BULLET JOURNALING AND PRODUCTIVITY

Melissa Haberman
WASFAA Spring 2018
• Bullet Journal Basics
• Tools Needed
• Design Your Bullet Journal
• Productivity
• Reflection
• Building Habits
• Bullet Journal In Action
• Resources
WHY BULLET JOURNAL ON PAPER

- Memory
- Capture ideas when you have them.
- Written goals are more likely to be completed.
- Keep your focus on what is important.
- Reduce decision fatigue.
- Clear your mind. Relax. Room for big ideas.
- Clarify goals and steps needed to achieve them.
- Encourages small steps toward progress. Record of accomplishments.
- Reflect on what you can do better tomorrow.
BULLET JOURNAL BASICS

What in the world is a bullet journal?
• Customizable organization system.
• Requires as little as a paper and pen.
• Planner, To Do List, meeting notes all in one place.
• Method for note taking.
• Method for productivity.
• Can be used for work and personal or both in one.
RAPID LOGGING

• Easy, Quick, Short

• **Bullets**
  • Tasks
  • Events
  • Notes
  • Signifiers
BASIC BULLET JOURNAL MODULES
(A LOT MORE FUN THAN FINANCIAL AID IN MODULES)

Index
Future Log
Monthly Log
Weekly Log
Daily Log
**Monthly log**

Usually the month by day on one page and a master list of tasks for the month on another.

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**Future Log**

List important dates or big projects.
Daily log
Events, Tasks, and Notes by day.

Weekly log
Events, Tasks, and Notes for the week.
THAT'S A LOT OF LOGS

• Future Log or Online Calendars
• Monthly Log or Master Task List
• Weekly Log or Daily Log

The beauty of the bullet journal is one month you can try it one way and then try another way next month until you find the perfect fit for you.
Migrating Tasks
A key component of bullet journaling. Easy to see unresolved tasks.

- Every task is addressed.
  - Complete
  - Migrate Forward
  - Move to Future Log
  - Determine Irrelevant

- Call Michael
- Paint basement
- Plan big trip
- Take Pug to vet
COLLECTIONS

• Easy to find, all in one place
• Meeting notes
• Project ideas
• Tasks related to a specific theme or purpose
• Monthly/weekly thought jot - A spot to jot down quick notes so you don’t forget things later
TOOLS NEEDED

All the pens.
Any notebook!!
  • Start simple, this doesn’t have to be fancy
• Journal Style Notebook (Leuchtturm1917, Moleskine)
  • Blank, lined, grid, dotted
  • The Bullet Journal Notebook
• Binding
  • Book, disc, spiral
• Preprinted Planners
  • Not as customizable
• Traveler’s Notebooks
  • Inserts
  • Variety of purposes in one place
Start Simple
- Start with a simple black pen
- This doesn’t have to be fancy

Black
- Fiber-Castell PITT Artist Pens (0.3mm and 0.5 mm)
- Pigma Micron Ink Pen (Archival Quality)
- TUL 0.7 mm and 0.5mm
- Pilot Precise V5

Color
- Staedtler Triplus Fineliners
- Tombow Dual Brush Pens
- Sharpie Pens
- Pentel Energel 0.7mm
ACCESSORIES

- Pen loop
- Dashboard
- Washi tape
- Small ruler
- Page flags
- Bookmarks
- Charms
- Stencils
- Stamps

Start small. This can get out of control quickly!
DESIGN YOUR BULLET JOURNAL

Your journal, your way.
MINIMALIST BULLET JOURNAL
DECORATIVE BULLET JOURNAL
FUN AND PERSONAL BULLET JOURNALS
PRODUC TIVITY

How Do I Use This Thing?
SET GOALS

When you make your list of goals ask yourself:

• Is this goal in line with our mission statement?

• Is this goal in line with our values?

• Does this goal help me move to where I want to be?

• Can this goal be accomplished in one year? Two years? Three years?
PROJECTS

• Break down projects into reasonable sized tasks.

• What needs to happen monthly, weekly, daily? Add those steps to your logs.

• Start with the due date and work back to today to determine what needs to be done.

• Use a collections page for each project you are working on.
THERE IS ONLY SO MUCH TIME

• Prioritize
  • If I prioritize this, I will not be able to do that.

• Flexibility
  • Re-evaluate priorities regularly.
# Covey Matrix

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Crises</td>
<td>Prevention</td>
</tr>
<tr>
<td></td>
<td>Pressing Problems</td>
<td>Production capability activities</td>
</tr>
<tr>
<td></td>
<td>Firefighting</td>
<td>Relationship building</td>
</tr>
<tr>
<td></td>
<td>Major scrap and rework</td>
<td>Recognizing new opportunities</td>
</tr>
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<td></td>
<td>Deadline-driven projects</td>
<td>Planning</td>
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<tr>
<td></td>
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<td>Re-creation</td>
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<tr>
<td>II.</td>
<td>Prevention</td>
<td>Recognition new opportunities</td>
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<td></td>
<td>Production capability activities</td>
<td>Planning</td>
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<tr>
<td></td>
<td>Relationship building</td>
<td>Re-creation</td>
</tr>
<tr>
<td>III.</td>
<td>Interruptions</td>
<td>Trivia</td>
</tr>
<tr>
<td></td>
<td>Some calls</td>
<td>Busywork</td>
</tr>
<tr>
<td></td>
<td>Some mail</td>
<td>Some mail</td>
</tr>
<tr>
<td></td>
<td>Some reports</td>
<td>Some phone calls</td>
</tr>
<tr>
<td></td>
<td>Some meetings</td>
<td>Time-wasters</td>
</tr>
<tr>
<td></td>
<td>Proximate pressing matters</td>
<td>Pleasant activities</td>
</tr>
<tr>
<td></td>
<td>Popular activities</td>
<td>Some scrap &amp; rework</td>
</tr>
<tr>
<td>IV.</td>
<td>Trivia</td>
<td>Some scrap &amp; rework</td>
</tr>
<tr>
<td></td>
<td>Busywork</td>
<td>Time-wasters</td>
</tr>
<tr>
<td></td>
<td>Some mail</td>
<td>Pleasant activities</td>
</tr>
<tr>
<td></td>
<td>Some phone calls</td>
<td>Some scrap &amp; rework</td>
</tr>
</tbody>
</table>
LONG TERM PLANNING

If we always do what is urgent will we ever do what is important?

Migrating Tasks

• How many times?
• Evaluating continuing goals.
REFLECTION

Asking the right questions.
WHY REFLECT

- Recognize your accomplish
- Discover your strengths
- Snowball effect – see small wins and gain momentum
- Prepare for next week
- Stay focused on long term goals
- Ensure actions support values and goals
REFLECTION QUESTIONS

• What went well this week?

• What could be done to make next week better?

• What projects/tasks were migrated forward?

• If a task is migrated more than one or two times does it need to happen?
  • Should it be assigned to the future log?
  • Should it be delegated?
DAILY REVIEW

• Morning Review
  • I’m grateful for
  • I’m excited about
  • Today’s Focus
  • Today’s Priorities

• End of Day Review
  • Today’s Wins
  • How I’ll Improve
COMPLETE YOUR OWN ANNUAL REVIEW

• Review Monthly Goals
• Review Annual Goals
• Make a list of the wins!
• Reflect on the year as a whole
• Use to evaluate and set goals for next year
BUILDING HABITS

Take the work out of it.
DECISION FATIGUE

Can be a cause of irrational trade-offs in decision making

Prisoners who appeared early in the morning received parole about 70 percent of the time, while those who appeared late in the day were paroled less than 10 percent of the time.

- New York Times August 17, 2011

Financial Aid
Consider this when you schedule SAP Appeal Committee meetings and scholarship application reviews.
DECISIONS THAT DO NOT NEED TO BE MADE DAILY

Start at Home with Morning Routines
• What to have for breakfast, when to eat
• What to have for lunch, when to eat
• What to wear, where your clothes will be

When you get to work
• What to focus on today
• What to prepare for tomorrow
• When to do things that can be scheduled
BUILDING HABITS

• We are what we repeatedly do. Excellence, then, is not an act, but a habit. – Aristotle

• Start Small
• Identify a trigger
• Scale the habit
• Focus on one habit at a time
WHEN TO ADD A NEW HABIT

• Track no more than 5 habits
• Scale each habit slowly
• Remove a habit from your tracker after you can successfully continue without tracking
• Only then add a new habit to your tracker
YOUR NEW HABIT

• I am 90% sure that I will review my to do list before doing anything else when I get to my desk each morning.

• **Set yourself up for success:** I am 90% sure that

• **Action:** I will review my to do list before doing anything else

• **Trigger:** when I get to my desk

• **Frequency:** each morning
“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”
<table>
<thead>
<tr>
<th>Task</th>
<th>M</th>
<th>T</th>
<th>W</th>
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<th>F</th>
<th>S</th>
<th>S</th>
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<tbody>
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<td>Work on new product</td>
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<td>Europe trip planning</td>
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</tbody>
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**April**

- **Beauty**
  - Hair wash
  - Face mask
  - Body scrub
  - Eyebrow pencil
  - Cream brushes
  - Face routines

- **Ambitious**
  - Habit tracker
  - Personal development
  - Fitness
  - Self-care
  - Travel
  - Food
  - Work
  - Learning
  - Fun
BULLET JOURNAL IN ACTION

Peak into my bullet journal.
LIST OF LISTS

- Ongoing Projects
- Meeting Prep
- Delegated Tasks
- To Do
- People Boxes
- Administrative Tasks
- Waiting On
<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>List meetings and events</td>
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</tr>
<tr>
<td>List major to dos that fall on a specific day</td>
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</tbody>
</table>

### Big Rocks
1. Important to do 1
2. Important to do 2
3. Important to do 3

### Prep
- List what you need to do to prepare for meetings/events this week and next.
- List any longer term prep that needs to start for meetings/events that are in the future.

### Admin
- List administrative tasks such as approving leave requests and travel reimbursements

### Projects
- Projects To Do This Week

### To Do
- Individual to dos toward projects or other one-off things that need to be done
- Use this space to add more throughout the week as things come up

### Delegated
- List items delegated to others and the date you expect to hear back
- Name – Item – Date

### Waiting On
- To do items that you can’t act on until you hear from someone else.

### Reflections
- What went well this week?
- What can you do to make next week better?
PROJECT: CREATE GUEST POST FOR BULLET JOURNAL
DATE STARTED: 4.25.14
DATE COMPLETED: 4.29.14

GOAL: To create an informative post well supported w/ images

ACTION ITEMS:
- Research what to share
- Ask: Why do I care?
- Create notes
- Create outline
- Write each point/paragraph
- Create spreads to show details scribed in text, neat, readable, no images = info
- Photograph + spreads
- Before 5 PM, for good luck
- Close details
- Overviews
- Edit images
- Export to JPG
- Load to Dropbox
- Check text in Grammarly
SEPTMBER
SUN
- EXCLUSIVE KICK OFF
- AMBASSADOR PRINT
- BIRDCAGE FINAL
- EF TOWEL DESIGNS

MON
- MODEL @ HOME
- LIFESTYLE PHOTO SHOOT
- PICK UP MARKERS
- CAMP TOWELS RENAME
- MAKE UP PRINT FINAL
- CAMP KEMIX
- BIRDCAGE FINAL

TUE
- PHOTO SHOOT
- WORK CAREER WITH KATIE

WED
- MAKE UP PATTERN APPLICATION
- DRESS VEST APPLICATION
- PRINT LISTING
- FIX CAMP PRINT

THU
- LUNCH MEET UP FROM THE BEIGE
- W, POSTER & FLYER DESIGN
- I SHOT I CATS
- PRINT LISTING
- FIX CAMP PRINT

FRI
- 17:00 PASSIVE INCOME SEMINAR

SAT
- PHARMACY DESIGN
- MORNIG INSTAGRAM
- VIDEO GRAPHICS
- PRINT LISTING
- SETVP PINTEREST

SUN
- 9:00 WINE & FOOD FESTIVAL
- 9:00 WORK BREAKFAST
- 7:30 WORK BREAKFAST

NOTES
- WEBSITE SETUP
- PINTEREST SETUP
- EDITING LISTING PIC
PROFESSIONAL USES

Packing List
Task Tracker
Mileage Tracker
Books to Read
Goals List
Accomplishments List
Meeting Notes
People Boxes

PERSONAL USES

Packing List
Savings Goals
Habit Tracker
Chore Tracker
Books to Read
Memories
House Projects
Meal Planning
BOOKS TO READ

PACKING LIST

CONVENTION

- DSLR & STAND (MEMORY CARDS)
- COMPUTER
- SUIT & 2 BLOUSES
- 1 PAIR JEANS & SWEATER
- BUSINESS CARDS
- BUND
- CALCULATOR
- TOASTER SET
- CANDY & MILK JUGS
- SWAPPER/STAND/PEGS
- 4' TABLE CLOTH
- MONEY BOX
- TOILETRIES
- SHOES
- CHARGERS (CELL, IPAD, COMPUTER, & CAMERA)
- STAPLER

MISCELLANEOUS

- RICE KRUNPIES, PUFFED WHEAT, CRACKERS
- WATER BOTTLES (+ THERMOS)
- IPADS/CHARGERS
- COMPUTER, DVDS, SONGS
- SPEAKER
- ID, FORMS, RECEIPTS
- BLANKIES
- IPAD BOXES/CHARGERS
- MEDICINE
  - INHALERS
  - ALLERGEN (PAT DROPS?)

PERSONAL

- 4 PANTS
BULLET JOURNALING

- Bullet Journal [http://bulletjournal.com](http://bulletjournal.com)
- Tiny Ray of Sunshine [https://www.tinyrayofsunshine.com/bullet-jurnal/](https://www.tinyrayofsunshine.com/bullet-jurnal/)
SUPPLIES I LIKE

- Chic Sparrow Traveler’s Notebooks https://chicsparrow.com/
- May Designs Custom Notebook Inserts https://www.maydesigns.com/
- TN Charms https://www.etsy.com/shop/YarnCandyStudio
PRODUC TIVITY

• Eat That Frog by Brian Tracy
• The 7 Habits of Highly Effective People by Stephen Covey
• The Miracle Morning by Hal Elrod
• The Power of Habit by Charles Duhigg
Melissa Haberman
Financial Aid Director
University of Wisconsin Extension
Melissa.Haberman@uwex.edu