

# How to Journal and Schedule

A Guide by Syd James



# It doesn't have to be hard!

There are many different ways to journal and schedule:

- Bullet journaling
- Journaling
- Time management schedules
- Whiteboarding
- Calendar
- A combination or mix-match!

The key is finding what works for you

- Personally, I use a combination of all of these because I have a lot on my plate, but you don't have to!

# Bullet Journaling

Bullet journals are a tool for organization and personal goals.

They can be used to track your goals, sleep habits, mental health, and so much more!

A loose form of journaling that has a huge online community to ask about resources and getting started.

Can be used daily and can be flexible as to what you put in it





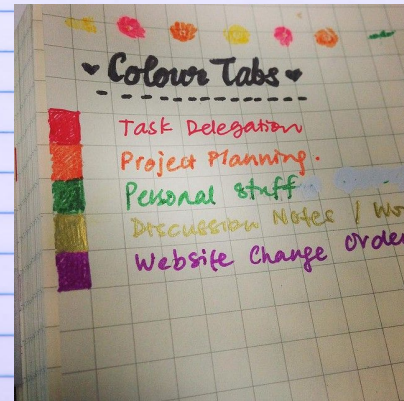
# Journaling

The “original” type of scheduling, as viable of an option as any

Can be used to document your feelings, like a diary, alongside planning

Lots of resources both old and new on how to get started, as well as tips to stay with it

A less complicated way of journaling for first time planners



<https://youtu.be/ZIWYykkQfuA>

# Time Management Schedules

A great resource for people who need to schedule time for projects or who need to improve their time management skills

Can be broken down into blocks of time per day, week, month, etc.

Not limited to journaling or one type of writing, more of a tool to use alongside your journaling skills

Easy way to track progress for projects, events, life goals, and more!



# SUPER SIMPLE WEEKLY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MORNING	Tea w/ Tiffany 10:00 am	Pay doctor bills	Convent Irmaker Theme	Playdate w/ Reagan 10:30am	Stations of the Cross 9:30 am	Library
AFTERNOON	Promo day Blogging Boost	Guest Post SME	Organize Playroom	Thank You Cards	Reload Tailwind	Lunch w/ Dad 1:30 pm
EVENING	Laundry X3	St. Anne Mtg 7:00pm	Bible Study 7:00pm	Clean Bathrooms	Dinner w/ Family 6:30 pm	Starbucks Date ☺
				Write Post Blog checklist		

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00	Gym	Gym	Gym	Gym			
11:00					Swim	Walk 3 miles	WORK
12:00	Snack	Snack	Snack	Snack	Clean up	Snack	
1:00	Clean up	Clean up	Clean up	Clean up			
2:00	Coffee Shop						
3:00							
4:00							
5:00	Food Prep	WORK	WORK	WORK	WORK	Coffee Shop	
6:00							
7:00							
8:00							Meal Prep
9:00							
10:00							
11:00							Date Night
12:00							

time tracker

Hour	Activity
1	Sleep
2	Sleep
3	Sleep
4	Sleep
5	Sleep
6	Sleep
7	Sleep
8	Sleep
9	Sleep
10	Sleep
11	Sleep
12	Sleep
13	Sleep
14	Sleep
15	Sleep
16	Sleep
17	Sleep
18	Sleep
19	Sleep
20	Sleep
21	Sleep
22	Sleep
23	Sleep
24	Sleep
25	Sleep
26	Sleep
27	Sleep
28	Sleep
29	Sleep
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31	Sleep
32	Sleep
33	Sleep
34	Sleep
35	Sleep
36	Sleep
37	Sleep
38	Sleep
39	Sleep
40	Sleep
41	Sleep
42	Sleep
43	Sleep
44	Sleep
45	Sleep
46	Sleep
47	Sleep
48	Sleep
49	Sleep
50	Sleep
51	Sleep
52	Sleep
53	Sleep
54	Sleep
55	Sleep
56	Sleep
57	Sleep
58	Sleep
59	Sleep
60	Sleep

Legend: Sleep (pink), work (purple), school (blue), commute (green), misc. (yellow), going out (orange), home (grey)



# Whiteboarding

An easily-changeable tool to remind yourself or schedule time

Typically used alongside a journaling technique, whiteboards often are used as reminders for short term events or project deadlines.

Physical erasing of deadlines can be useful to feel accomplished

Great for beginners who seek small changes to their daily routine and less daunting than another journaling type

## PROSPECTS

## CLIENTS

## PROJECTS

## SYSTEMS NEEDED

## MARKETING

## POSSIBLE FUTURE

- TDX
- REN Follow
- ✓ GIDG v4
- ✓ Fix T.C. MODULES
- Content
- Best Man Follow-up
- G of products
- G of memorize

- INTAKE
- BILLING
- SHOP CART
- EMAIL MKTG
- COLL. & SPACES

- Speaking
- webinars
- PR outreach
- TV
- Blogs
- Print

Quarter

WEEKLY 9/27

MONTHLY September

	Litter Box	Microwave Sponge	Brush Elby	Clean toilet	Clean mirror	Dust	Vacuum	Sweep Kitchen floor	Wash bed sheets
DONE				●	●	●	●	●	●
TO-DO	●	●	●●						

QUARTERLY July-September

BIANNUALLY July-December

YEARLY 2015

	Sweep bathroom floor	Clean microwave	replace air filter	Clean Kitchen sink drain	WASH Comforter	DISinfect doorknobs & light switches	rotate mattress	Clean windows	Clean out fridge
DONE	●		●				●	●	
TO-DO		●		●	●	●			●

## MIMIR TASK BOARD - DO NOT ERASE !!

- In Deven**
- Camera face off
  - Pipel mask
  - Temp sensors
  - Remove 2 warm bulkhead heaters
  - 2nd stage Cu strap
  - New distro/sending system
  - mine filter
  - replace for TA, TB
  - Fake camera tests
  - 5th distro sensor
  - Check distro sensor cable connections
  - Traps?
  - Flow gauge calibration
- Before Now**
- New Pipel Mask
  - Fake camera
  - Calc Cu 2nd strap
  - H<sub>2</sub>-oil Bumpass
  - 2 second wheels (Demand)
- BT**
- Fluid Sampling
  - Superfine needles
  - Use air
  - Efficiency/Deadtime reduction
  - pipelining!
  - wheels for cart
  - Steel, Rock amount/cart
- MB**
- The compressor shed
  - Study purchill vacuum seal
  - Fibers to clean room
- MB**
- Elec. sec. amount
  - Leak elec. amount
  - How the line plan
  - Ho compressor leak IC → Fluid
- TD**
- Detective Cello Issues
    - bandwidth
    - length
  - Conductors
  - Cello
  - Acoustic

# Calendars

The most common type of scheduling

Good to see weeks and months in advance

Useful tool for daily life and can be used alongside other journaling types

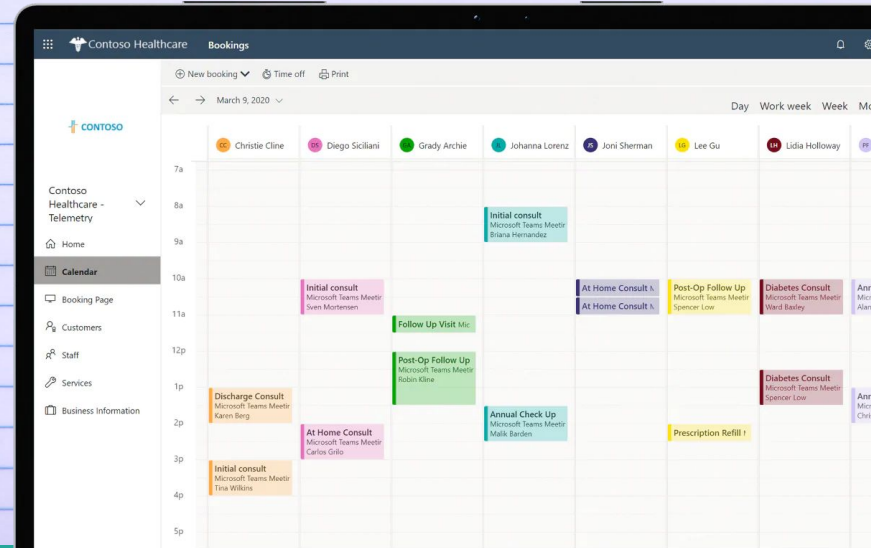
Can be as big or small as you'd like

Accessible in a digital format, as well





TILLY KRISHNA



# Form vs. Function- Does it have to look pretty?

I know a lot of what is online, including my examples, show perfectly made-up journals that have a cohesive color palette and style.

This does not mean that yours has to be! My personal journal is ugly with very little design to it.

You should first think about what goes into the journal and how it will help you before you go into making it look nice. After all, this is supposed to be a tool for you to succeed.

# Scheduling Tips and Basics

- Set long and short term goals
  - Make them realistic
  - Give yourself monthly, yearly, and weekly goals
- Block out your time
  - Give yourself more time than you think you'll need
  - Keep in mind your schedule as you do this
- Keep yourself accountable
  - Don't just give up halfway through the month because it's hard
  - Analyze what is and isn't working, then see if you need to change what you're doing
- Don't get discouraged
  - Even if you don't reach your goals, don't think you're a failure
  - You are learning and growing
  - Every step in the process is important and successful



# When in Doubt, Ask for Help

Consult the internet, a friend, or the Student Success Center!

You have so many tools at your disposal, why not use them?

You're not on your journey alone, so don't feel stuck when you can't figure it out.

You've got this!

Happy  
Journaling!