THE MAGIC BULLET:
Bullet Journaling for Increased Productivity

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Colorado State Library | www.lrs.org | @lrs_co
TODAY’S PLAN

• Bullet Journaling: Why and How

• Productivity
  – How to exploit our natural tendencies to maximize productivity
  – Crowdsourcing tips and tricks
POLL

Which of these statements best describes your relationship with bullet journaling?

- I’m not familiar with bullet journaling.
- I’m familiar with bullet journaling but haven’t tried it.
- I’m a bullet journal drop out – I tried it and quit!
- I use bullet journaling to manage my work/life.
- Other
What are 1 or 2 current productivity challenges you’re currently experiencing?
WHY BULLET JOURNALING?
The Bullet Journal is like a potato. It seems boring and bland and easily replaced by flashier starches like couscous and black forbidden rice, but the potato is special not for what it is but for what it can become...the potato is king simply because it can be whatever you want it to be.

- Kendra Adachi
RYDER CARROLL
creator of
BULLET JOURNAL

https://www.youtube.com/watch?v=fm15cmYU0IIM
BULLET JOURNALING – 5 COMPONENTS

• Index
• Future Log
• Monthly Log
• Monthly Task List
• Daily Log
INDEX

Future Log: 1-4
January: 7
Blue Co Logo:
  Research: 11-12
  Sketches: 13-22
Food Log - Apr 1-7: 23-24
Reading List: 25
Drawings: 27-29, 32, 36
February: 37

Image credit: bulletjournal.com
BULLET JOURNALING: FUTURE LOG

FUTURE LOG

APR
- 11: Pick Dell from Airport
- 14: Deliver Acme Pitch
- 16: Flight to LA

MAY
- 5: Fly to NYC!
* 9: ChemoCo Deadline
- 12: Valentine in town

JUN
* 6: Apply to dev program
## Bullet Journaling: Monthly Log and Task List

### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 M</td>
<td>Lisse dinner @ Tazo</td>
</tr>
<tr>
<td>#2 T</td>
<td>Promoted!</td>
</tr>
<tr>
<td>3 W</td>
<td>Spin class</td>
</tr>
<tr>
<td>4 T</td>
<td>Spin class</td>
</tr>
<tr>
<td>5 F</td>
<td>Date night</td>
</tr>
<tr>
<td>6 S</td>
<td></td>
</tr>
<tr>
<td>7 S</td>
<td>Michael left :C</td>
</tr>
<tr>
<td>8 M</td>
<td></td>
</tr>
<tr>
<td>#9 T</td>
<td>Dinner in the park w NB + MB</td>
</tr>
<tr>
<td>10 W</td>
<td></td>
</tr>
<tr>
<td>11 T</td>
<td></td>
</tr>
<tr>
<td>12 F</td>
<td></td>
</tr>
<tr>
<td>13 S</td>
<td></td>
</tr>
<tr>
<td>14 S</td>
<td></td>
</tr>
<tr>
<td>15 M</td>
<td></td>
</tr>
<tr>
<td>16 T</td>
<td></td>
</tr>
<tr>
<td>17 W</td>
<td></td>
</tr>
</tbody>
</table>

### February

- Yoga: cancel orientation
- Matt: organize surprise p
- Redrum Co.: Log hours
- Game Chem: Submit exp
- Linda: Send vacation ph
- Car: Fix breaklight
- Ed: Sign up for spanish c
- Donate clothes
- Med:
  - Dr. Apfel Apt./teeth
  - Dr. Polterer Apt./g
- Follow up
  - Steph: Sister
  - Niclas: Move
  - Rachel: Book
  - Mica: Classes

Image credit: bulletjournal.com
5.11. WED
* * Acme Co.: website presentation
    - Dec 15.
O Gave presentation
! - Short film about the pigeon man
* Niclas: Call Re: Saturday Dinner
* Acme Co: Release Forms
* • Heather: Email. Get forms
    • Email forms to participants
    • Get signatures

5.12. THU
- Acme Co: UX Presentation - Feb 12
* Rachel: Reply. Apr 21 Party
* Pick up meds
* Sign up for workshop
* 0 Maggie took her first steps!

Image credit: bulletjournal.com
BULLET JOURNALING: SIGNIFIERS

- Task
  - Task Complete
  - Task Migrated
- Notes
- Events
BULLET JOURNALING: SIGNIFIERS

SUNDAY, SEPT. 4, 2016
- PRINT OUT ORDERS
- FILL VIDEO FOR TOMORROW
- EDIT
- SCHEDULE
- BLOG FOR TOMORROW
- WRITE
- PICS
- EDIT
- SCHEDULE
- UPGRADED ADOBE CC SUBSCRIPTION

MONDAY, SEPT. 5, 2016 - Labor Day
- TAKE THE DAY OFF!

TUESDAY, SEPT. 6, 2016
- PACK/SHIP ORDERS
- MAIL OUT PRIZES FOR GIVEAWAY
- PARKING PASS FOR VICTORIA
- GROCERY SHOPPING
- INBOX ZERO
- NEED PAPERWORK FROM MARK FOR PASS.

WEDNESDAY, SEPT. 7, 2016
- 9:00 A. OIL CHANGE
- 1:00 P. APPLE KEYNOTE
- 5:00 P. TRIBE Q&A
- MAIL PACKAGE FOR B.
- TECHNICAL DIFFICULTIES w/ Q&A
- NEED TO RE-SCHEDULE

Image credit: Bringing the Sunshine
BULLET JOURNALING: SIGNIFIERS

- Tasks
- Appointments / Errands
  - Remember / Log
- Urgent / Priority / Important (Next to item)
  - Migrate
- Things that are memorable / meaningful
  - For the blog

KEY

- Task
- Event
- Appointment
- Important
- Deadline
- Idea
- Money in / out / saved
- Notes
- Migrated
- School
- Inspiration / quotes
- Work Schedule
- Clock "If there’s time"
- Smiley "Things to look forward to"

Image credits: Bringing the Sunshine, DIY Av
BULLET JOURNALING: COLLECTIONS

• Master To-Do List
• Current Projects
• Ideas for Future Projects
• Staff
• Goals
• Conferences to Attend
• Books to Read/Read
BULLET JOURNAL: HABIT TRACKER

Image credit: Boho Berry
DO YOU HAVE TO BE AN ARTIST TO BULLET JOURNAL?
Image credit: @journaleying
# January

## Wishlist
- [ ] Leuchtturm 93LT.
- [ ] Sakura Pen
- [ ] Inlay Film

## Goals
- [ ] Be back to my project, fixing some issues.
- [ ] Develop a balanced diet and lose weight.

## Tasks
- [ ] Buy next bullet journal.
- [ ] Fill in the “New year for a new you” challenge.
- [ ] Find out the beginning of the classes at Unicamp.
- [ ] Send resume to schools.

## Waiting On
- [ ] 05/01 - Shadowhunters new season

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Image credit: @bahcampos
**Saturday, 01.09.16**

- Finish setting up B&G Bujo
- Inbox zero
- Reply to comments:
  - Blog
  - YouTube
  - IG
  - Facebook
- Mark comes home!
- Create spread for CZEK ⇒ start Tue 1/2
- Make new Etsy order
- Start blog post for Mon ⇒ Planning routine!
- IKEA w/ Victoria

**Sunday, 01.10.16**

- Finish blog post for tomorrow
- Michaels/Staples
- Spend some time reading
- Order new business cards
- Finalized blog & biz Bujo
- Dinner at 7:00pm
- Prep for the week ahead
- Deep clean kitchen
- Fold laundry

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Image credit: Boho Berry
mandala

- Happy
- Excited
- Thankful
- Optimistic
- Relaxed
- Lazy
- Tired
- Restless
- Frustrated
- Stressed
- Sad
- Angry

Sunshine mixed & may you
FUTURE LOG

MARCH:
- Create Course in [blank]
- No school on Friday 24th
- Content Calendar
- Personal development in DC
- Update questions/edit classes?

APRIL:
- Easter break 10-14
- Easter 11:00
- Foundations 2: 18-20
- High Water Music Festival: 22-23
- Morning Snare Week (SRL): 25-28
- YL Family Camp: 28-30
- BMF (Scaifeable): 30-3

MAY:
- BMF: A30-M3
- Memorial Day: 29

JUNE:
- BAAF (Kly Biscayne): 4-6
- AICPA (NQ): 13-15
- Andrea's Bridal: 16
- Father's Day: 18
- 344 (Charleston?): 20-22

JULY:
- [blank] in CHS: 7-15

LATER:

Image credit: Tim Maurer
MAKING IT YOUR OWN

• My system:
  – Google Calendar and Outlook Calendar instead of Future Log
  – Monthly Log to record major tasks/activities accomplished each day
  – Master To-Do List instead of Monthly Task List
  – Weekly Log instead of Daily Log, includes to-do list for the week
  – Google Keep for quick capture of information on the go
# WEEKLY LOG

## JULY 17-23

<table>
<thead>
<tr>
<th>DATE</th>
<th>TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY</td>
<td>🧘 Workout: 30 min walk</td>
</tr>
<tr>
<td>MONDAY</td>
<td>🧘 Workout; Insta: Jimmy Dean</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>🧘 Workout; Insta: Jimmy Dean</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>⚽️ Soccer Sandwhich</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>🍗 Chicken Parm; Tomato Salad</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>🍗 Chicken Parm; Tomato Salad; Almond Ch. Crisps</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>🍗 Homemade Pizza; To-Fro Bacon; Tomato; Salad</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>🍗 Homemade Pizza; To-Fro Bacon; Tomato; Salad</td>
</tr>
</tbody>
</table>

## MENU

<table>
<thead>
<tr>
<th>DAY</th>
<th>MEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>🍗 Souvlaki, Salad</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>🍗 Chicken Parmesan, Salad</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>🍗 Tomato, Salad</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>🍗 Almond Ch. Crisps, Salad</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>🍗 Homemade Pizza, Salad</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>🍗 To-Fro Bacon, Tomato</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>🍗 Tomato, Salad</td>
</tr>
</tbody>
</table>

## TO DO

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS</td>
<td>🟢 Draft Posts</td>
</tr>
<tr>
<td></td>
<td>🟢 X Budget Notebook</td>
</tr>
<tr>
<td></td>
<td>🟢 X Apple Pie</td>
</tr>
<tr>
<td></td>
<td>🟢 X Check Email</td>
</tr>
<tr>
<td></td>
<td>🟢 X Schedule * L4Z</td>
</tr>
<tr>
<td></td>
<td>🟢 Project: Content by 94</td>
</tr>
<tr>
<td></td>
<td>🟢 Interventions Prep</td>
</tr>
<tr>
<td></td>
<td>🟢 Finalize: Best Yes</td>
</tr>
<tr>
<td></td>
<td>🟢 Budget: Incentives</td>
</tr>
<tr>
<td></td>
<td>🟢 Productive Working</td>
</tr>
<tr>
<td>PERSONAL</td>
<td>🟢 Food for Company</td>
</tr>
<tr>
<td></td>
<td>🟢 Mocking Course</td>
</tr>
<tr>
<td></td>
<td>🟢 Prep for Kids Zone</td>
</tr>
</tbody>
</table>

## NEXT WEEK

<table>
<thead>
<tr>
<th>DAY</th>
<th>TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>🍗 Lunch with kids</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>🍗 BBQ</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>🍗 Kids zone</td>
</tr>
</tbody>
</table>
MY PROCESS

• Beginning of Month
  – Create monthly log, habit tracker, gratitude log
  – Review Projects Collection, Master To-Do List
  – Make a decision about unfinished tasks from previous month (migrate, delegate, delete)
  – Take photos of previous month’s pages
MY PROCESS

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  – Create monthly log, habit tracker, gratitude log
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  – Take photos of previous month’s pages

• Beginning of Week
  – Create weekly log and to-do list
MY PROCESS

• Beginning of Month
  – Create monthly log, habit tracker, gratitude log
  – Review Projects Collection, Master To-Do List
  – Make a decision about unfinished tasks from previous month (migrate, delegate, delete)
  – Take photos of previous month’s pages

• Beginning of Week
  – Create weekly log and to-do list

• End of Each Day
  – Review notes for action items, add to to-do list
  – Check off completed tasks
  – Make a decision about remaining tasks (migrate, delegate, delete)
  – Complete habit tracker and gratitude log
TRAVELER’S NOTEBOOK
QUESTIONS ABOUT BULLET JOURNALING?
BULLET JOURNALERS – SHARE YOUR TIPS!
THE FOUR TENDENCIES
The Indispensable Personality Profiles That Reveal How to Make Your Life Better (and Other People’s Lives Better, Too)

GRETCHE N RUBIN

#1 New York Times Bestselling Author of THE HAPPINESS PROJECT

“...will immediately improve every area of your life.” —MELISSA HARTWIG, coauthor of The Whole30
How do I respond to outer and inner expectations?
<table>
<thead>
<tr>
<th>Tendency</th>
<th>Outer Expectations</th>
<th>Inner Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholder</td>
<td>Meets</td>
<td>Meets</td>
</tr>
<tr>
<td>Questioner</td>
<td>Resists</td>
<td>Meets</td>
</tr>
<tr>
<td>Obliger</td>
<td>Meets</td>
<td>Resists</td>
</tr>
<tr>
<td>Rebel</td>
<td>Resists</td>
<td>Resists</td>
</tr>
</tbody>
</table>
# The Four Tendencies – Gretchen Rubin

<table>
<thead>
<tr>
<th>Tendency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholder</td>
<td>Does what <em>should</em> be done.</td>
</tr>
<tr>
<td>Questioner</td>
<td>Does what <em>makes sense</em> to them.</td>
</tr>
<tr>
<td>Obliger</td>
<td>Does what <em>others are depending on</em> from them.</td>
</tr>
<tr>
<td>Rebel</td>
<td>Does things in <em>their own way</em>.</td>
</tr>
</tbody>
</table>
MY TENDENCY: OBLIGER

- Strategy: Set up external systems of accountability
  - External deadlines
  - Doing presentations with a partner instead of alone
  - Taking exercise classes that have a cancellation fee
  - Habit Tracker
WHAT HELPS YOU BE PRODUCTIVE?

• Technology Tools
• Non-Tech Tools
• Tips and Tricks
• Methods (Getting Things Done, Eisenhower Matrix, Pomodoro, etc.)
The way to get started is to quit talking and begin doing.
- Walt Disney

The best productivity system is the one you can stick to.
- Thomas Oppong
THANK YOU!

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