



Bullet Journaling for Students

What is a bullet journal?

It's a free-form journaling book that you can use as an agenda, to-do list, notebook, goal tracker, meal planner, budget planner and more! The pages are blank, or filled with little dots (it's also known as dot journaling) that you can use to create whatever kind of layout you want.

It's a calendar:

- Use your bullet journal to lay out your month, week, or days at a time. Monthly pages will let you know when you have due dates coming up, while weeklies will let you go into more detail about your assignment requirements, or other commitments.

It's a to-do list:

- One of the most common uses for bullet journals is keeping track of tasks you want to finish. There is a code used for 'checking off' items that have been completed. By creating a to-do list with bullets, which are short sentences with a symbol assigned to each bullet to categorize the item, you can stay organized and up-to-date.
 - **Tasks:** things that need to be done
 - **Notes:** things you don't want to forget
 - **Events:** important date-related entries



For more information or to book an appointment

Call: 905.721.8668 ext. 6578

Email: studentlearning@uoit.ca

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North location: Student Life Building

Downtown location: 61 Charles St.





When you have a list of **tasks**, you can stay organized by assigning different symbols

- Task incomplete
- ✓ Task complete
- Task migrated to collection
- ⏪ Task scheduled in future log
- Task irrelevant

Feel free to create your own coding system!

- There are also ‘habit trackers’ for lifestyle changes you want to keep on top of, such as doing daily exercises, or drinking more water. Make a grid, then fill in your habits along the side, and days of the month across the top. Every day that you do the task, shade in the corresponding box.



It's a notebook:

- Especially if you're using a larger journal, you can save a space to jot down important notes, like phone numbers or e-mail addresses for people you need to contact. The blank layout of the pages also allows for you to divide them into separate sections, such as when using the Cornell method for note-taking in class.

Things to remember:

Use colour:

Colour-code your journal using highlighters or special markers to denote different tasks for different classes, or have a colour for doctor's appointments, work shifts, and other personal tasks.

Do what works for you:

Some people write really tiny letters in their bullet journal, but you don't have to. Fit as many or as few items on a page as you're comfortable with. If it bothers you to have too many things on a page because it's hard to read or looks cluttered, keep it simple!



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