

# THE BULLET JOURNAL METHOD

## WHAT IS THE BULLET JOURNAL METHOD?

The Bullet Journal method was developed in 2013 by Ryder Carroll, who has been struggling for years with pre-designed planners which were not flexible enough to accommodate his ADHD.

He believes that "True productivity starts by becoming aware of *why* we do what we do."

Because of this belief, the Bullet Journal method is designed to be a mindfulness practice that functions like a productivity system. It helps you not only to manage what you are doing but also to think about why you are doing it and whether you should be.

## THE BASICS OF THE BULLET JOURNAL METHOD

The Bullet Journal method is incredibly popular, with a great many videos and photos being shared about it daily. These videos often feature incredibly beautifully drawn pages and complex set-ups, but it is incredibly easy to set one up.

All you need is:

- a notebook,
- a pen, and
- a ruler (if you're fussy about lines being straight)

The system works by **rapid logging** in a series of **logs** that cover varied lengths of time and migrating tasks, events, and notes between those as necessary.

## DIFFERENT TYPES OF LOGS IN THE BULLET JOURNAL METHOD

Logs in the Bullet Journal method are set up as time progresses, rather than all at once. This allows you to make sure that space in your notebook is not wasted. These logs can be as simple or as elaborate as you would like, but the most common types of log set up in Bullet Journals are:

### THE FUTURE LOG

Because you set up the months as you go along, you set up a future log with a small amount of space for a number of months, usually six or twelve, where you can note down future plans.

### THE MONTHLY LOG

This usually includes a calendar for scheduled events and a master task list of everything you want to do in a month. It can also have monthly trackers, such as habit or mood.

### THE WEEKLY LOG

This usually consists of a weekly task list and space for each day. It can also have anything organised on a weekly basis, such as meal planning or regular shift patterns.

### THE DAILY LOG

Some people don't have daily logs separate from their weekly logs, but they can be helpful if you have a lot of meetings or tasks that are day specific, rather than just general to-dos.

## HOW TO RAPID LOG?

Rapid Logging is a method to list out thoughts and tasks, categorising them quickly into tasks, events, and notes by using different bullet points.

In the original method, the bullets are:

- Dot bullet points for **tasks**
- Circle bullet points for **events**
- Dash bullet points for **notes**

You may want to use a signifier, such as an asterisk, to mark priority tasks.

## WHAT IS TASK MIGRATION?

Part of the Bullet Journal method is the process of considering everything you have to do and making sure that they are still relevant and useful to you. At the end of every time period, whether you are daily, weekly, or monthly logging, you should consider the tasks from that list and complete one of the following actions:

- Change the bullet to a cross (x) if you have completed the action
- Change the bullet to a forward arrow (>) if you are moving it to a future list
- Change the bullet to a back arrow (<) if you are scheduling it in your future log
- Cross out the whole item if you no longer want / need to complete the action

Don't just move your actions from one list to another. Sit down and really think about whether, when, and why you need, or don't need, to complete the action.

## COLLECTIONS

If you have tasks that are linked, you can move these into collections between your logs.

These might include: films you would like to see, tasks related to a specific project, a list of recipes your family like, a list of helpful self-care activities, or any other actions that you would consider linked.

## FINDING COLLECTIONS

Because collections are often added on the next blank page, rather than in a specific location, finding them can be difficult.

To do this, it is recommended that you create an index at the beginning of your notebook where you can record the page numbers of any collections you may want to flip back to. Monthly, weekly, and daily logs are not usually recorded here.