM-LEE WORE (EWT)	10	X	WORKOUT	
		7			HIT ME UP 30 MIN WALK
		F	X		
		V	X		
		S	X		
THU	BUDN POST: MELISSA QUEST POST	10	X	WORKOUT	KETTLE FLOW
		7	X		
		F	X		
		V	X		
		S	X		
FRI	DATE NIGHT - KALIN	10			
		7	X	WORKOUT	ROCK YOUR BODY
		F	X		
		V			
		S	X		
SAT	12-2PM - PATT HANDOUT 4-3PM	10			
		7			
		F	X		
		V	X		
		S	X		
SUN	9AM-PODCAST INTERVIEW	10		WORKOUT	CARDIO ABS
		7			
		F	X		
		V	X		
		S	X		
MON	GAME DAY (FERRIS)	10		WORKOUT	
		7	X		
		V			
		F	X		
		S	X		

### MENU

- 1ST SOLID SANDWICH
- 2ND CHICKEN PARM
- 3RD TACO SALADS
- 4TH SALMON CH TENDER
- 5TH HOMEMADE PIZZA (20-25 DOLL)
- 6TH BUFFALO CH. PASTA (20-25 DOLL)

### TO DO

Business

- DRAFT POSTS
- X BEST YES
- X BUDGET NOTEBOOK
- X APPLE DAP
- ~~MAKING SCHEDULE~~
- GRAPHIC
- MORNING CAMPAIGN
- EMAIL # 3 & 4
- SCHEDULE # 1 & 2
- PROJE CT: CONVERT # 4
- INTERVIEW PREP
- FINALIZE
- BEST YES
- BUDGET NOTEBOOK
- PRODUCTIVE WORKING

personal

- 1ST FOOD FOR COMMUNITY
- 2ND MIDDLETOWN COURSE
- 3RD PREP FOR KIDS ZONE

### NOTES

APRIL - BROWNIE  
# ICE CREAM

FEBRU - PIZZA  
COOKIES, BUFFALO  
CHICKEN DIP +  
TOOTHBRUSH

### NEXT WEEK

- LUNCH W/ DED
- PRODUCE LIST
- PREP
- KIDS ZONE

20
21

Image credit: Kalyn Brooke

# MY PROCESS

- Beginning of Month
  - Create monthly log, habit tracker, gratitude log
  - Review Projects Collection, Master To-Do List
  - Make a decision about unfinished tasks from previous month (migrate, delegate, delete)
  - Take photos of previous month's pages

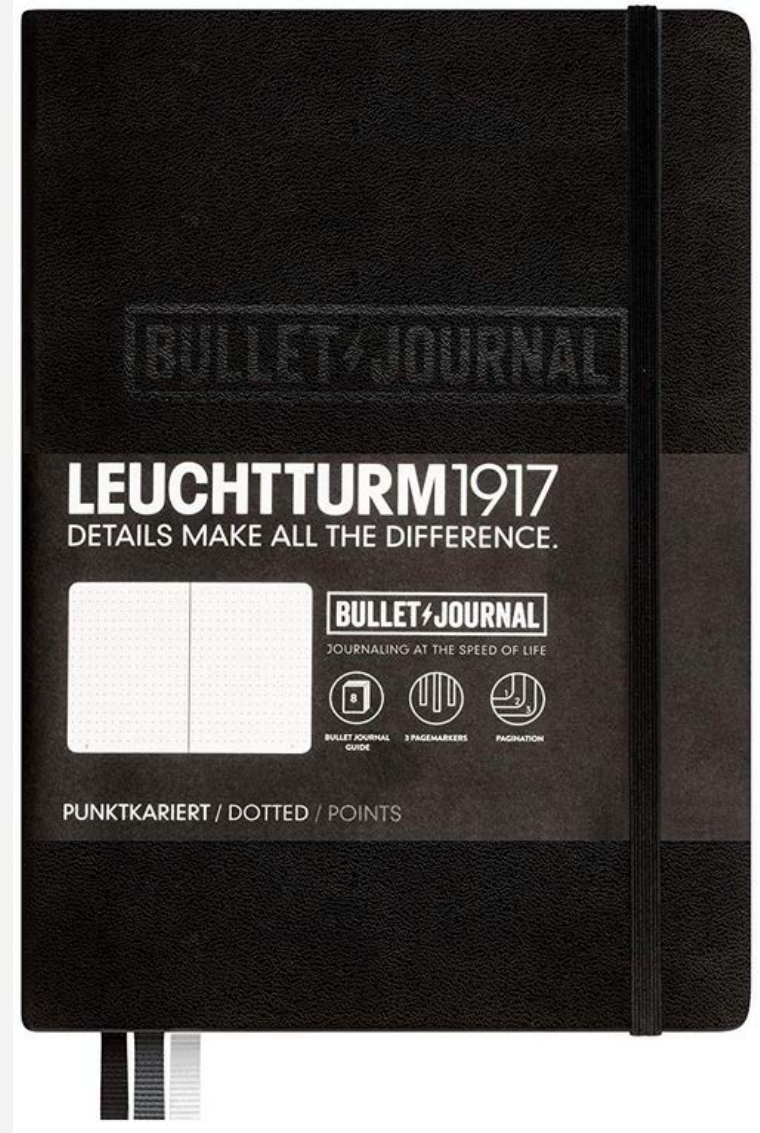
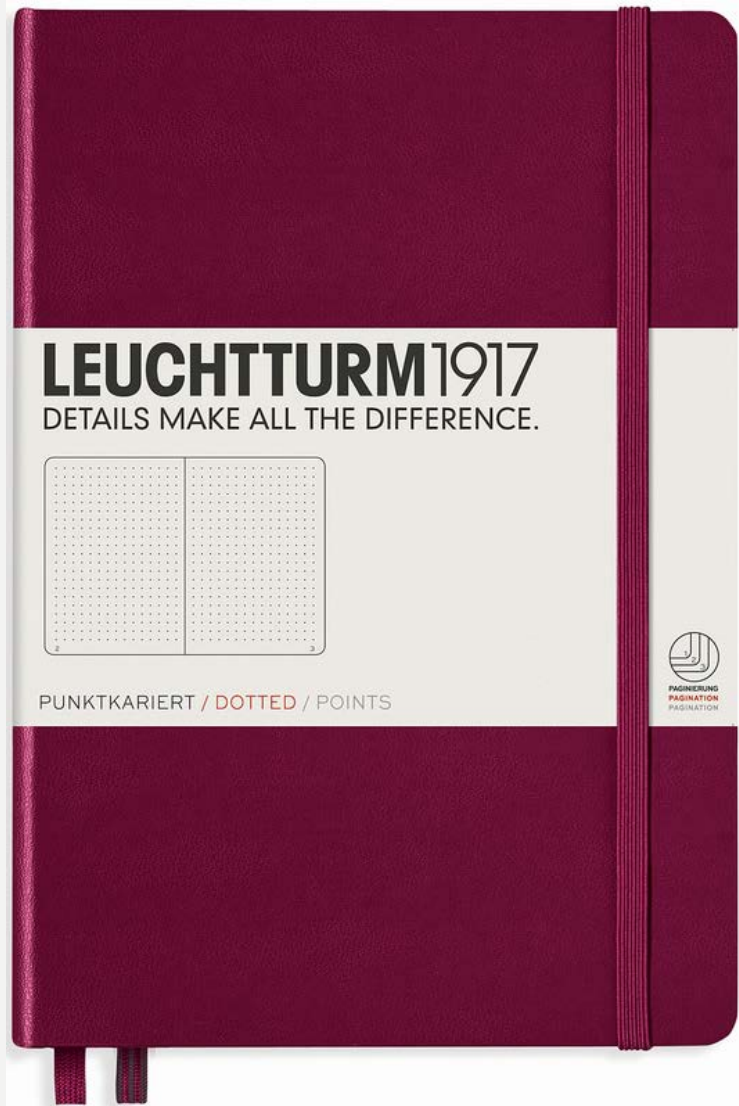
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- Beginning of Week
  - Create weekly log and to-do list

# MY PROCESS

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  - Review Projects Collection, Master To-Do List
  - Make a decision about unfinished tasks from previous month (migrate, delegate, delete)
  - Take photos of previous month's pages
- Beginning of Week
  - Create weekly log and to-do list
- End of Each Day
  - Review notes for action items, add to to-do list
  - Check off completed tasks
  - Make a decision about remaining tasks (migrate, delegate, delete)
  - Complete habit tracker and gratitude log

# BULLET JOURNALS



# TRAVELER'S NOTEBOOK







# QUESTIONS ABOUT BULLET JOURNALING?



BULLET JOURNALERS –  
SHARE YOUR TIPS!



PRODUCTIVITY

*"The Four Tendencies will immediately improve every area of your life."* —MELISSA HARTWIG, coauthor of *The Whole30*

NEW YORK  
TIMES  
BESTSELLER

# THE FOUR TENDENCIES

The Indispensable Personality Profiles  
That Reveal How to Make Your Life Better  
(and Other People's Lives Better, Too)

GRETCHEN  
RUBIN

#1 *New York Times* Bestselling Author of  
**THE HAPPINESS PROJECT**

# THE FOUR TENDENCIES – GRETCHEN RUBIN

How do I respond to outer and  
inner expectations?

# THE FOUR TENDENCIES – GRETCHEN RUBIN

<b>Tendency</b>	<b>Outer Expectations</b>	<b>Inner Expectations</b>
Upholder	Meets	Meets
Questioner	Resists	Meets
Obliger	Meets	Resists
Rebel	Resists	Resists

# THE FOUR TENDENCIES – GRETCHEN RUBIN

Tendency	Description
Upholder	Does what <i>should</i> be done.
Questioner	Does what <i>makes sense</i> to them.
Obliger	Does what <i>others are depending on</i> from them.
Rebel	Does things in <i>their own way</i> .

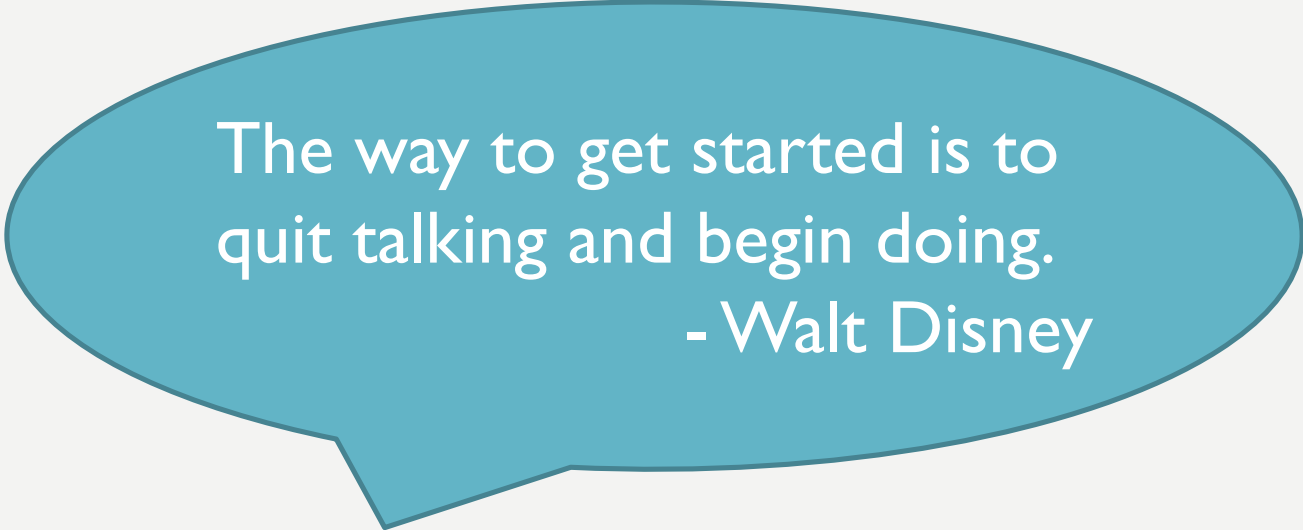
# MY TENDENCY: OBLIGER

- Strategy: Set up external systems of accountability
  - External deadlines
  - Doing presentations with a partner instead of alone
  - Taking exercise classes that have a cancellation fee
  - Habit Tracker

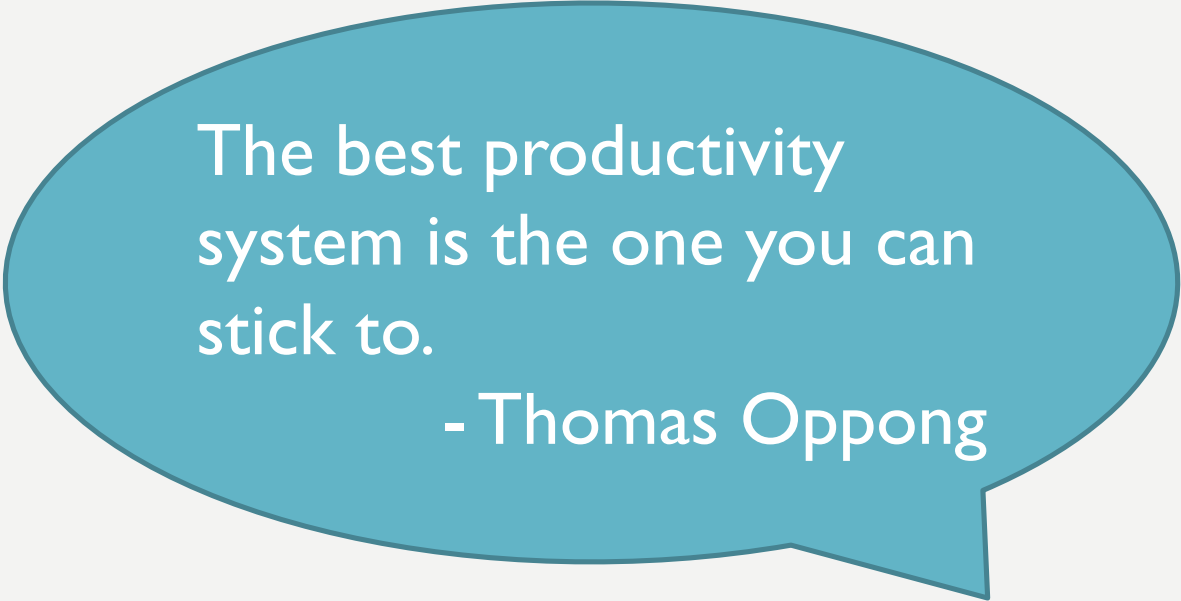


# WHAT HELPS YOU BE PRODUCTIVE?

- Technology Tools
- Non-Tech Tools
- Tips and Tricks
- Methods (Getting Things Done, Eisenhower Matrix, Pomodoro, etc.)



The way to get started is to  
quit talking and begin doing.  
- Walt Disney



The best productivity  
system is the one you can  
stick to.  
- Thomas Oppong



# THANK YOU!

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