



BULLET JOURNALING AND PRODUCTIVITY

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WASFAA Spring 2018



AGENDA

- 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?





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



FUTURE LOG

APR

- 11 Pick up Dru from airport
- 14 Deliver Acme Pitch
- 20 Pack for CA
- 21 Sara's birthday

MAY

- Plan packing
- 13 Leave to NYC
- 14 Kate S. deadline

JUN

- Plan packing
- 13 Leave to NYC
- 14 Kate S. deadline

FUTURE LOG

JUL

- 11 Deven Deadline
- 14 Mark Birthday

AUG

- 11 Send Martin Package
- 14 Site Launch
- 16-24 New Orleans

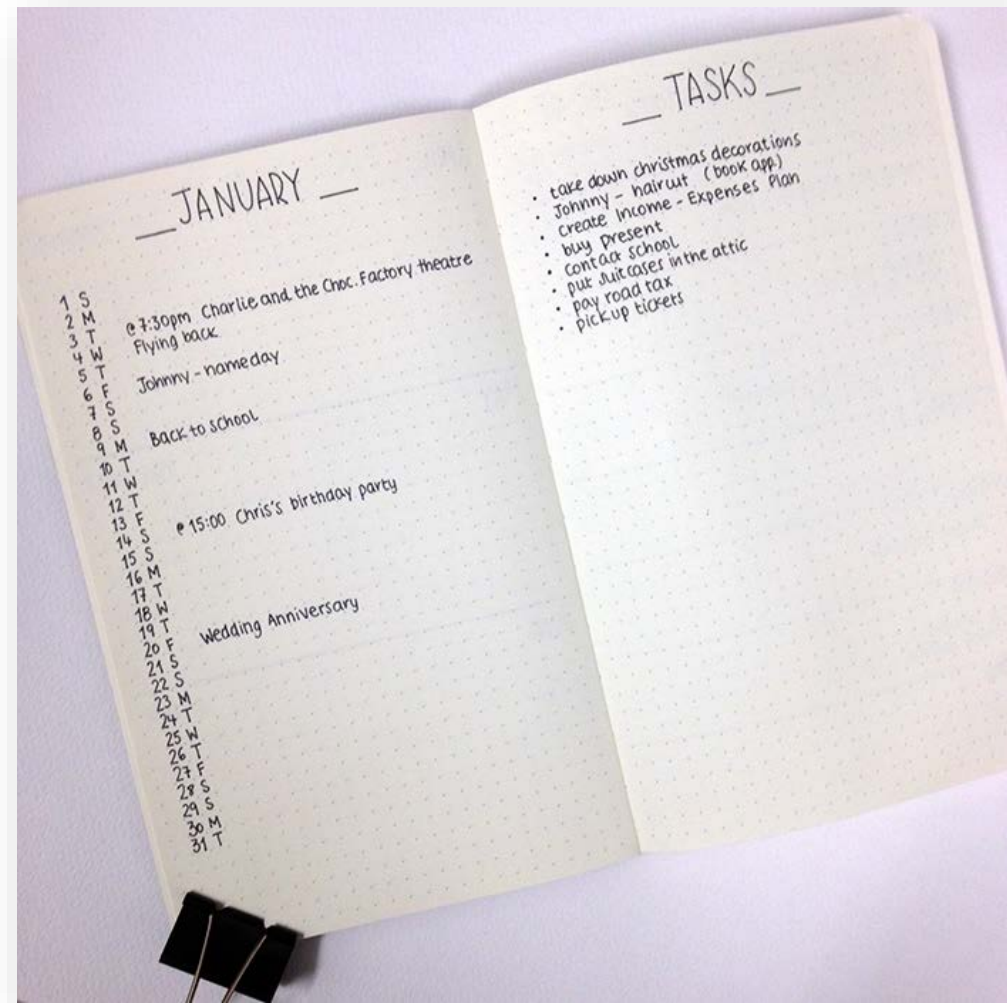
SEP

Future Log

List important dates or big projects.

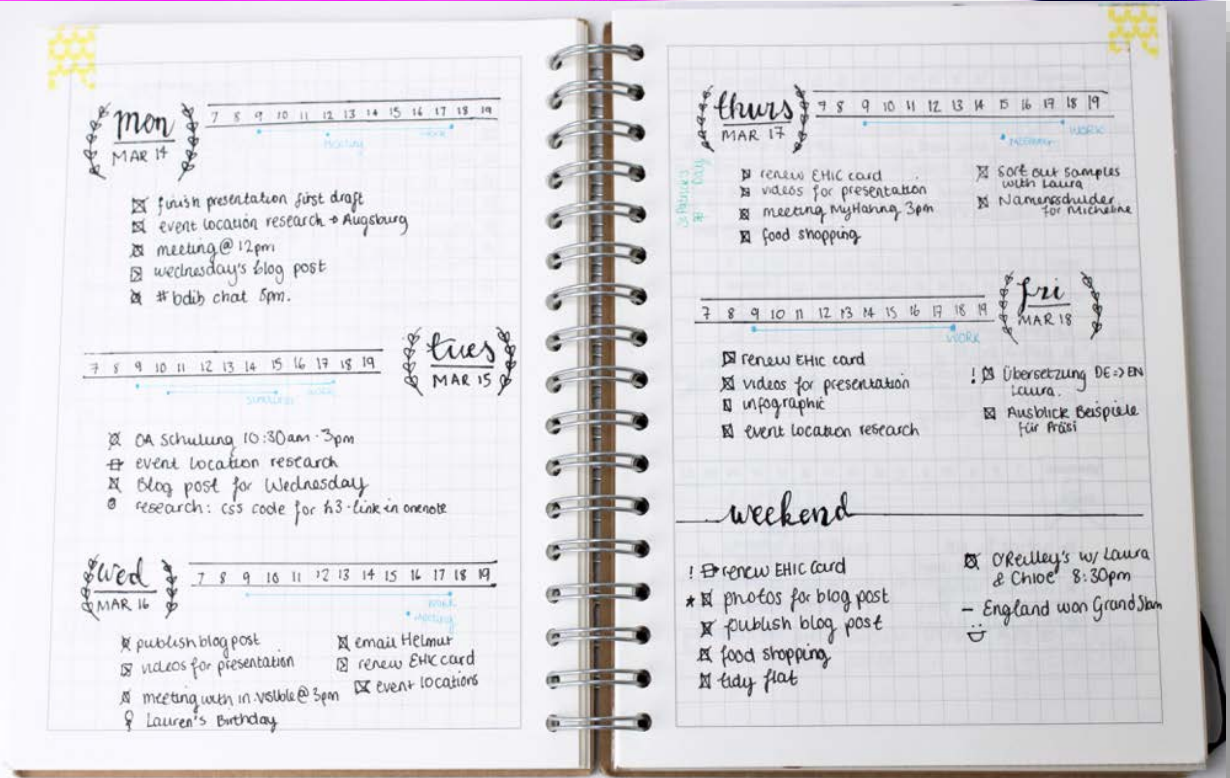
Monthly log

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



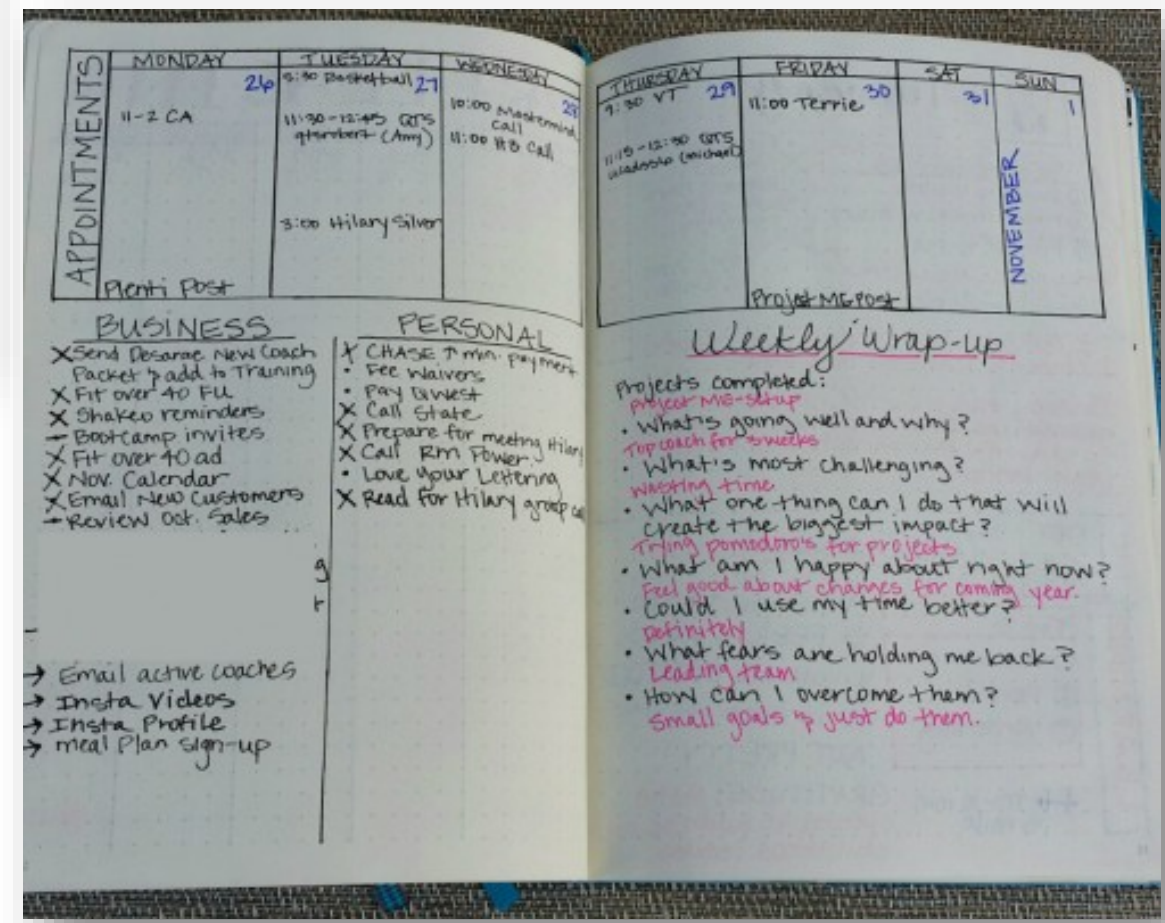
Weekly log

Events, Tasks, and Notes for the week.



Daily log

Events, Tasks, and Notes by day.





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.

PRODUCTIVITY SYSTEM

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.



THE NOTEBOOK

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



THE PEN

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



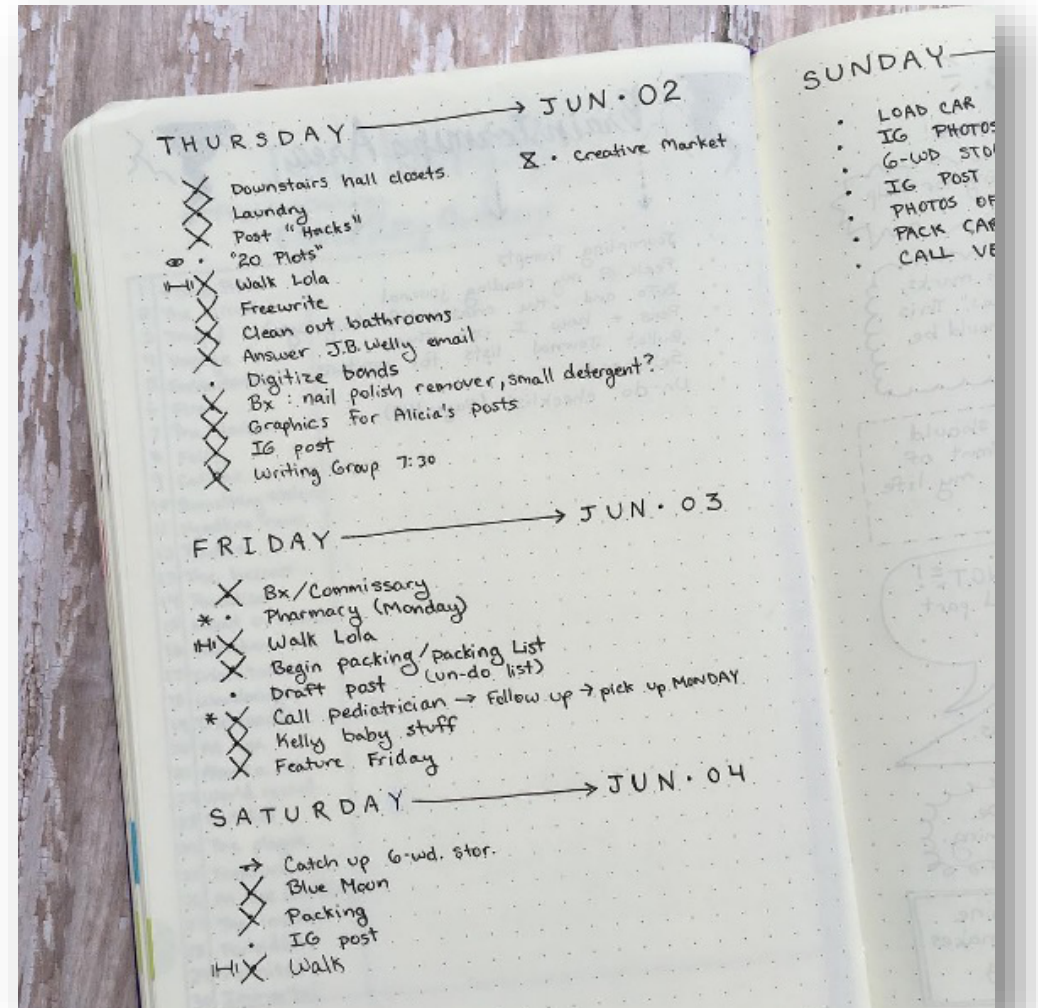
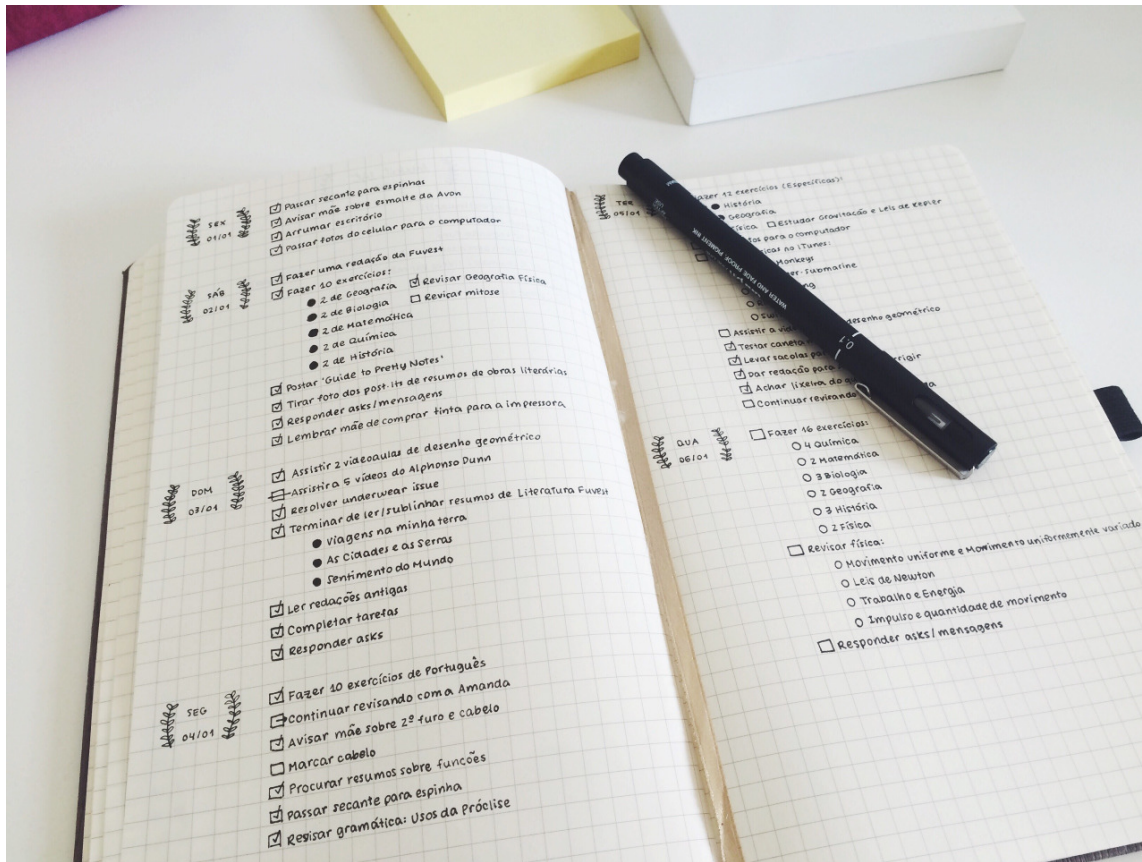
Start small.
This can get out of control quickly!

DESIGN YOUR BULLET JOURNAL

Your journal, your way.



MINIMALIST BULLET JOURNAL



DECORATIVE BULLET JOURNAL



FUN AND PERSONAL BULLET JOURNALS



PRODUCTIVITY

How Do I Use This Thing?





SET GOALS

When you make your list of goals ask yourself:

- Is this goals in line with our mission statement?
- Is this goals 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

	Urgent	Not Urgent
Important	<p>I.</p> <ul style="list-style-type: none"> • Crises • Pressing Problems • Firefighting • Major scrap and rework • Deadline-driven projects 	<p>II.</p> <ul style="list-style-type: none"> • Prevention • Production capability activities • Relationship building • Recognizing new opportunities • Planning • Re-creation
Not Important	<p>III.</p> <ul style="list-style-type: none"> • Interruptions • Some calls • Some mail • Some reports • Some meetings • Proximate pressing matters • Popular activities • Some scrap & rework 	<p>IV.</p> <ul style="list-style-type: none"> • Trivia • Busywork • Some mail • Some phone calls • Time-wasters • Pleasant activities

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 accomplishments
- 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 DON'T 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

habit tracker

	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	
Hydrate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Exercise	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Meditate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Wake early	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
8h sleep	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Make bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Wash face	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Floss	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Tidy Up	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Empty Sink	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Change linens	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
No spending	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
Home cooking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
No dairy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						
No sugar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																						

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

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

Week of: Month day-day

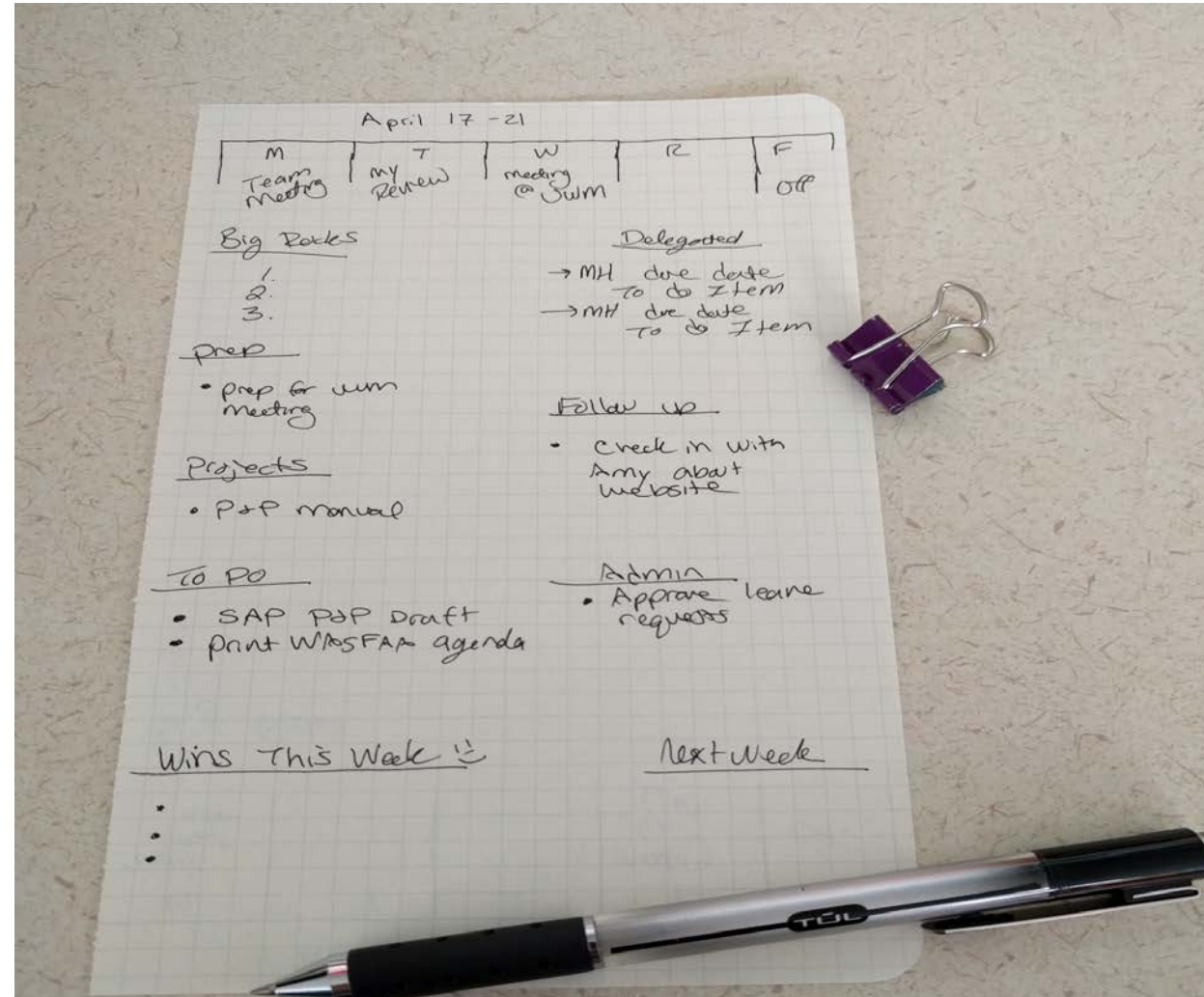
	M	T	W	R	F
List meetings and events					
List major to dos that fall on a specific day					

<p>Big Rocks</p> <ol style="list-style-type: none"> 1. Important to do 1 2. Important to do 2 3. Important to do 3 <p>Prep</p> <ul style="list-style-type: none"> • 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. <p>Admin</p> <ul style="list-style-type: none"> • List administrative tasks such as approving leave requests and travel reimbursements <p>Projects</p> <ul style="list-style-type: none"> • Projects To Do This Week <p>To Do</p> <ul style="list-style-type: none"> • 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 	<p>Delegated</p> <ul style="list-style-type: none"> • List items delegated to others and the date you expect to hear back • Name – Item – Date <p>Waiting On</p> <ul style="list-style-type: none"> • To do items that you can't act on until your hear from someone else.
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Reflections

- What went well this week?
- What can you do to make next week better?

LAYOUT



PROJECTS

PROJECT: CREATE GUEST POST FOR BULLET JOURNAL

DATE STARTED: 4.25.14

DEADLINE: 4.29.14

DATE COMPLETED:

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

ACTION ITEMS!

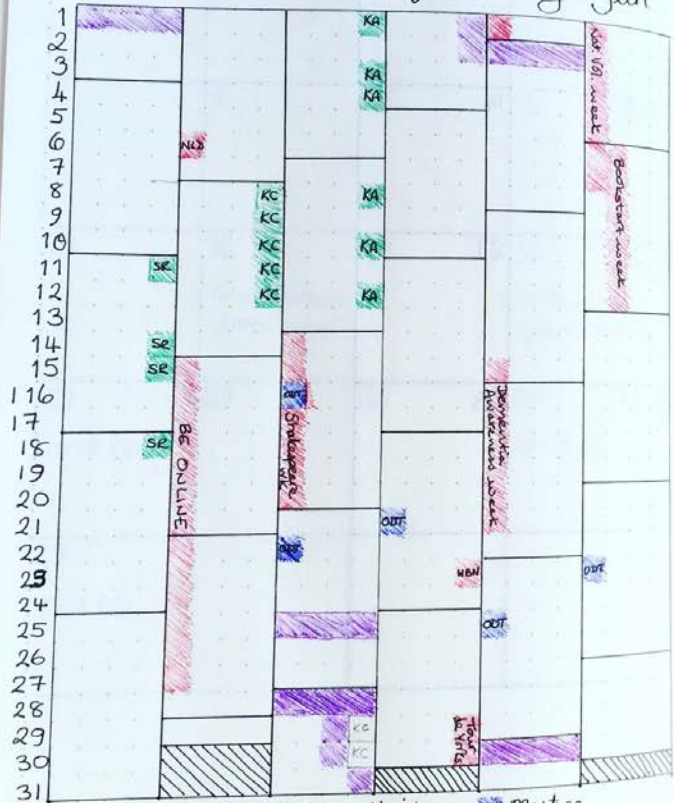
- X RESEARCH WHAT TO SHARE
- X ASK TINY RAY OF SUNSHINE
 - CREATE NOTES
 - CREATE OUTLINE
 - WRITE EACH POINT / PARAGRAPH
 - CREATE SPREADS TO SHOW DETAILS DESCRIBED IN TEXT. NEAT, READABLE, NO IMP INFO
 - PHOTOGRAPHS SPREADS
 - BEFORE 5 PM FOR GOOD LIGHT
 - CLOSE DETAILS
 - OVERVIEWS
 - EDIT IMAGES
 - EXPORT TO JPG
 - LOAD TO DROP BOX
 - CHECK TEXT IN GRAMMARLY

WEEKLY LAYOUT



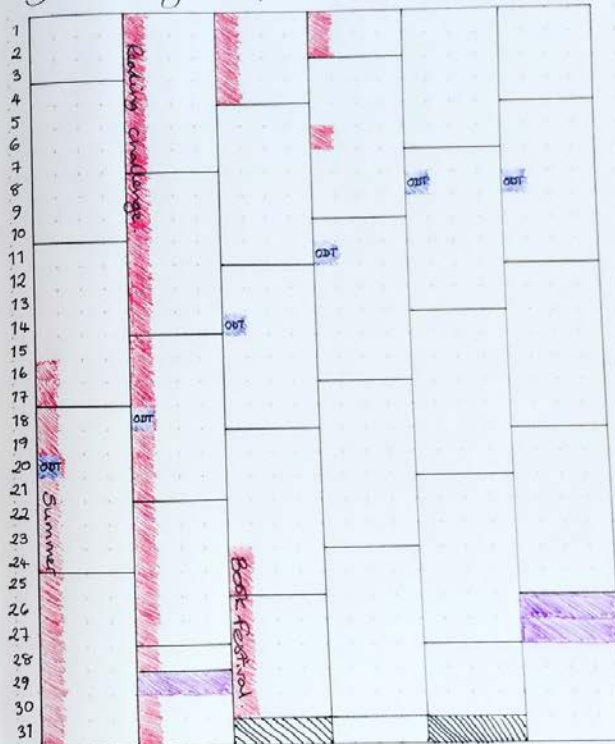
Calendex 2016

Jan Feb Mar Apr May Jun



Annual Leave Staff Holidays Meeting

Jul Aug Sep Oct Nov Dec



Core Offers

CALENDEX

PROFESSIONAL USES

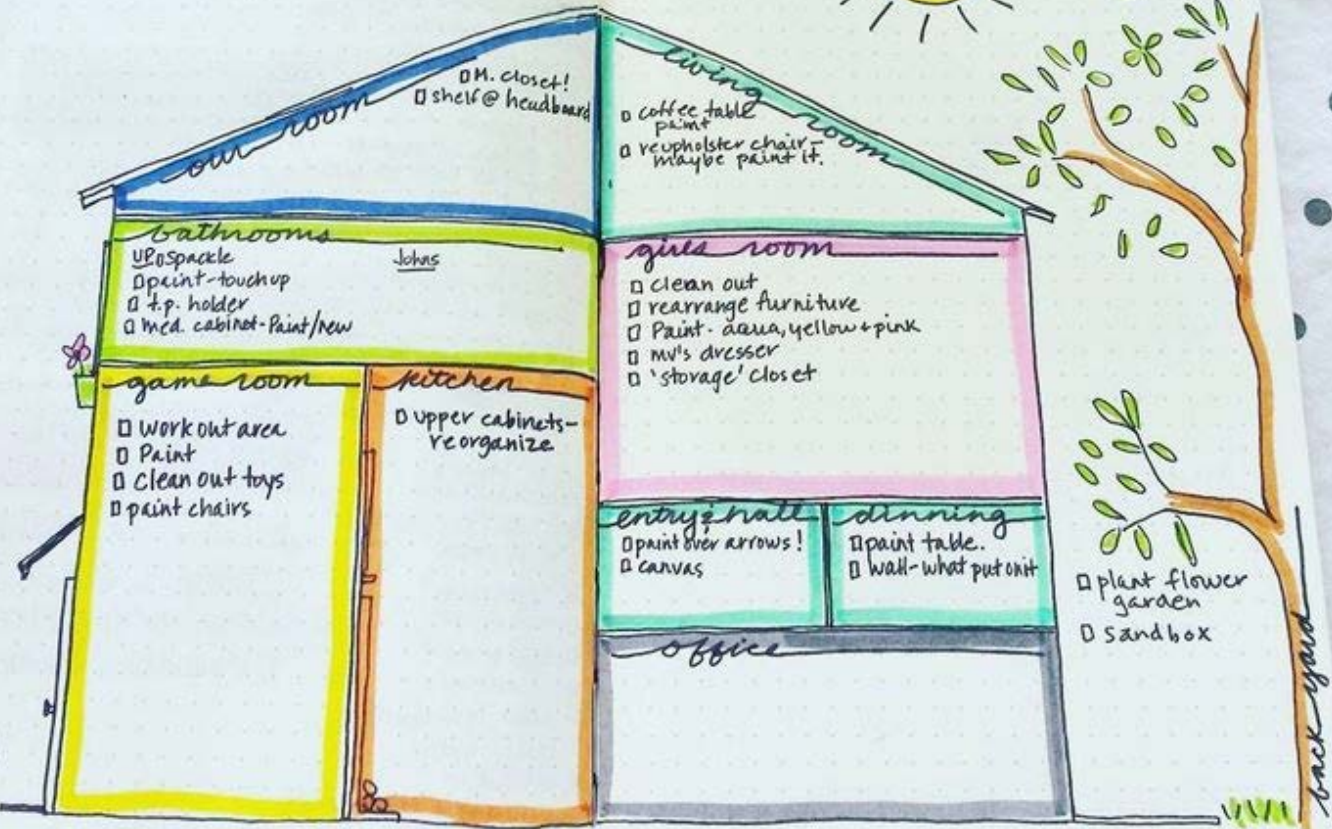
Packing List
Task Tracker
Mileage Tracker
Books to Read
Goals List
Accomplishments List
Meeting Notes
People Boxes

PERSONAL USES

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



house projects



LEVEL 10 LIFE

(WHAT I WANT)



"What you get by achieving your goals is not as important as who you become by achieving your goals"
- Zig Ziglar

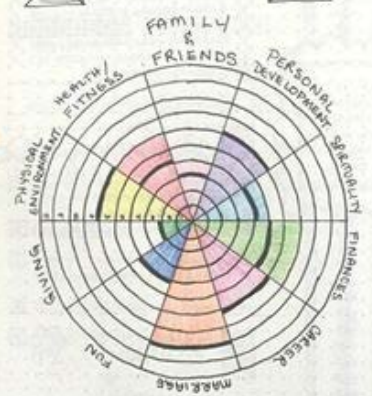
LEVEL 10 GOALS

(HOW I'LL GET THERE)

- 1 FAMILY & FRIENDS:** keep in touch! phone, email, text every day!
- 2 PERSONAL DEVELOPMENT:** seminars, podcasts, books - take action!
- 3 SPIRITUALITY:** meditation practice: am & pm daily!
- 4 FINANCES:** saving, create passive income, collaborations
- 5 CAREER:** do what u love! change lives & help others
- 6 MARRIAGE:** more fun together, fun trips, quality time
- 7 FUN & RECREATION:** travel, adventure, explore... schedule a 'me' day
- 8 GIVING/CONTRIBUTION:** volunteer, charity; be generous by nature
- 9 PHYSICAL ENVIRONMENT:** 15 minute clean, decorate, organize - lol!
- 10 HEALTH & FITNESS:** yoga, running, Whole30 as needed

LEVEL 10 LIFE

LEVEL 10 LIFE

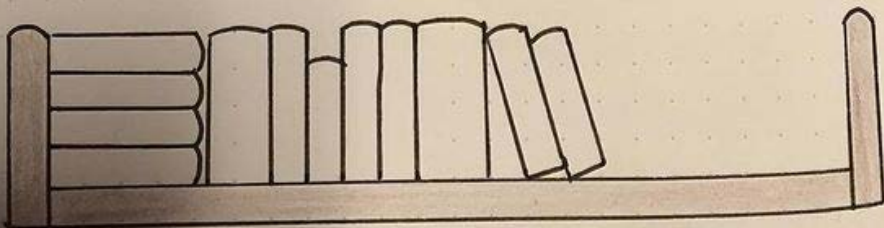
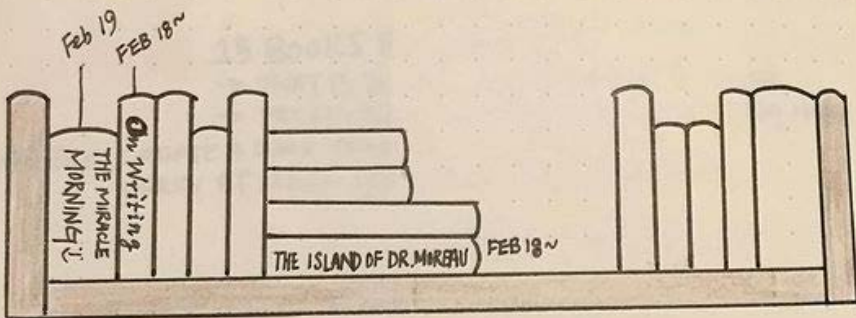
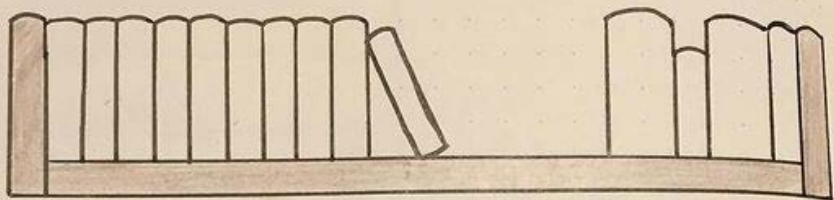


"What you get by achieving your

LEVEL 10 GOALS

- ★ FAMILY & FRIENDS:** keep in touch → phone, email, text, every day!
- ★ PERSONAL DEVELOPMENT:** take action! attend a seminar, podcasts, books.
- ★ SPIRITUALITY:** meditation practice, education.
- ★ FINANCES:** grow up fast, 4 mos savings, ability to help others.
- ★ CAREER:** passive income, change lives, freedom!
- ★ MARRIAGE:** more fun together, be supportive, take the time!
- ★ FUN & RECREATION:** travel, adventure, "me" time every day
- ★ GIVING/CONTRIBUTION:** volunteer in my community, donate to charity (find the need)
- ★ PHYSICAL ENVIRONMENT:** decorate, turn house into home, cleaning schedule

BOOKS TO READ

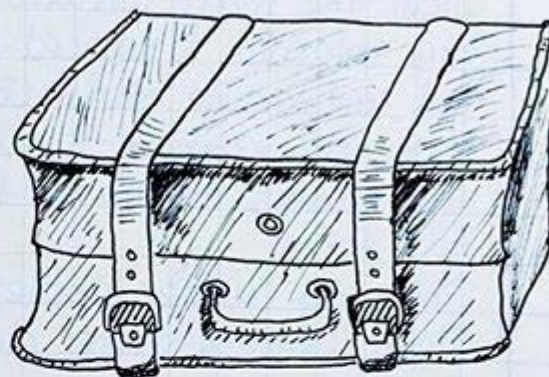


Datum / Date:

PACKING LIST

— CONVENTION —

- ☆ DSLR & STAND (MEMORY CARDS)
- ☆ COMPUTER
- ☆ SUIT & 2 BLOUSES
- ☆ 1 PAIR JEANS & SWEATER
- ☆ BUSINESS CARDS
- ☆ BUJO
- ☆ CALCULATOR
- ☆ STICKER SET
- ☆ CANDY & ME GUSTA DEMO
- ☆ SWIPER / STAND / PENS
- ☆ 4' TABLE CLOTH
- ☆ MONEY BOX
- ☆ TOILETRIES
- ☆ SHOES
- ☆ CHARGERS (CELL, IPAD, COMPUTER, & CAMERA)
- ☆ STAPLER



— MISCELLANEOUS —

- RICE KRISPIES, PUFFED WHEAT, CARROTS
- WATER BOTTLES (+JANIAHS)
- iPads / chargers
- COMPUTER, DVDS, SONGS
- SPEAKER
- ID, FORMS, RECEIPTS
- BLANKIES
- iPad BOXES / CHARGERS
- MEDICINE
 - INHALERS
 - ALLERGY (eye drops?)

— PERSONAL —

- 4 PANTS

⊕ OILS



DATE: OCTOBER

HABITS

- Wake up on time
- Journal
- Read
- Wash Face
- Eat well
- Exercise
- Tidy up

	M	T	W	T	F	S	S
Wake up on time	✕		✕	✕			
Journal		✕					
Read							
Wash Face	✕	✕					
Eat well		✕					
Exercise	▨	✕					
Tidy up			✕				

19

MONDAY

o Work 5:30 - close

RESOURCES

[More Info](#)





BULLET JOURNALING

- Bullet Journal <http://bulletjournal.com>
- Pretty Prints & Paper <https://prettyprintsandpaper.com/bullet-journal/>
- Tiny Ray of Sunshine <https://www.tinyrayofsunshine.com/bullet-journal/>

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>
- TN Fabric Wallet Inserts <https://www.etsy.com/shop/Dollbirdies>



PRODUCTIVITY

- 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

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UW
Extension

Continuing Education, Outreach & E-Learning

 **UW flexible option**
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