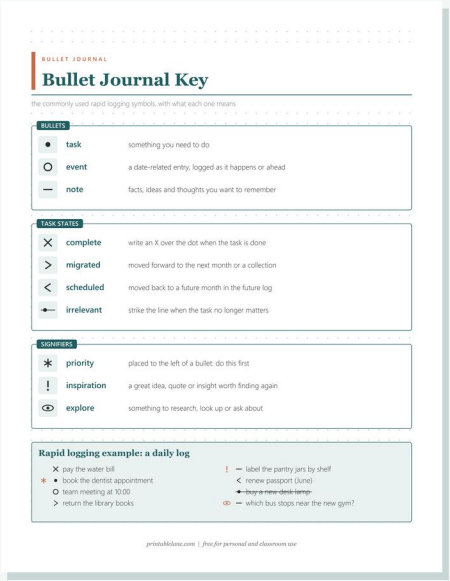
FREE PRINTABLE

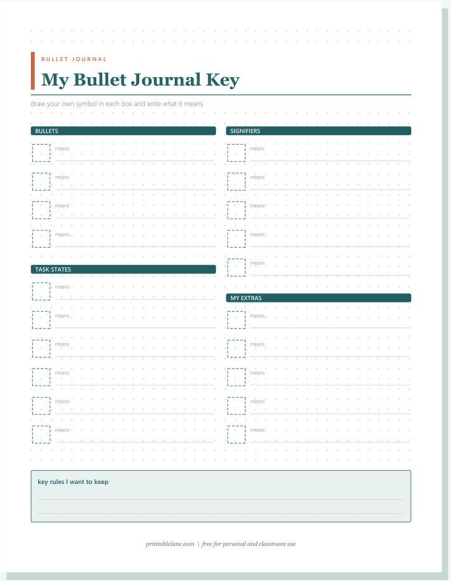
Bullet Journal Key

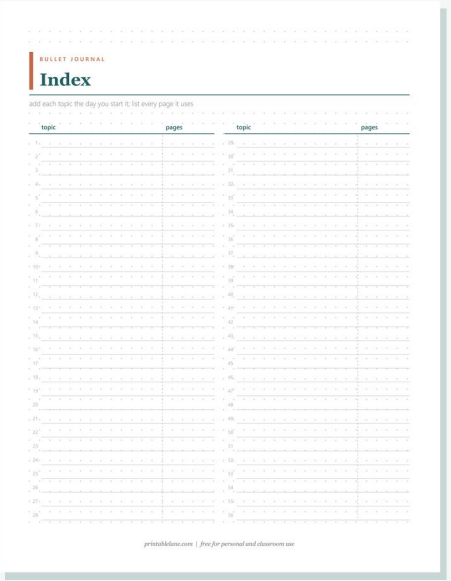
SYMBOLS · INDEX · FUTURE LOG

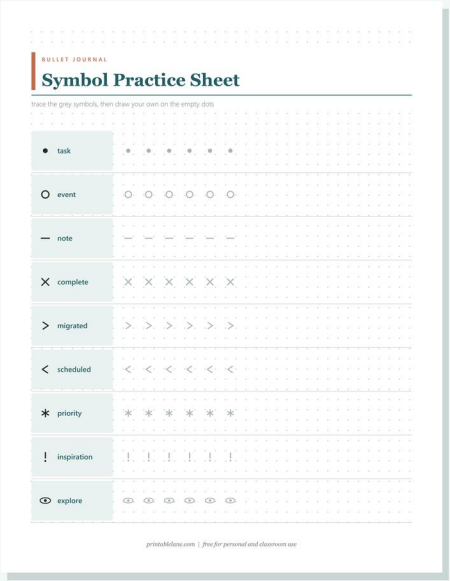
9 dot grid pages to set up your key

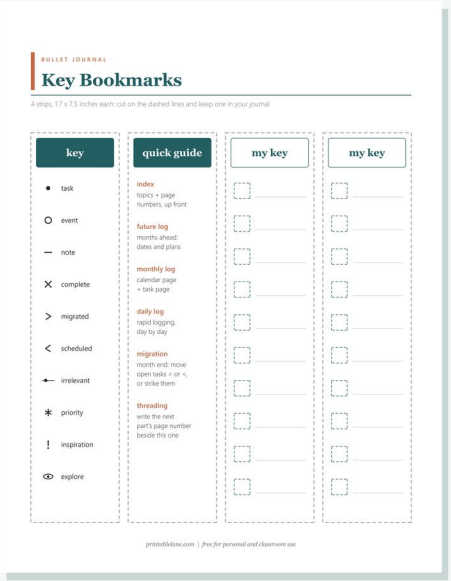
• ○ — × > < * !













BULLET JOURNAL

Bullet Journal Key

the commonly used rapid logging symbols, with what each one means

BULLETS

•	**task**	something you need to do
○	**event**	a date-related entry, logged as it happens or ahead
—	**note**	facts, ideas and thoughts you want to remember

TASK STATES

X	**complete**	write an X over the dot when the task is done
>	**migrated**	moved forward to the next month or a collection
<	**scheduled**	moved back to a future month in the future log
•—	**irrelevant**	strike the line when the task no longer matters

SIGNIFIERS

*	**priority**	placed to the left of a bullet: do this first
!	**inspiration**	a great idea, quote or insight worth finding again
👁	**explore**	something to research, look up or ask about

Rapid logging example: a daily log

- X pay the water bill
- * • book the dentist appointment
- ○ team meeting at 10:00
- > return the library books
- ! — label the pantry jars by shelf
- < renew passport (June)
- ~~• buy a new desk lamp~~
- 👁 — which bus stops near the new gym?

BULLET JOURNAL

My Bullet Journal Key

draw your own symbol in each box and write what it means

BULLETS

means

means

means

means

TASK STATES

means

means

means

means

means

means

SIGNIFIERS

means

means

means

means

means

MY EXTRAS

means

means

means

means

means

key rules I want to keep

BULLET JOURNAL

Color-Code Key

color each swatch with the pen you use, then name what it stands for

pens & colors

	color / pen	used for
○		
○		
○		
○		
○		
○		
○		
○		
○		
○		

highlighters

▭		
▭		
▭		
▭		

symbol + color combos

- ● e.g. a dot in green = a work task
- ○ e.g. a circle in orange = a birthday

▢		▢	
▢		▢	

BULLET JOURNAL

Index

add each topic the day you start it; list every page it uses

	topic	pages
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		

	topic	pages
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
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56		

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BULLET JOURNAL

Collections Index

1 box per collection; thread its pages so you can jump from part to part

threading example

books to read 4 > 37 > 82 write 37 next to page 4, so each part points to the next

collection _____

pages

> > > > >

notes _____

collection _____

pages

> > > > >

notes _____

collection _____

pages

> > > > >

notes _____

collection _____

pages

> > > > >

notes _____

collection _____

pages

> > > > >

notes _____

collection _____

pages

> > > > >

notes _____

collection _____

pages

> > > > >

notes _____

BULLET JOURNAL

Symbol Practice Sheet

trace the grey symbols, then draw your own on the empty dots

• task	• • • • • •
○ event	○ ○ ○ ○ ○ ○
— note	— — — — — —
× complete	× × × × × ×
> migrated	> > > > > >
< scheduled	< < < < < <
* priority	* * * * * *
! inspiration	! ! ! ! ! !
 explore	

BULLET JOURNAL

Key Bookmarks

4 strips, 1.7 x 7.5 inches each: cut on the dashed lines and keep one in your journal

key

- • task
- ○ event
- — note
- × complete
- > migrated
- < scheduled
- •— irrelevant
- * priority
- ! inspiration
- 👁 explore

quick guide

index
topics + page numbers, up front

future log
months ahead: dates and plans

monthly log
calendar page + task page

daily log
rapid logging, day by day

migration
month end: move open tasks > or <, or strike them

threading
write the next part's page number beside this one

my key

my key

BULLET JOURNAL

Monthly Migration Checklist

at the end of each month, decide what every open task deserves

- [ ] 1. read back through last month's pages
- [ ] 2. mark finished tasks with an X
- [ ] 3. strike tasks that no longer matter
- [ ] 4. copy tasks for this month onto the new task page (>)
- [ ] 5. copy dated tasks into the future log (<)
- [ ] 6. add new topics and pages to the index

month: _____

open task	×	>	<	–•
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

BULLET JOURNAL

Future Log

6 months ahead: write the month, then each date with its event or task

month _____

month _____

month _____

month _____

month _____

month _____