

Bullet Journal Basics and Ideas for Quick Note-Taking



Ryder Carroll's [Bullet Journal](#) method is a quick way to record every aspect your life. If you're new to bullet journaling or just need a refresher from time to time, this cheat sheet is sure to come in handy.

Terms to Know About

Rapid Logging	Adding journal entries as bulleted lists
Collection	Basic journal module to organize related information
Index	Content locator (Sample entry: <i>Collection_Name: 1-2, 6-8, 15</i>)
The Future Log	For dated entries outside current month
The Monthly Log	
• The Calendar Page	To record/schedule events and tasks
• The Task Page	Monthly inventory of time, upcoming tasks, priorities, migrated tasks, etc.
The Daily Log	For capturing tasks, events, and notes daily with Rapid Logging
Topic	Descriptive title for journal page
Bullet	Short sentence paired with symbol for Rapid Logging
Signifier	Special symbol to add extra context to journal entries
Stack	Set of active Collections
Tags	Hashtags for sharing Stacks in social media posts
Subcollections	Subsets of Collection created for easier management of large projects
Dedicated Index	Index dedicated to one subject only
Threading	Stitching Collection together by connecting its page numbers
Migration	Moving entries between Logs to update journal

Bullet Symbols

• Task_Name	To-do list item / task incomplete
✖ Task_Name	Task complete
> Task_Name	Task migrated to collection
< Task_Name	Task scheduled in Future Log
• Task_Name	Task irrelevant
- Note_Name	Item to be remembered
○ Event_Name	Noteworthy moment
○ Event_Name	
- Note 1	Nested bullets
- Note 2	
- Note 3	

Signifier Ideas

2*	Priority
2!	Inspiration
2🔍	Explore further
i	Special information: coupon code, flight number, receipt number, etc.
♥	Favorite/liked
★	Important
🔄	Recurring

?	Research/verify/reconsider
\$	Money related
</>	Tech related
@	Name, email address, or social media handle
#	Phone number
▼	Address, location
∞	Website
✕	Deadline
▲	Appointment
:)	Vacation
∨	Holiday/weekend
!?	Idea
“	Quote
R	Medical information
[]	Book/movie/video
♪	Song/album
:)	Mood
☐	Wishlist item (Check box after purchase)

Starter Tags

#BulletJournal
#BulletJournalKey
#BulletJournalIndex
#BulletJournalCollection
#BulletJournalFutureLog
#BulletJournalMonthlyLog
#BulletJournalWeeklyLog
#BulletJournalDailyLog
#BulletJournalFoodLog
#BulletJournalMoodLog
#BulletJournalGratitudeLog
#BulletJournalTracker

Steps to Log Information

- Set up Index.
- Set up Future Log after Index.
- Update Monthly Log.
 - Set up Monthly Log at start of month.
 - Add list of dates to Calendar page.
 - Migrate tasks from previous month or Future Log.
 - Schedule/record events and tasks on Calendar page.
 - Record notes and extra information on Task Page.
- Create Daily Log for next day.
 - Add Topic at top of page and page number at bottom.
 - Use Daily Log for rapid logging day's tasks, events, and notes.
 - Add Topic and corresponding page number(s) to Index.

Custom Collection Ideas

Work/Productivity	Project manager Workflow tracker Homework tracker Meeting log Time tracker Exam prep tracker Deadline tracker Learning log Career goals tracker Job search tracker
Household	Shopping list Meal planner Recipe book Birthday calendar Event planner Errand tracker Medical information tracker Home improvement tracker Trip planner Recurring tasks tracker
Health	Diet planner Food diary Workout tracker Running log Sleep tracker Period tracker Self care ideas list Checkup tracker Healthy foods list Mood tracker
Finances	Budget tracker Bill payment tracker Expense tracker Debt tracker Money goals tracker Income tracker Savings tracker Investment tracker Subscription tracker Money to-do list
Life	Personal diary Gratitude journal Life goals tracker Quotes and affirmations list Bucket list Gift ideas tracker Hobby tracker Habit tracker Reading list Movie wishlist

¹Core Collection: Foundational Collection part of every Bullet Journal.

²Suggested in the official Bullet Journal system.