BULLET⚡JOURNAL®

Write a better life™

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Daily logs

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The Bullet Journal Guide: System

Description

The Bullet Journal® Method is a mindfulness practice that's designed to work like a productivity system. Be it for your career, education, family, or health, BuJo offers a lot of resources for how to help you *write a better life*. The best way to learn how to Bullet Journal is to experience it. This guide is designed to help you get up and running with the basics. Below is a list of resources to help you level up your practice.

Rapid logging

Rapid Logging allows you to quickly capture and categorize your thoughts and feelings as bulleted lists. Each bullet represents one of four categories of information:

- – Notes (things to remember)
- • Actions (things to do)
- = Moods (things felt, emotionally or physically)
- o Events (things we experience)

Note that we use "•" instead of checkboxes for actions. That's because they have four states that allows us to monitor the status of an action:

- • Incomplete
- ✕ Complete
- ❯ Migrated (moved)
- • ~~Irrelevant~~

Learn more

The Course
Learn how to Bullet Journal with founder Ryder Carroll. Featuring jours of bit sized videos and detailed examples.

The Community
Write a better life together! Having a community to support your Bujo practice can be motivating and inspiring.

The Book
Learn how to Bullet Journal with founder Ryder Carroll. Featuring hours of bit sized videos and detailed examples.
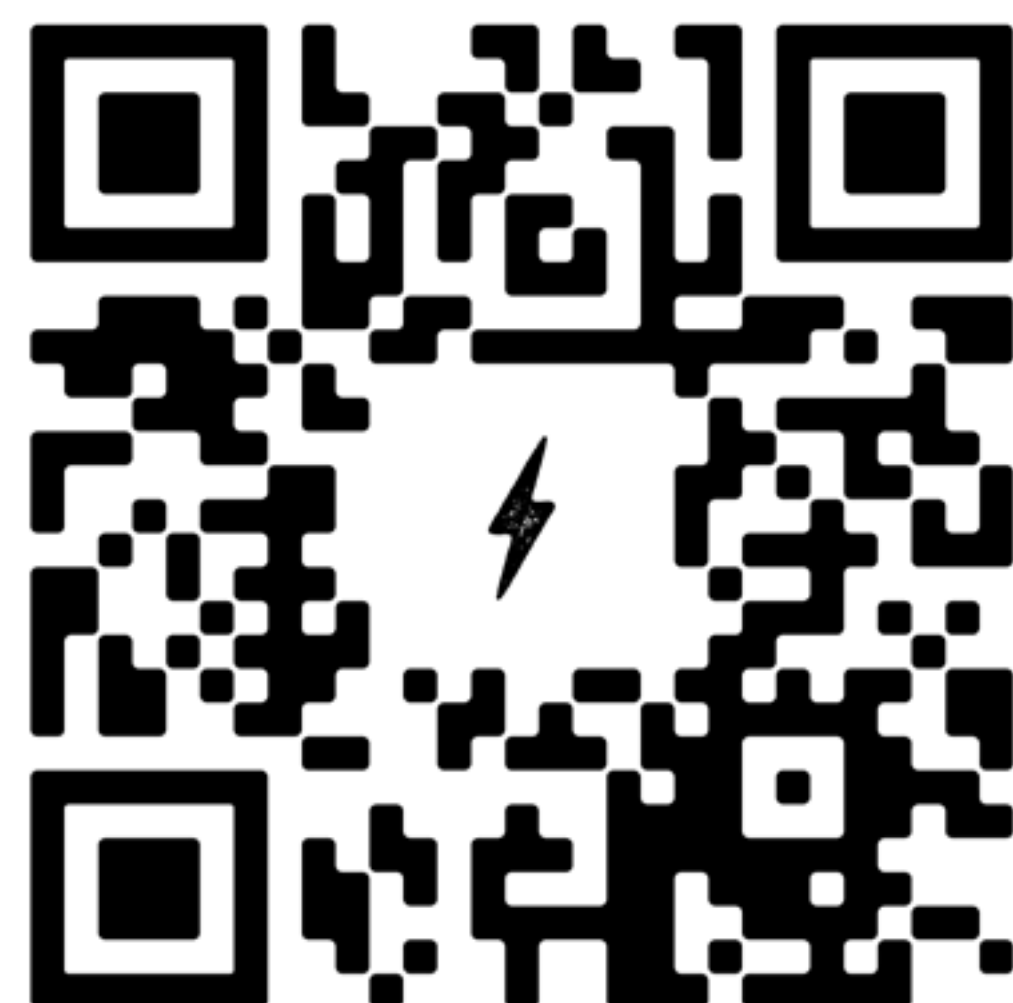
Set up your logs

Future log

The Future Log lets you see your future. It is an outline of the life you're choosing to write. The Future log is a *Collection* where you can store *actions* and *events* that fall outside the current month. More than just being a type of calendar, the Future log also provides an overview of your commitments over time. It can help you stay mindful of what you allow into your life. You can lay out your Future Log to look as far forward as you need to.

Monthly log

Two pages to reset, repriortize, and recommit to what you allow into your life every month.

Timeline

The first page is your *Timeline*. Though it can be used as a traditional calendar by adding upcoming events, it's recommended to use the Timeline to log events after they've happened. This will provide a more accurate and useful record of your life.

Action Plan

The next page is your Monthly *Action Plan*. It's designed to help you organize and prioritize your monthly *Tasks*. It consists of new Tasks, Future Log items scheduled for this month, and any important unfinished Tasks from the previous month.

Weekly log

Reflection

Tidy your weekly entries. Update the monthly timeline and action plan. Acknowledge up to three things that moved you toward, and up to three things that moved you away, from the life you want/who you want to be, in a few sentences. Migrate only relevant *Actions* into the next week's Action Plan. Enact any insight from your reflection into the action plan.

Action plan

Write down only what you can get done this week. Think of this as your weekly commitments. If something is too big, break into smaller steps. When you're done, number the top three things that would make this week a success.

Daily log

The Daily Log is designed to declutter your mind and keep you focused throughout the day. Rapid Log your thoughts as they bubble up.

The Practice

Writing things down is important, but it's only half of the equation. We can quickly accumulate so much information that it's overwhelming. Reflection helps you slow down, make sense of your experiences, and align with what truly matters. In the Bullet Journal Method, reflection isn't about dwelling on the past—it's about learning from it to move forward with clarity over and over again. It's a practice.

Rapid logging, the foundation of Bullet Journaling, lets you Record your experience by **N.A.M.E.**, organizing it into **N**otes, **A**ctions, **M**oods, and **E**vents. Reflection builds on this by helping you **T.A.M.E.** your Record, turning raw information into insights, and then putting those insights into action.

T.A.M.E. is a step-by-step process for reflection, be it daily, weekly, or monthly. It helps you make sense of your experiences and turn insights into action. Here's how it works:

1. **T - Tidy** your record. Cross off completed tasks, migrate unfinished ones, and declutter what no longer matters. This clears mental and physical space.

2. **A - Acknowledge** your actions: Look back on what happened. Identify a few things that aligned with your intention and a few that didn't. For example, did a meeting help you focus on your goal, or did an unexpected distraction pull you off track?

3. **M - Migrate** what matters. Let go of what doesn't. Yes, this means rewriting open actions into the day, weekly, or the month where they will get done. It's about getting clear on what we're committing to in each stretch of time.

4. **E - Enact** your insights into your Action plans. Set clear priorities for the next day, week, or month to stay on course.

How to reflect

Daily reflection
Tidy your daily entries. Acknowledge up to three things that moved you toward, and up to three things that moved you away, from the life you want/who you want to be, with an up or down arrow next to the entry. Migrate: Identify what needs to be carried forward into tomorrow's plan. Enact any daily insight by writing them down as actions.

Weekly reflection
Tidy your weekly entries. Update the monthly timeline and action plan. Acknowledge up to three things that moved you toward, and up to three things that moved you away, from the life you want/who you want to be, in a few sentences. Migrate only relevant Actions into the next week's Action Plan. Enact any insight from your reflection into the action plan. Prioritize your action plan based on your intention or insight. *Take action.*

Monthly reflection
Tidy up your record for the last month. Acknowledge up to three things that moved you toward, and up to three things that moved you away, from the life you want/who you want to be, in short paragraphs. Migrate Actions that matter for the month ahead. Enact insights from your reflection onto your monthly action plan. Prioritize your action plan based on your intention or insight. *Take action.*

Intention

An intention is a commitment to a process. Intentions bring meaning into our lives now, so that we can navigate our lives based on what it is as opposed to what may be. They're powerful tools that we can use to instantly direct our focus for as long as we need. We set an intention to use as our compass.

Goals

A goal is the definition of an outcome. Goals help us articulate what we want, transforming ephemeral desires into tangible targets, lofty dreams into fixed destinations. Taking time to carefully define our destinations, can provide a much needed sense of purpose and direction.

Future Log

January

February

March

April

May

June

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August

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October

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Weekly Action plan

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