

Bullet Journal Rapid Logging Cheat Sheet

Topics and Pages Numbers

Add a topic (short descriptive title) on the top outer corner of the page. Title and number your pages before you add content.



Bullets

The Bullets will help organize your entries into three categories: Tasks, Events, and Notes.

<p>Tasks</p> <ul style="list-style-type: none"> • = Task X = Task Complete > = Task Migrated - = Task Scheduled 	<p>Events (date-related entries that can either be scheduled or logged after they occur. They should be as objective and brief as possible)</p> <p style="text-align: center;">Events – "O"</p>	<p>Notes (entries that you want to remember, but are not actionable.)</p> <p style="text-align: center;">Notes – "-"</p>
<p><u>Signifiers</u></p> <p>Priority – *</p> <p style="margin-left: 150px;">Inspiration – !</p> <p style="margin-left: 300px;">Explore – </p>		

The Modules

Modules are methods designed to help collect and organize specific entries. There are four core modules:

<p><u>The Index</u></p> <p>Add the topics and their page numbers to the Index.</p> <p>Topic Name: 5 (one page topic)</p> <p>Topic Name: 6-12 (consecutive spreads)</p> <p>Topic Name: 13-15, 24-28 (recurring collections)</p>	<p><u>The Future Log</u></p> <p>For items that either need to be scheduled way in advance or things that you want to get around to someday.</p>	<p><u>The Monthly Log</u></p> <p>The Monthly Log helps you organize your month. It consists of a calendar to schedule and/or record events and monthly tasks (left page) and a task list (right page).</p> <p>How to set up the monthly log:</p> <ol style="list-style-type: none"> 1. Title the page with the current month's name. 2. List all the dates of that month down the left margin, followed by the first letter of the corresponding day. 3. Add Signifiers to the left. 4. Schedule events and tasks on the left page. 5. Add list of both Tasks that you want to tend to that month, and unfinished Tasks that have migrated from the previous month to the right page. 	<p><u>The Daily Log</u></p> <p>How to set up the daily log:</p> <ol style="list-style-type: none"> 1. At the top of the page, record the date as your topic. 2. Rapid Log your Tasks, Events, and Notes as they occur.
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The Bullet Journal® (or BuJo® for short) was developed by Ryder Carroll.