KEYS

●	TASK BULLET
x	TASK COMPLETED
>	TASK MIGRATED
<	TASK SCHEDULED
o	EVENT BULLET
-	NOTE BULLET
*	PRIORITY SIGNIFIER
!	INSIRATION SIGNIFIER
?	EXPLORE SIGNIFIER

Events : date-related entries that can either be scheduled (e.g. „Charlies Birthday") or logged after they occur (e.g. „signed lease")

Notes : thoughts, ideas, facts and observations. Works well for lecture or classroom notes. Entries that I want to remember.

Task : Any kind of actionable items like „Pick up try cleaning"

- Task Complete
- Task migrated (moved forward into next Monthly Log)
- Task scheduled (moved backward into the Future Log)

Inspiration : Great ideas, personal mantras and genius insights

Explore : When there is something that requires further research, information or discovery

Priority : Placed to the left of a Bullet, so that you can quickly scan your pages to find most important entries