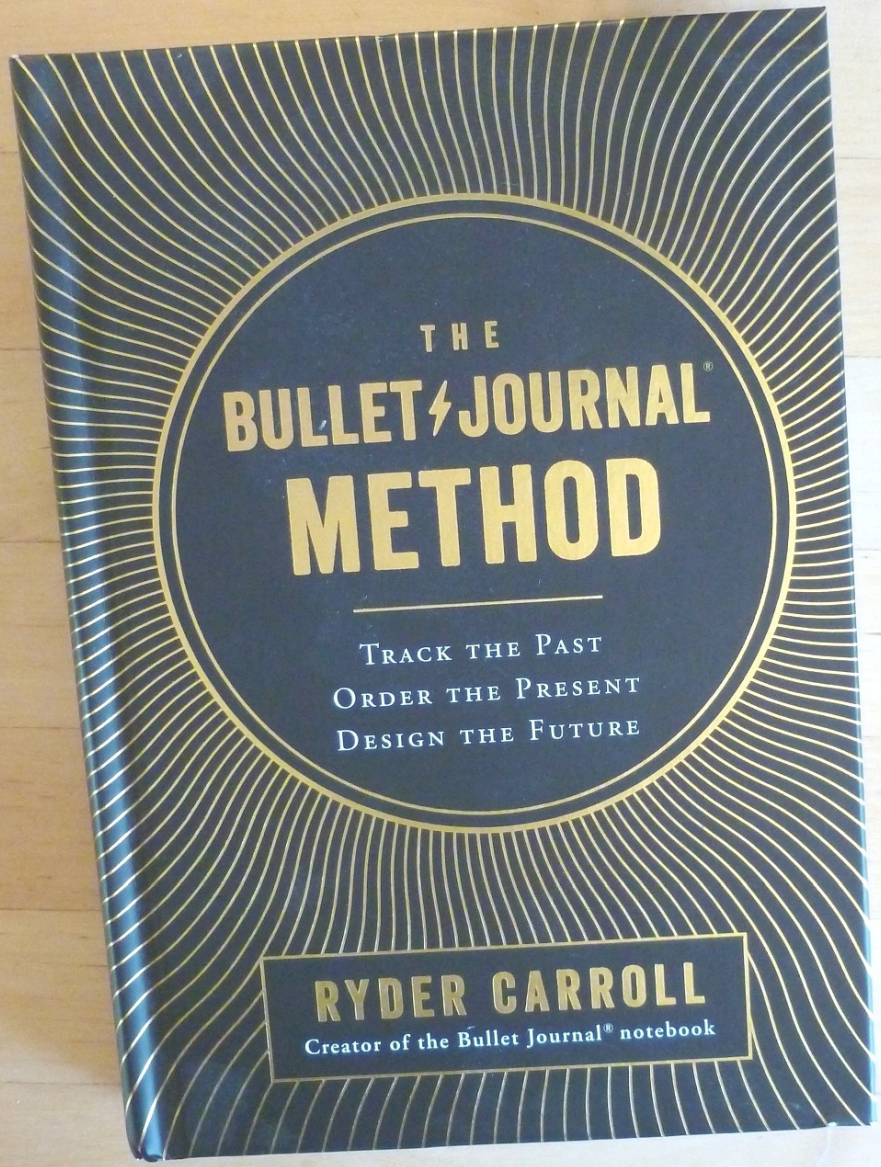
Intro

Welcome to my little introduction to bullet journaling.

Bullet journaling uses a pen and a notebook to keep track of appointments and to-dos, to practice mindfulness in reflection, and to be creative.

The aim is to organize your life in the short-term and consciously set long-term priorities.

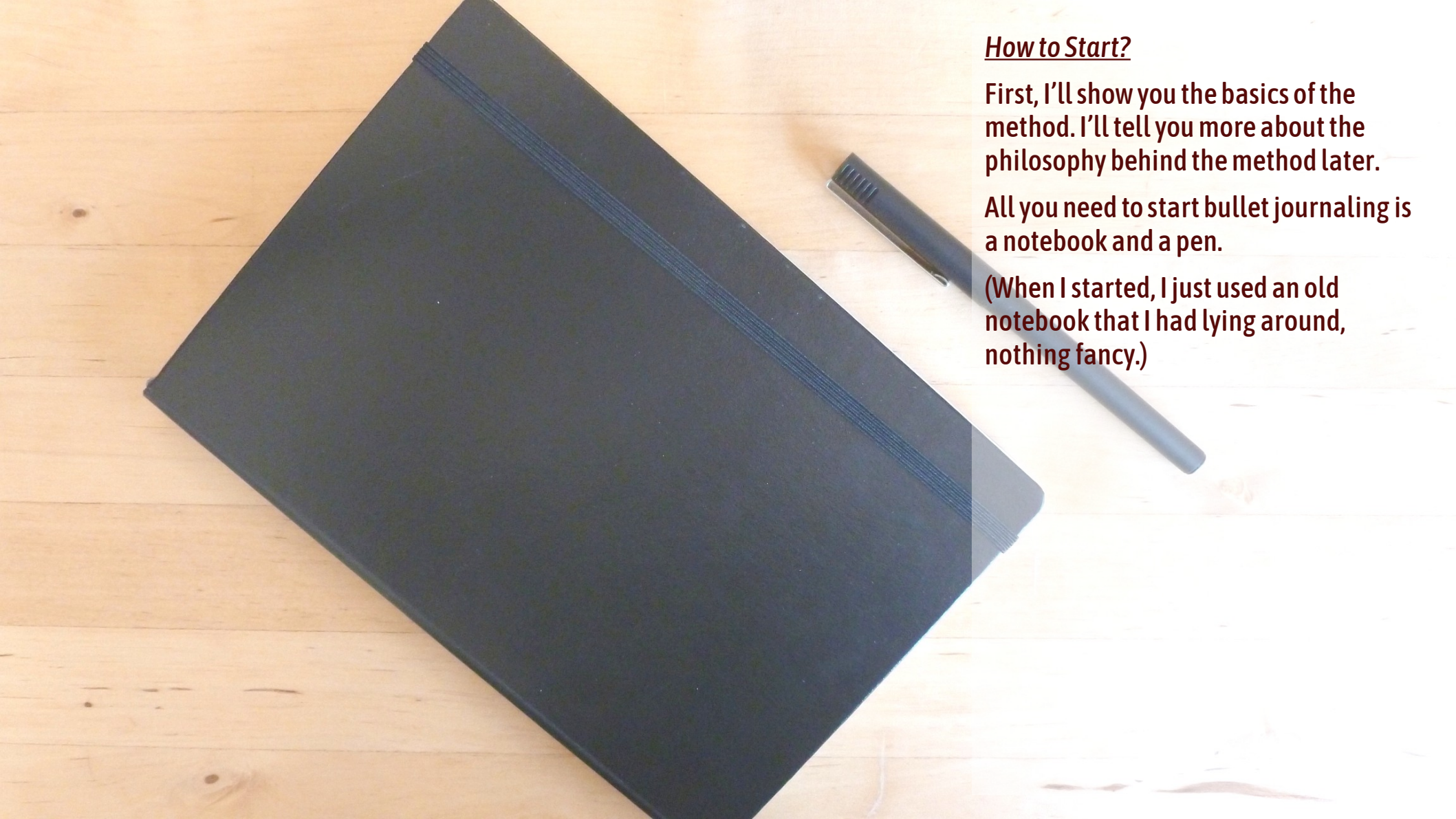
In this workshop I'll introduce you to the basics of the method, tell you a bit about the philosophy behind it, and show examples from my own notebooks .



Intro

The Bullet Journal method was invented by Ryder Carrol.

He published a book about it, but you can also watch his YouTube videos on bulletjournal.com.



How to Start?

First, I'll show you the basics of the method. I'll tell you more about the philosophy behind the method later.

All you need to start bullet journaling is a notebook and a pen.

(When I started, I just used an old notebook that I had lying around, nothing fancy.)

How to Start?

The bullet journal has five structural elements:

1. Index (table of contents)
2. Future Log (long-term planning)
3. Monthly Log (short-term planning)
4. Daily Log (immediate planning and note-taking)
5. Review and reflection (to learn from your logs)

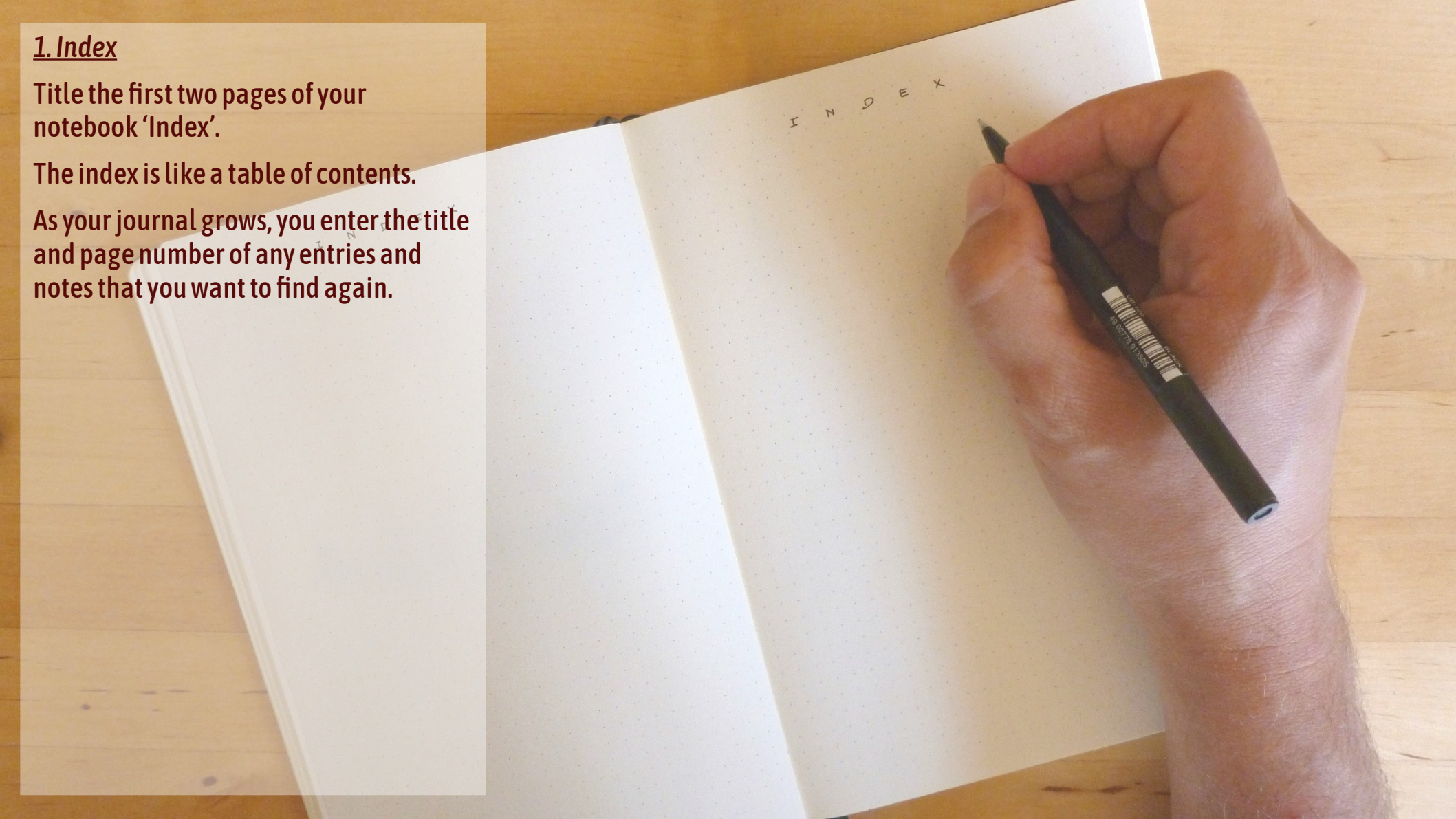
I'll go through these elements one by one and show how they work.

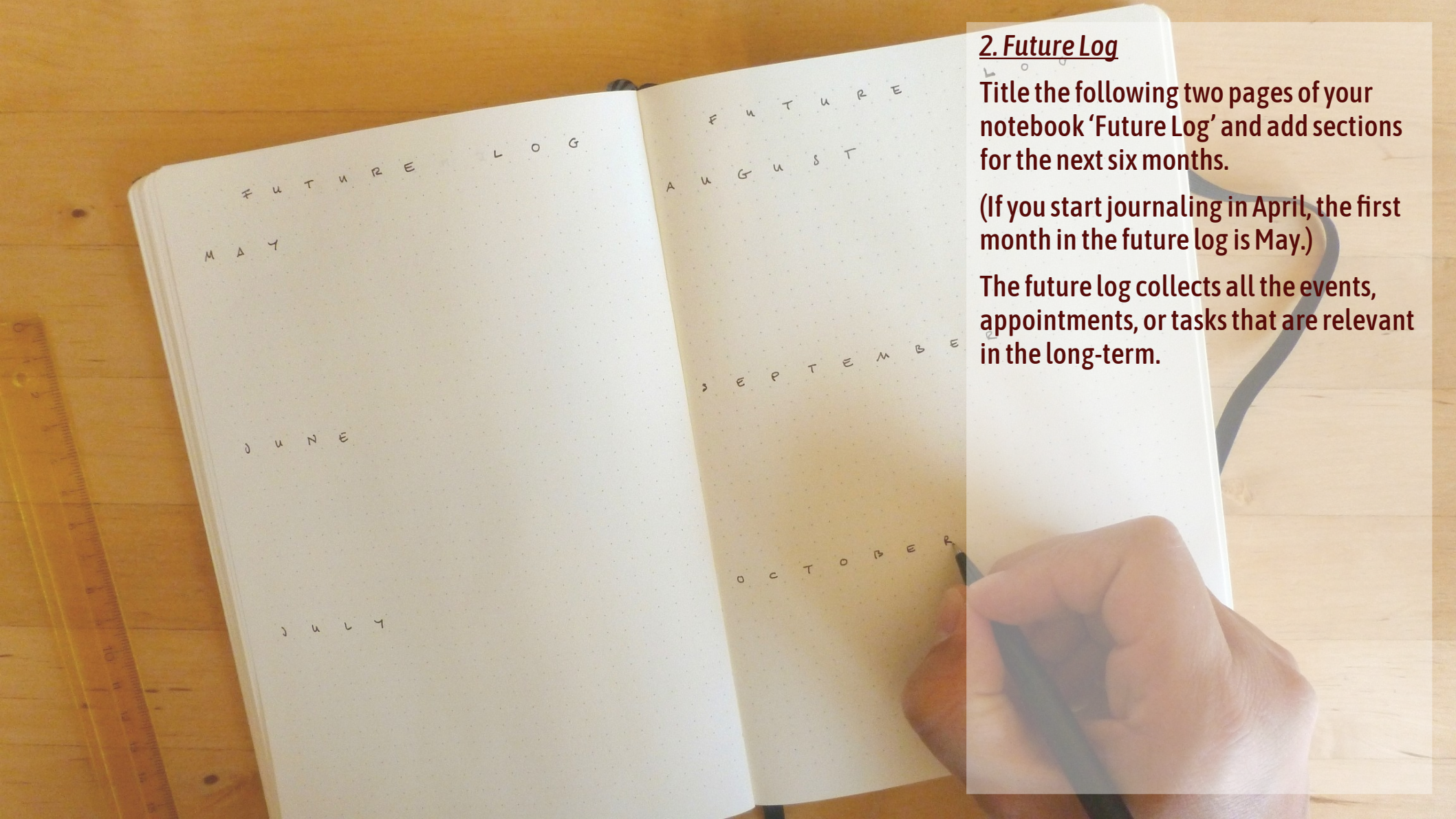
1. Index

Title the first two pages of your notebook ‘Index’.

The index is like a table of contents.

As your journal grows, you enter the title and page number of any entries and notes that you want to find again.



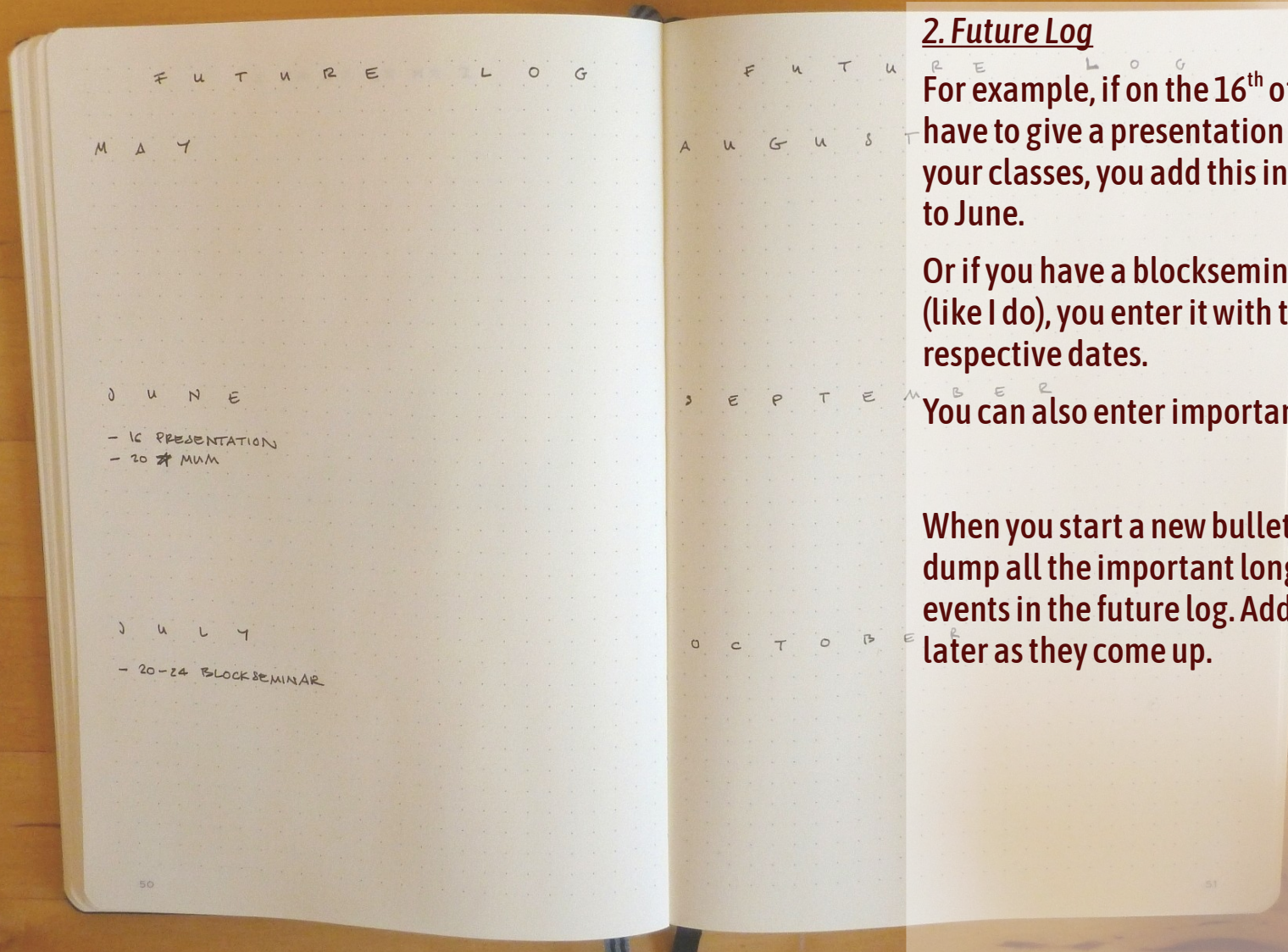


2. Future Log

Title the following two pages of your notebook 'Future Log' and add sections for the next six months.

(If you start journaling in April, the first month in the future log is May.)

The future log collects all the events, appointments, or tasks that are relevant in the long-term.



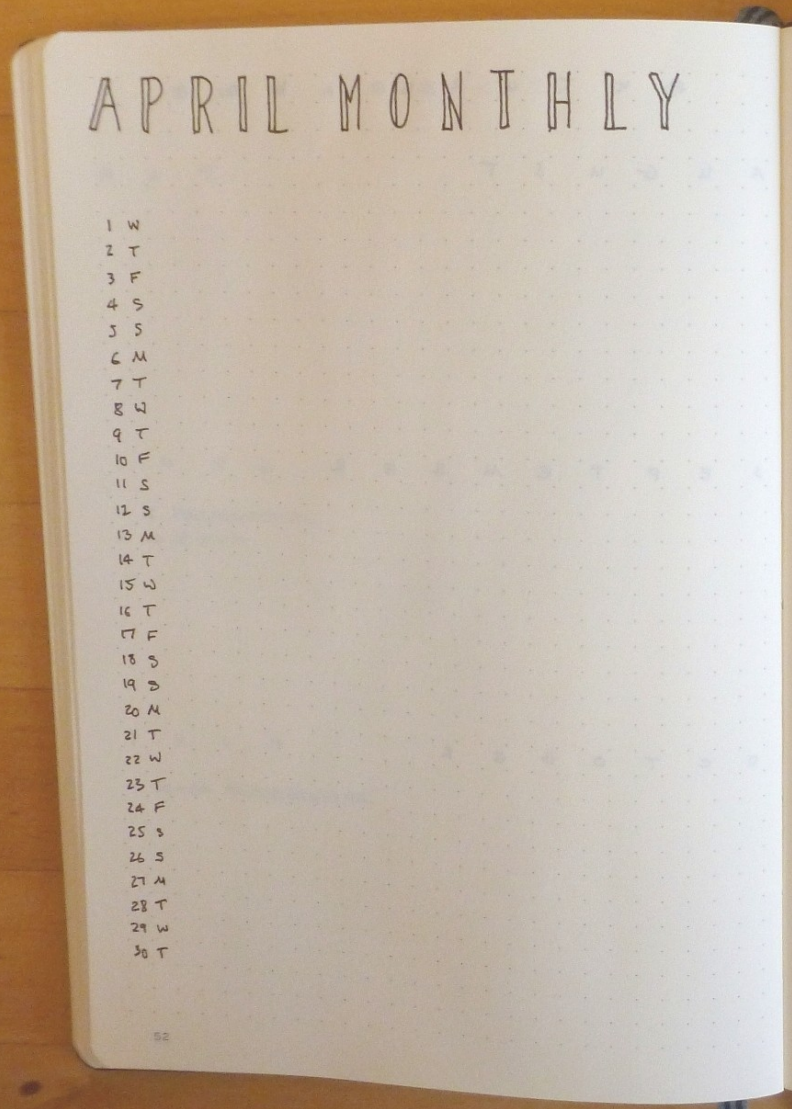
2. Future Log

For example, if on the 16th of June you have to give a presentation in one of your classes, you add this in a short form to June.

Or if you have a blockseminar in July (like I do), you enter it with the respective dates.

You can also enter important birthdays.

When you start a new bullet journal, dump all the important long-term events in the future log. Add new entries later as they come up.



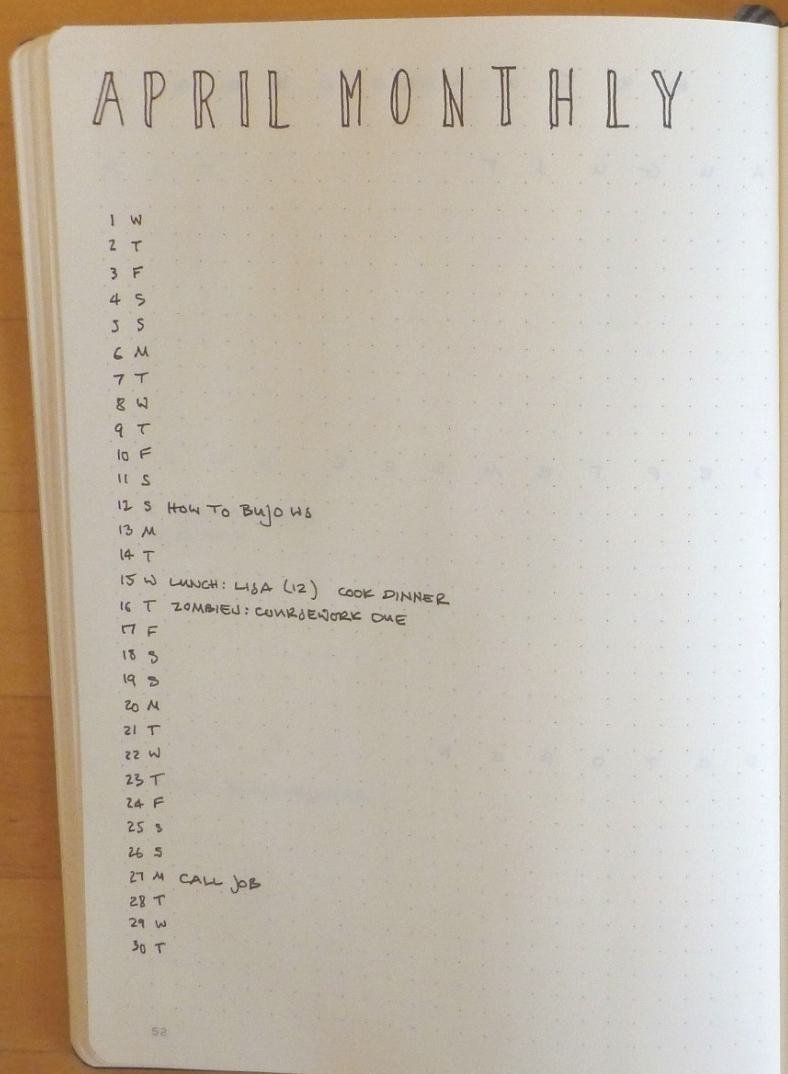
3. Monthly Log

On the next page, create a header with the name of the *current* month.

(I made the header larger so that it is easily recognizable when I skim through my book.)

Write down all the dates of the month on the left-hand side and add the initials of the corresponding days of the week.

You do this at the beginning of every new month.



3. Monthly Log

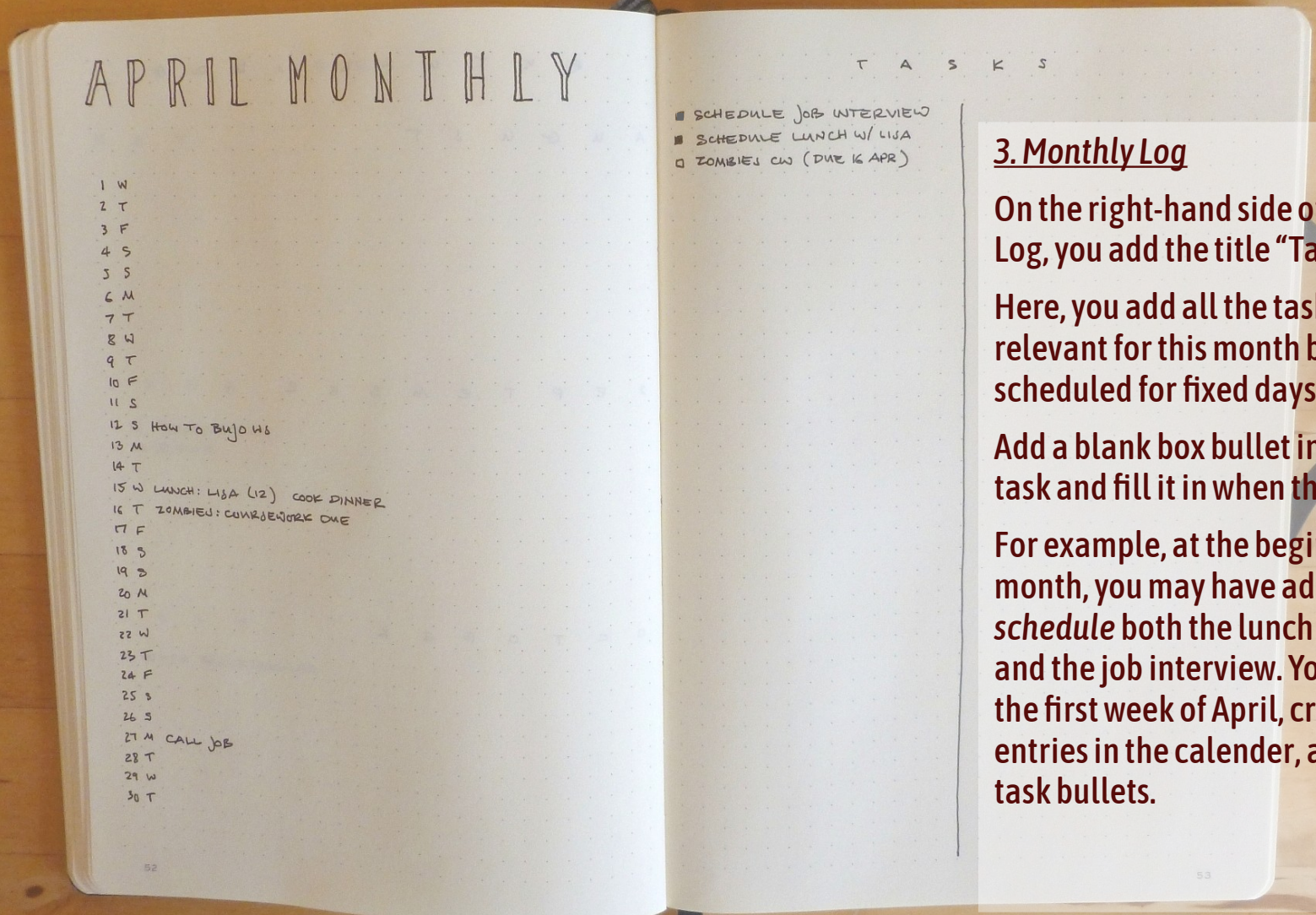
Then add any important events and tasks that are already scheduled for specific days.

For example, I would add an entry "How to BuJo workshop" for the day I want to work on this presentation.

Let's say you have a lunch date with your friend Lisa on the 15th, and on the same day you want to cook dinner for your flatmates.

On the next day, April 16th, you're supposed to submit course work for a seminar on Zombie Culture that you're currently taking.

And on Monday 27th, you have a Skype appointment for a job interview (I forgot to add a specific time here, which wouldn't happen to you, of course).



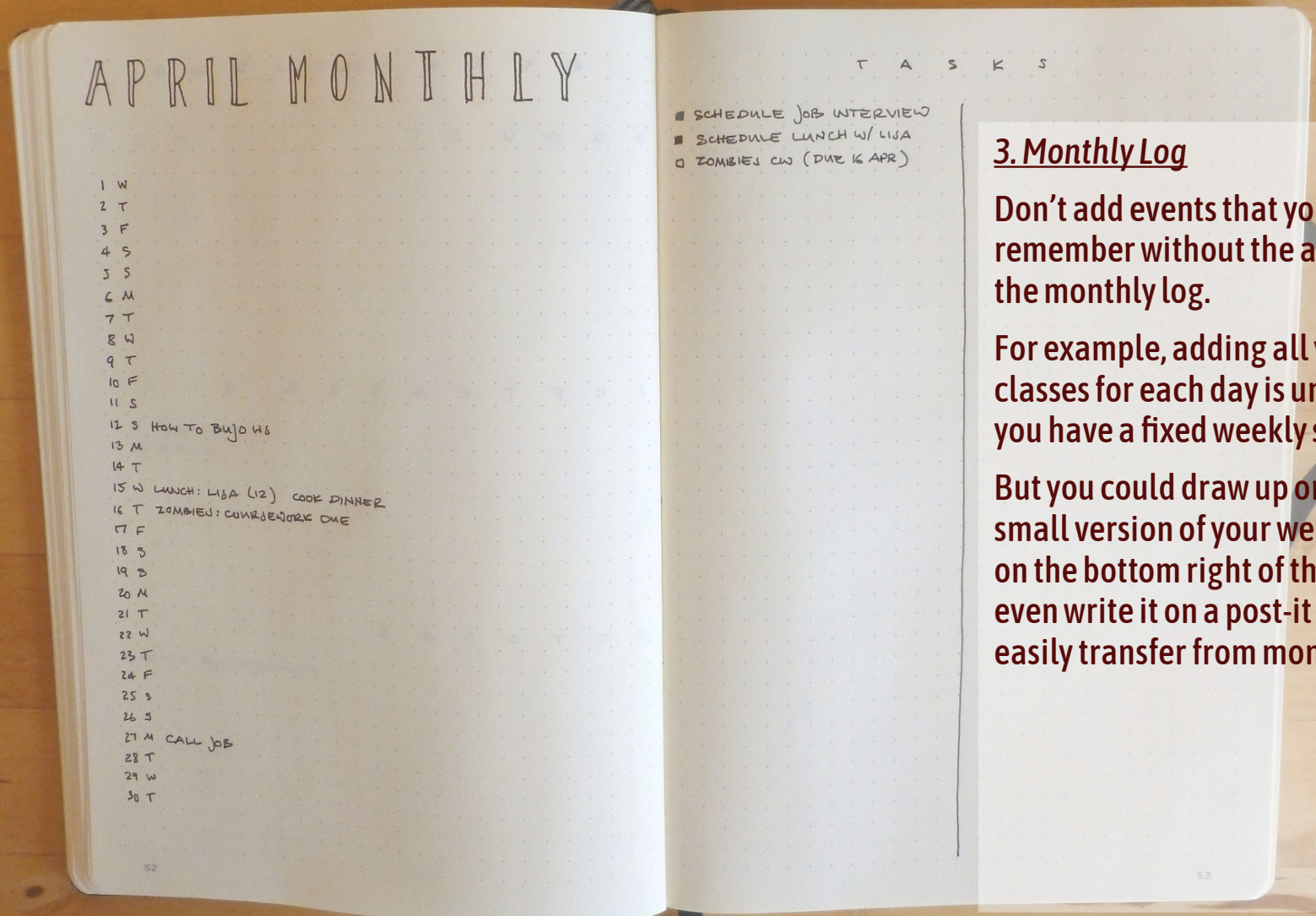
3. Monthly Log

On the right-hand side of the Monthly Log, you add the title “Tasks”.

Here, you add all the tasks that are relevant for this month but that aren’t scheduled for fixed days yet.

Add a blank box bullet in front of each task and fill it in when the task is done.

For example, at the beginning of the month, you may have added tasks to *schedule* both the lunch date with Lisa and the job interview. You did that in the first week of April, created the entries in the calender, and filled in the task bullets.

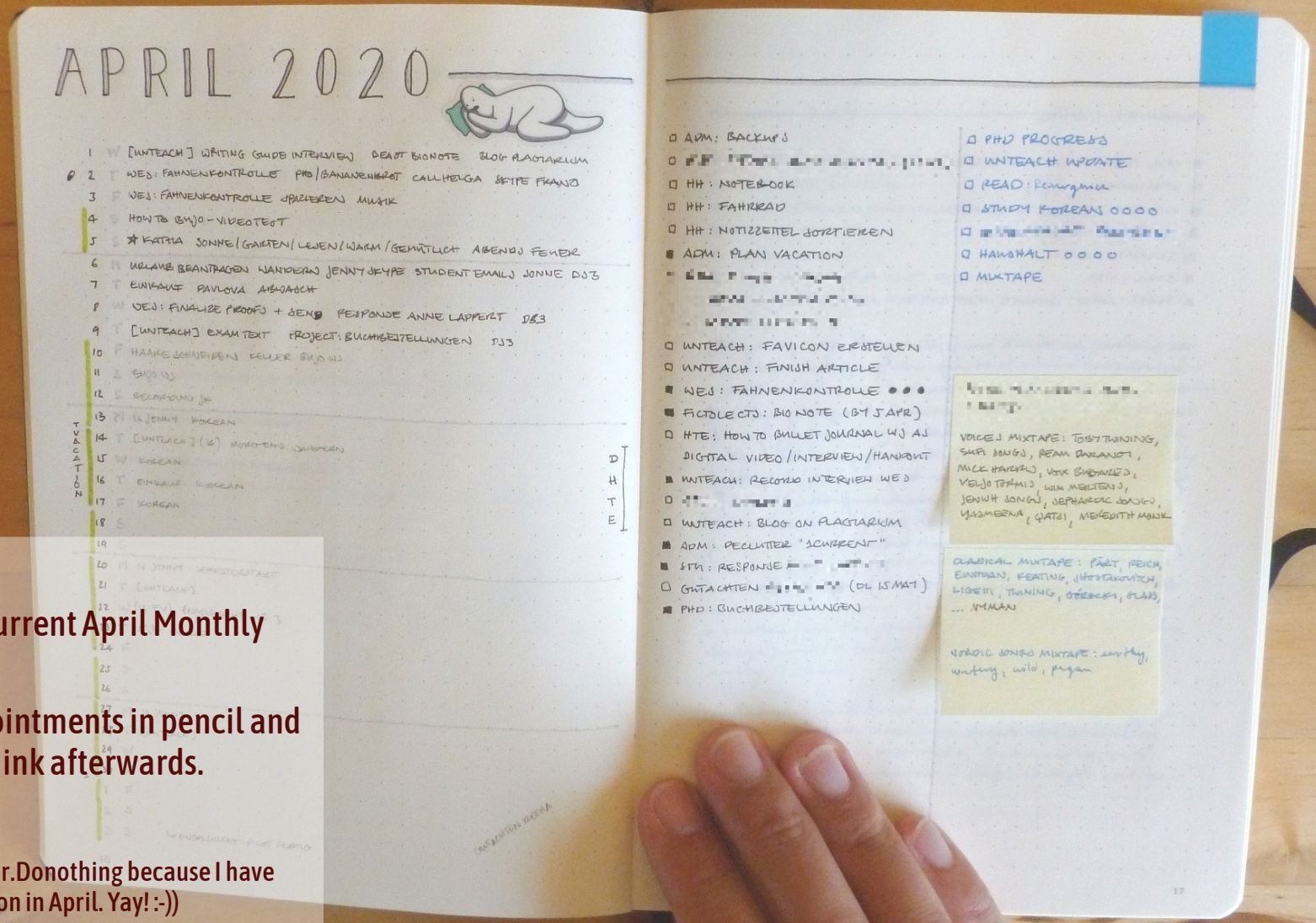


3. Monthly Log

Don't add events that you can easily remember without the added help of the monthly log.

For example, adding all your university classes for each day is unnecessary if you have a fixed weekly schedule.

But you could draw up or glue in a small version of your weekly schedule on the bottom right of this page – or even write it on a post-it that you can easily transfer from month to month.

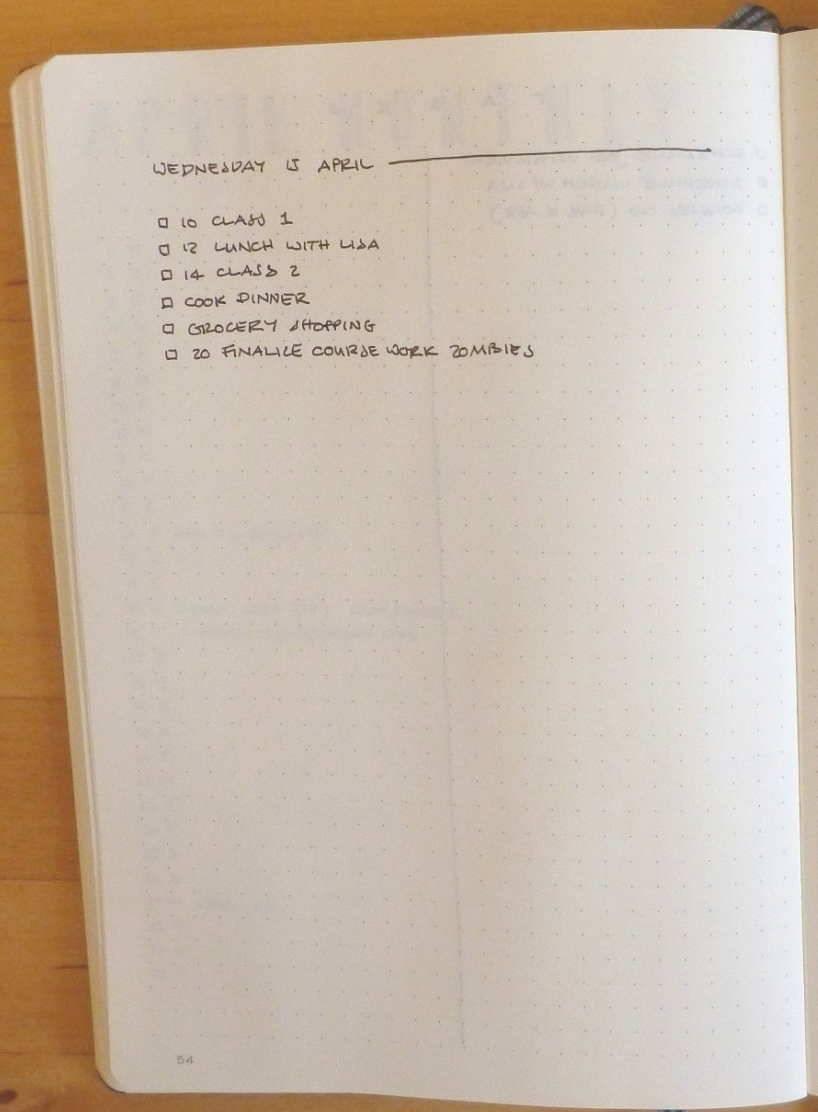


Example

This is how my current April Monthly looks like.

I enter new appointments in pencil and re-write them in ink afterwards.

(I added a sticker of Mr.Donothing because I have three weeks of vacation in April. Yay! :-))

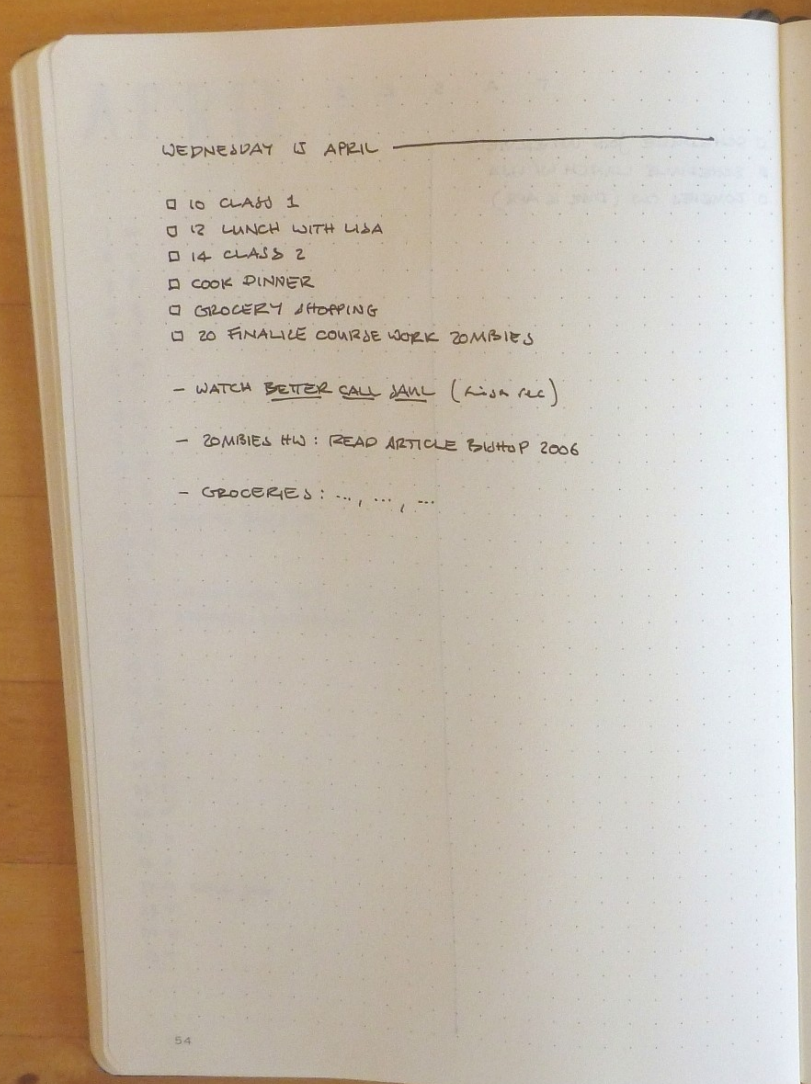


4. Daily Log

On the next free page, add a heading for the current day. I do this every morning, or even on the evening before.

Go through your monthly log and add all your appointments for the day, and schedule all the tasks you want to work on today.

Add everything else that may not be part of the monthly but that you need to keep in mind today, like your regular classes or shopping for groceries. Add specific times where necessary.



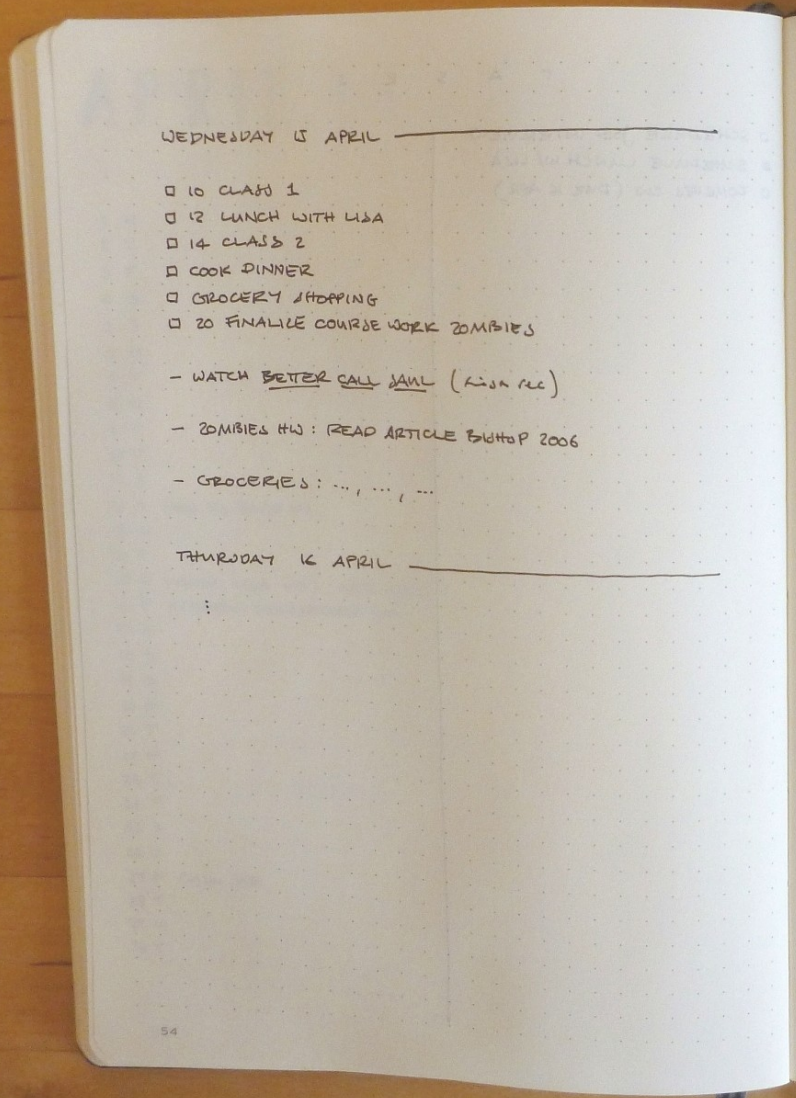
4. Daily Log

The Daily Log is not just a to-do list, it is a universal container for everything that becomes important on that day.

For example, if Lisa told you about a cool TV series that you're interested in, you might note down the title in the daily log.

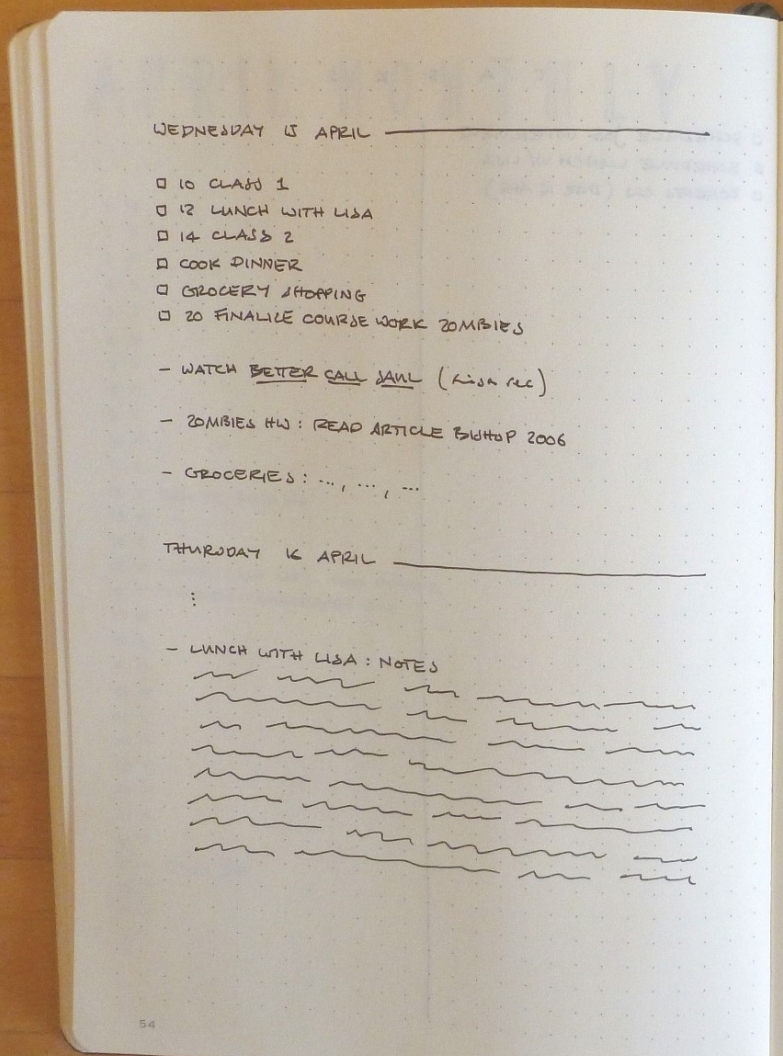
If, during the seminar on Zombie Culture, you were given an assignment for next week, you note it down in the daily log. And at the end of the day, you migrate it as a task to the Monthly Log, so that you can schedule it for a later date.

Or, in between classes, you take the time to google recipes and jot down a shopping list for the dinner you want to cook later.



4. Daily Log

On the next morning, just create a new Daily Log for the day where you left of the last time you used the journal.



4. Daily Log

The Daily Log is also the place where you add longer notes or diary entries – it is a universal container and a brain dump.

Maybe your lunch with Lisa was a special occasion, a reunion with an old friend, where you talked a lot about things that you want to remember later.

Just add a note for that and take all the time and space you need to write down your thoughts.

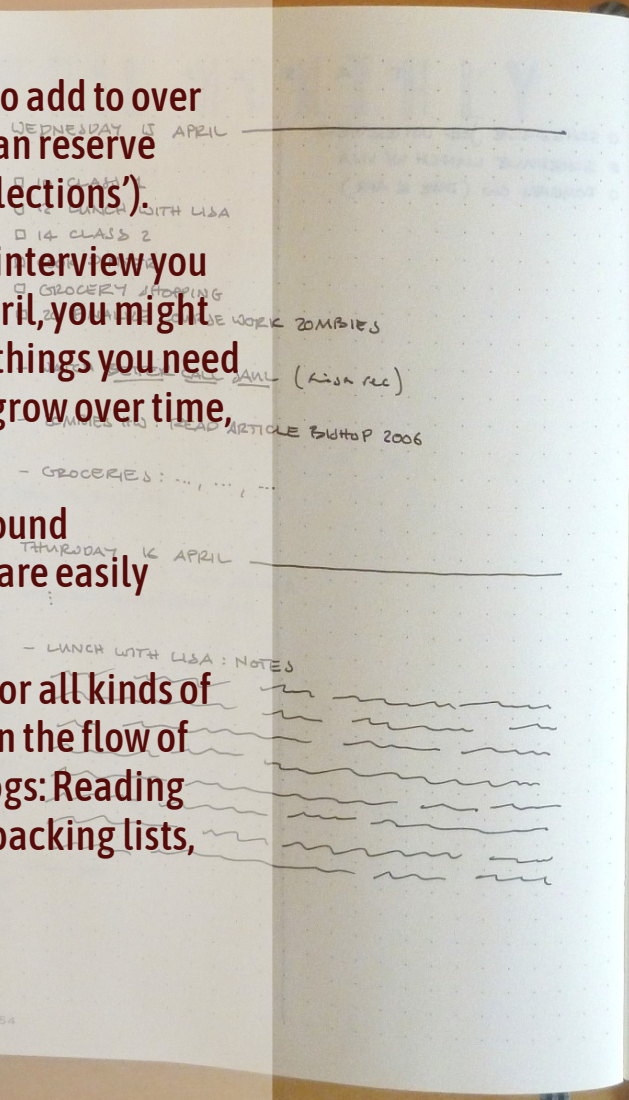
4. Daily Log

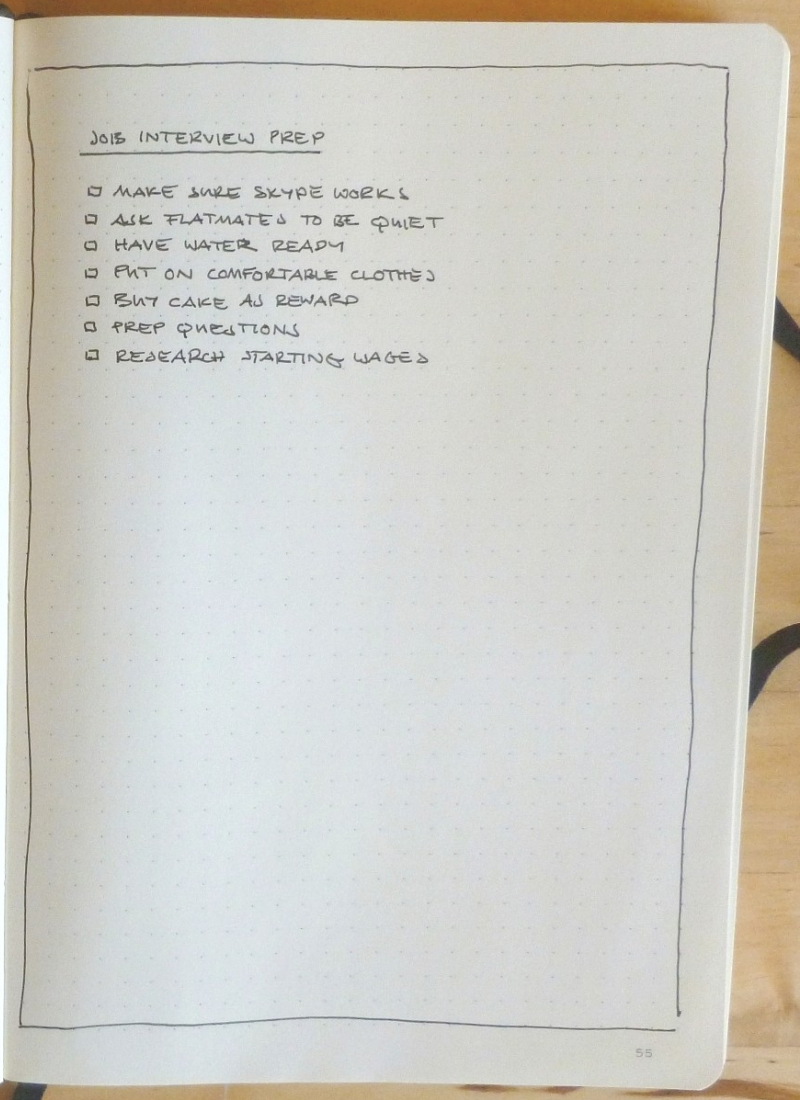
For notes that you want to add to over the course of time, you can reserve entire pages (called 'Collections').

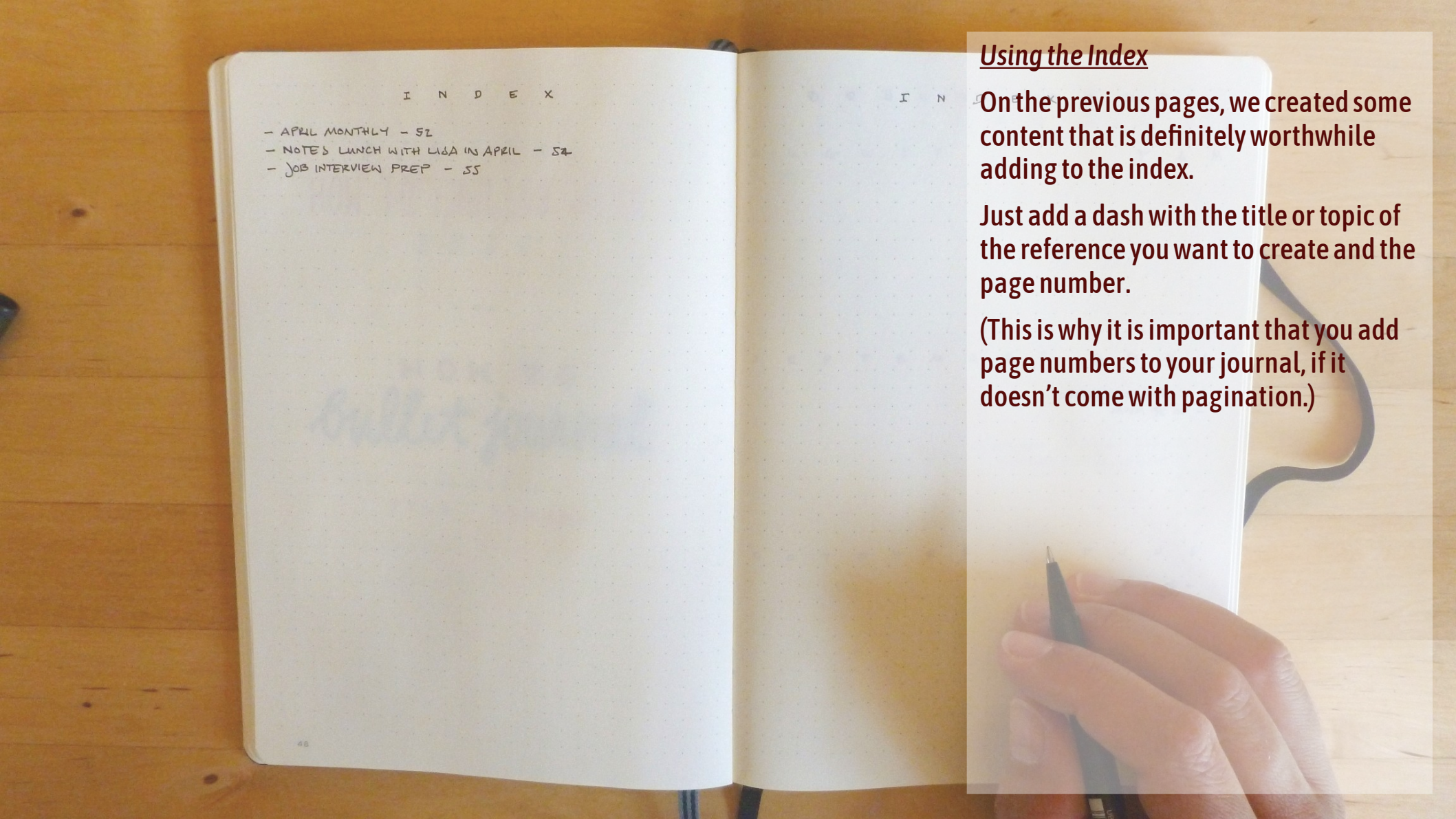
For example, for the job interview you scheduled for later in April, you might want to make a list with things you need to prepare. This list will grow over time, so give it some space.

I like to draw borders around Collections, so that they are easily recognizable.

You can use collections for all kinds of content that stands out in the flow of your continuous Daily Logs: Reading lists, class notes, travel packing lists, "How to" lists, etc.







Using the Index

On the previous pages, we created some content that is definitely worthwhile adding to the index.

Just add a dash with the title or topic of the reference you want to create and the page number.

(This is why it is important that you add page numbers to your journal, if it doesn't come with pagination.)

INDEX

COLLECTIONS

TEACHING

TRAVELING

WORK

MEDIA LOG

NOTES

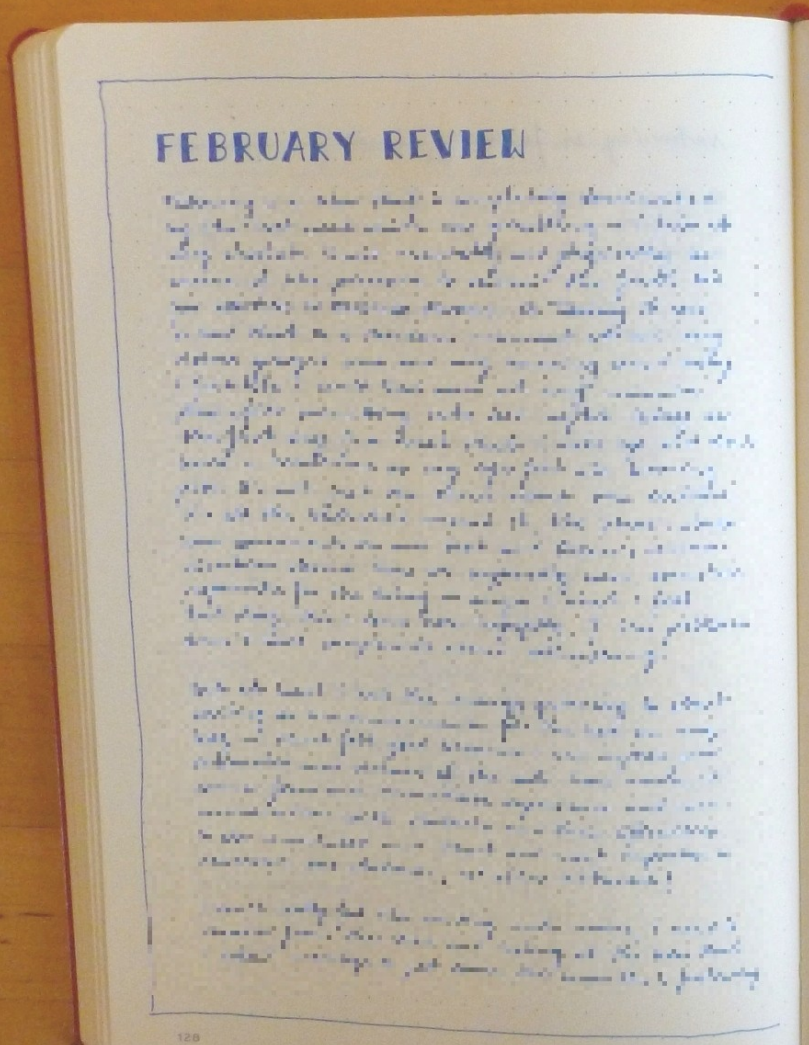
Example

This is an index from one of my bullet journals.

I index entries by categories, like “Teaching” or “Work”.

Entries in blue pen are back-references to earlier journals. I number all my journals, so a reference like “13.146” means “Book 13, page 146”.

Page references like “20, 62” signify that there are notes on the topic on pages 20 and 62.



5. Review and reflection

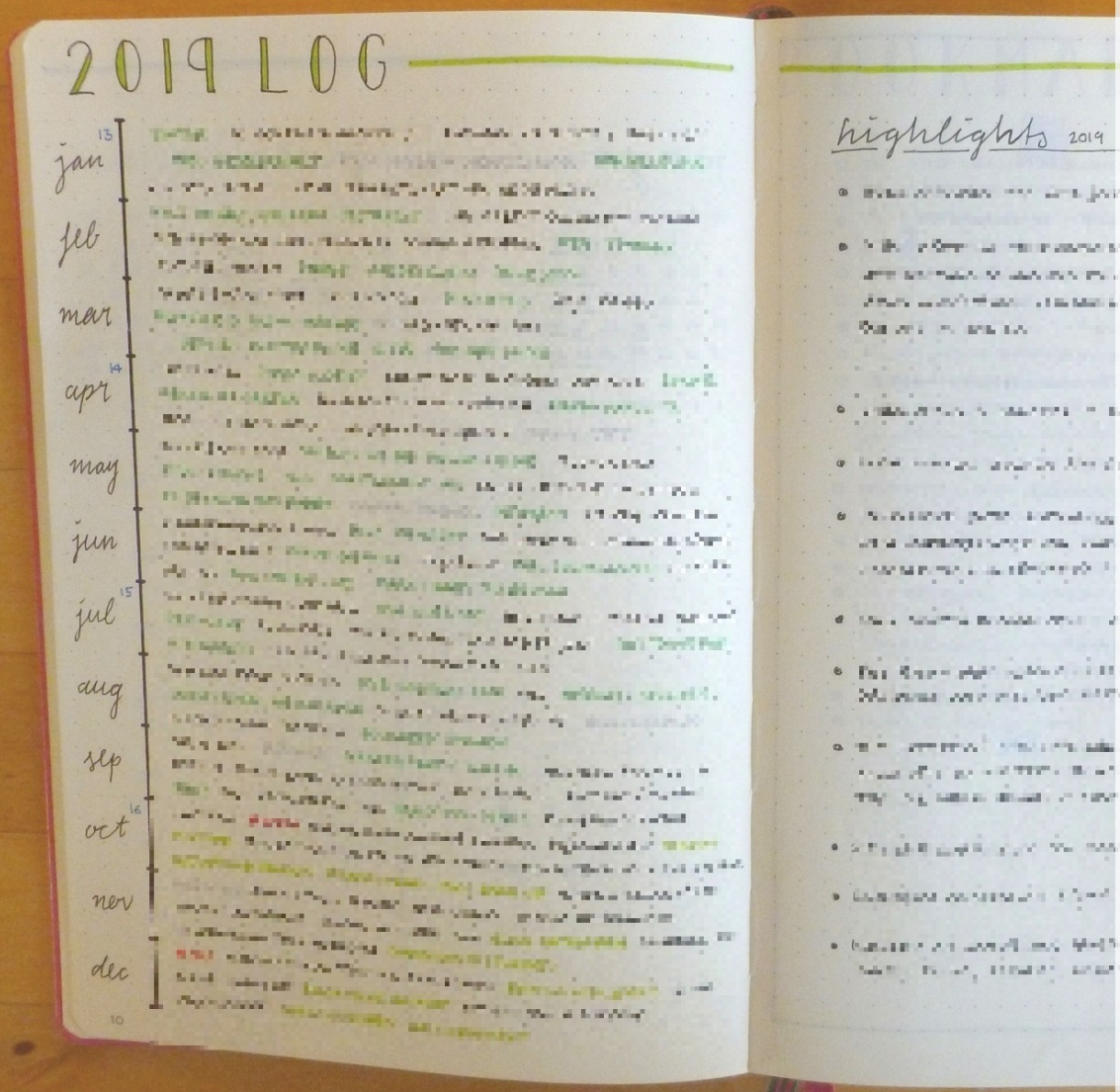
One of the central aspects of bullet journaling is that you take time to review the last month.

In the monthly review, you reflect on what you did and where you currently stand in your life, on the events, experiences, and actions that were meaningful to you.

Write about what worked well for you and what didn't.

The point is to get an idea of how you want to approach the *next* month – do you need to change what you do or how you do it to get more of the things that you find meaningful?

If that's the case, *plan* for it in the next Monthly Log.



5. Review and reflection

Reflection is so important for the bullet journal method because it is a mindfulness practice.

All the time-management and task-management aspects are not designed to make you into a more efficient worker drone, although they can also increase your productivity.

They are designed to give you a *record* of your past and present as a foundation for planning your future.

The entire method is about enabling you to do more of the things that you find meaningful and less of the things that you don't.

It's a tool to gain agency and control over your life.

How I use the bullet journal

For over twenty years, I have used notebooks for diary writing, for to-do lists, for note-taking at work and in classes, for doodling and for calligraphy. But never really systematically.

But when I started to use the bullet journal method in early 2018, it made me more organized and increased my well-being.

Now, I use my journal every single day. In a sense, it is a part of me, and when I write in it, I feel connected to myself.

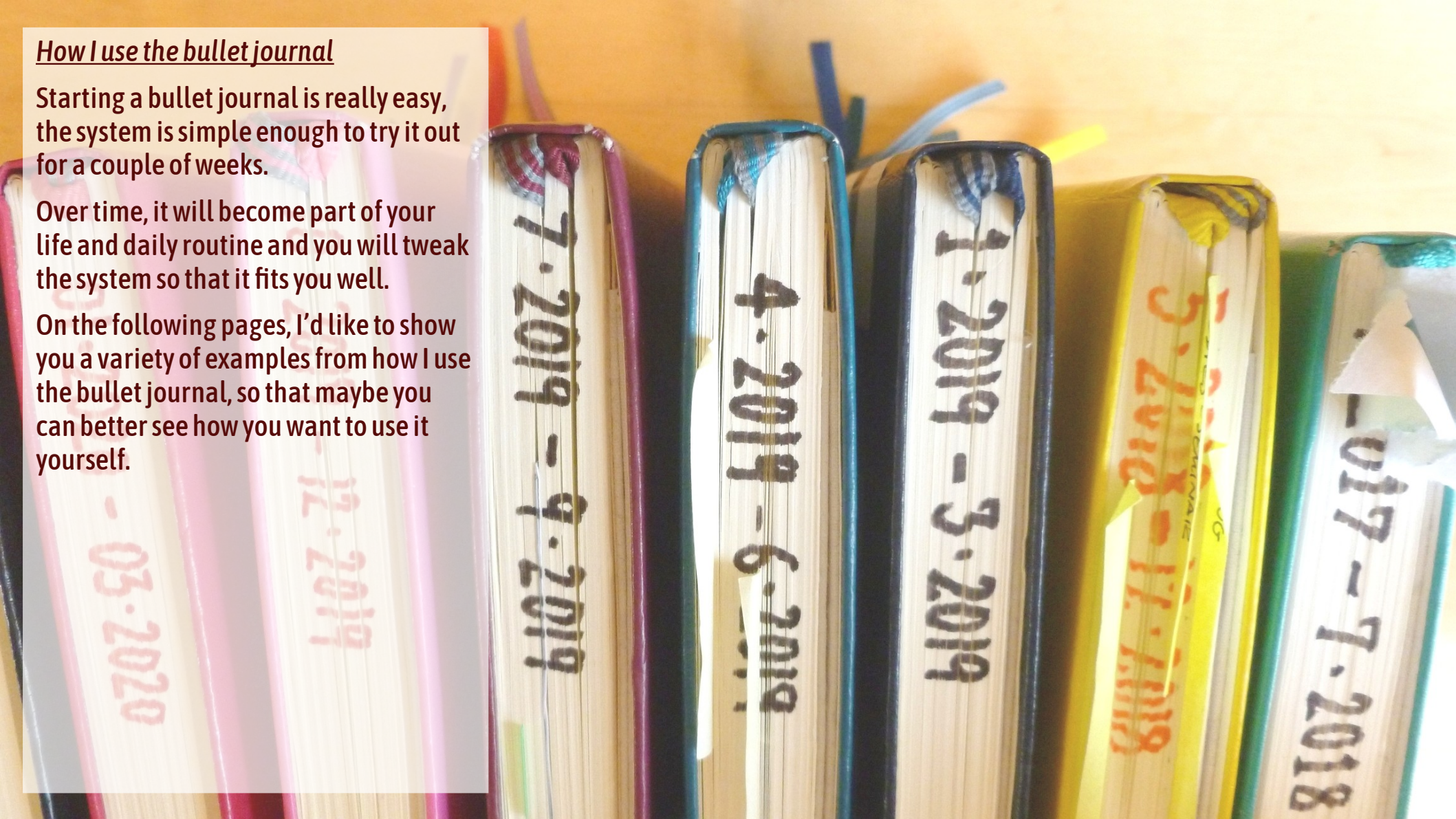
I know that some of my colleagues and students share this experience – it is the reason why we initially thought that offering a "How to Bullet Journal" workshop would be cool.

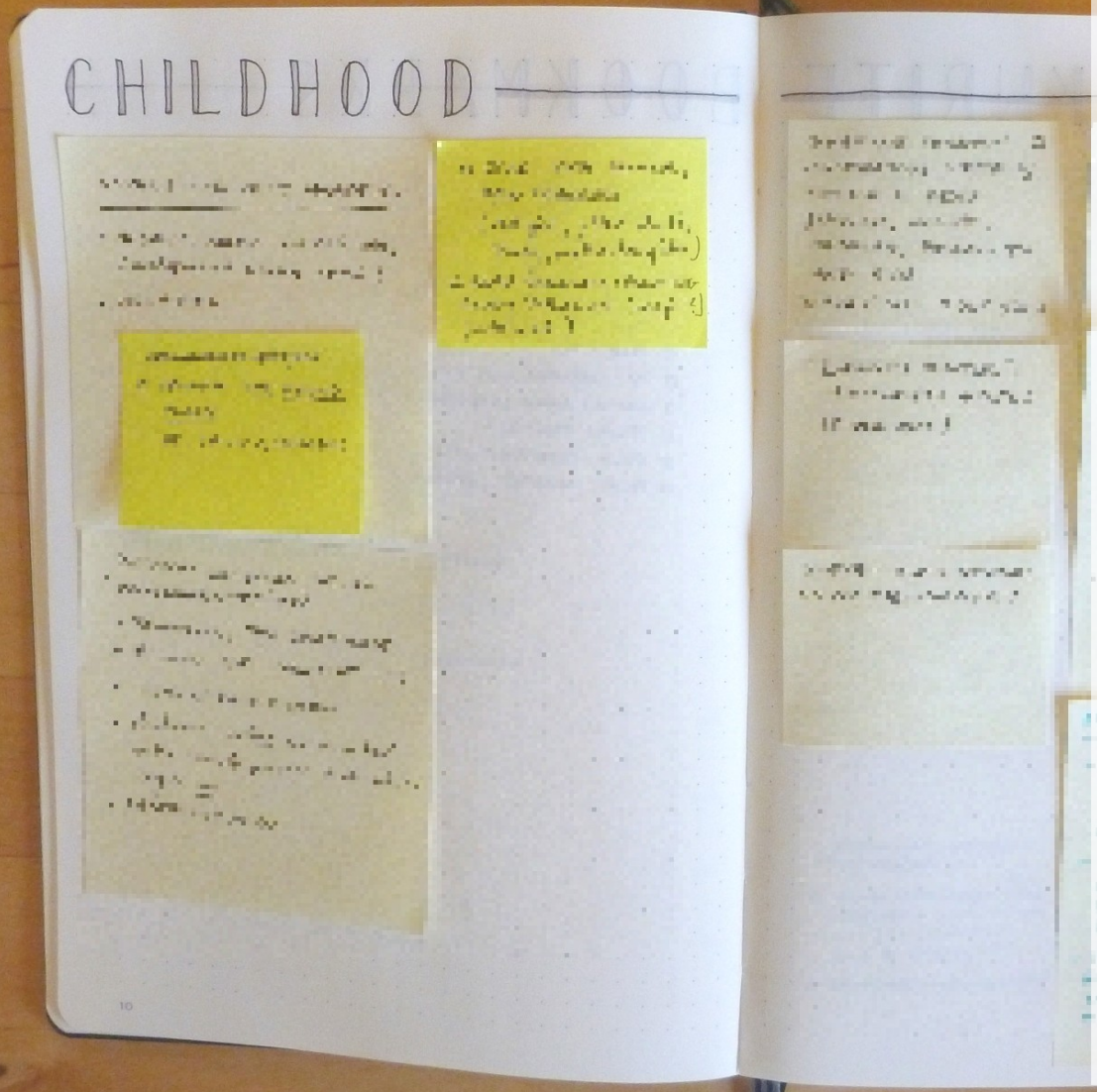
How I use the bullet journal

Starting a bullet journal is really easy, the system is simple enough to try it out for a couple of weeks.

Over time, it will become part of your life and daily routine and you will tweak the system so that it fits you well.

On the following pages, I'd like to show you a variety of examples from how I use the bullet journal, so that maybe you can better see how you want to use it yourself.





Notes on current projects

As a researcher, I have several larger writing projects in the pipeline at any given time, I teach seminars, and I give presentations at conferences.

In my journal, I use Collections for these projects to aggregate notes and prioritize to-dos.

I use post-its for that because they can easily be added, discarded, and re-arranged. And I can easily migrate them to a new journal when the current one is full.

You could use this system for your own term papers or to organize your course work for classes.

READTHINKWRITE

UNCONDITIONAL TEACHING

- ■ IMPLEMENT "COPY TO SHARE" BUTTONS
- ■ TEST EMBEDDING OF SOUND FILES
- □ CHECK 16.55 FOR NOTES ON ADULTISM
- ■ MAR: UPDATE: KATHA' TEXT ON MISTAKES

- ■ MAR: UPDATE: INTERVIEW MIT JK
- □ UPDATE: TILL'S TEXT ON EXAMS
- ■ PODCASTS: RECORD INTRO
- ■ PODCAST: ON WRITING
- □ PODCAST: TAKE AWAYS FROM OUR EVALUATIONS

- ■ ~~RESERVE DOMAIN~~
- □ COMMISSION ILLUSTRATIONS WITH LENA
  - ■ LIST OF MOTIFS
  - ■ BUDGET
  - □ MEET LENA
- ■ "ANGER + DISAPPOINTMENT" TEXT ENTWICKELN

- ■ "SOCIAL MEDIA STRATEGY" ▷62
- □ PODCAST: WHAT IS UNCONDITIONAL TEACHING?
- □ FAVICON FÜR WEBSEITE

BLOCKSEMINAR JULY 2020

BLOCKSEMINAR SOSE 2020

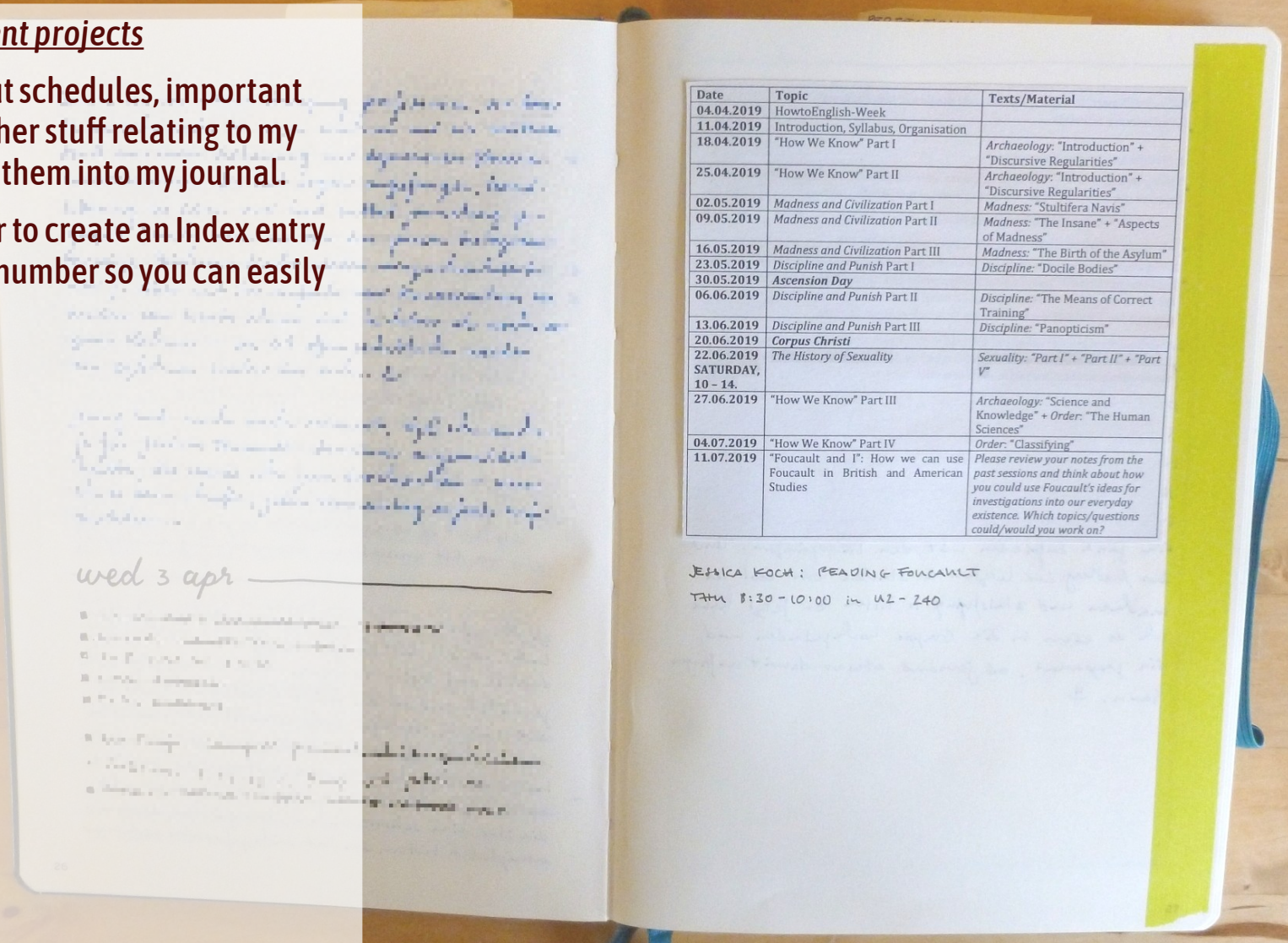
- Lehrauftrag Marcus
- Critical Argumentation Skills
- [illegible]
- How to defend a position with theory
- Ask students what things they get to hear that they would like to be able to counter
- Mock discussions
- Against Jordan Peterson

BLOGS

Notes on current projects

I often print out schedules, important emails, and other stuff relating to my work and glue them into my journal.

Just remember to create an Index entry with the page number so you can easily find it again.



wed 3 apr

Date	Topic	Texts/Material
04.04.2019	HowtoEnglish-Week	
11.04.2019	Introduction, Syllabus, Organisation	
18.04.2019	"How We Know" Part I	*Archaeology*: "Introduction" + "Discursive Regularities"
25.04.2019	"How We Know" Part II	*Archaeology*: "Introduction" + "Discursive Regularities"
02.05.2019	*Madness and Civilization* Part I	*Madness*: "Stultifera Navis"
09.05.2019	*Madness and Civilization* Part II	*Madness*: "The Insane" + "Aspects of Madness"
16.05.2019	*Madness and Civilization* Part III	*Madness*: "The Birth of the Asylum"
23.05.2019	*Discipline and Punish* Part I	*Discipline*: "Docile Bodies"
30.05.2019	***Ascension Day***	
06.06.2019	*Discipline and Punish* Part II	*Discipline*: "The Means of Correct Training"
13.06.2019	*Discipline and Punish* Part III	*Discipline*: "Panopticism"
20.06.2019	***Corpus Christi***	
22.06.2019 SATURDAY, 10 – 14.	*The History of Sexuality*	*Sexuality: "Part I" + "Part II" + "Part V"*
27.06.2019	"How We Know" Part III	*Archaeology*: "Science and Knowledge" + *Order*: "The Human Sciences"
04.07.2019	"How We Know" Part IV	*Order*: "Classifying"
11.07.2019	"Foucault and I": How we can use Foucault in British and American Studies	*Please review your notes from the past sessions and think about how you could use Foucault's ideas for investigations into our everyday existence. Which topics/questions could/would you work on?*

JESSICA KOCH: READING FOUCAULT

THU 8:30 - 10:00 in UZ - 240

(Preliminary) Session Plan

Required reading for each session will be made available in the *Documents* folder of the *Lernraum*!

Session	Date	Topic
–	1 Apr	*No session in the first week of term because of the English department's* ***How to English Week****.*
1	8 Apr	(Real/'Real'/Artificial) Bodies and Cultural Studies. Introduction.
2	15 Apr	What Could Go Wrong? (1) "Pygmalion" and "Galatea"
	22 Apr	*Holiday (Easter Monday).*
3	29 Apr	What Could Go Wrong? (2) *Black Mirror*, "Be Right Back"
4	6 May	Guest lecture Teresa Turnbull
5	13 May	Man and His Machine (1): *Ex Machina* / student presentation
6	20 May	Man and His Machine (1): *Ex Machina*
7	27 May	Machine and Her Man (2): *Autonomous* / student presentation
8	3 Jun	Machine and Her Man (2): *Autonomous*
	10 Jun	*Holiday (Pentecost Monday).*
9	17 Jun	WTF? Sexbots / student presentation
10	24 Jun	WTF? Sexbots
11	1 Jul	Androids of Colour in Afrofuturism / student presentation
12	8 Jul	Conclusion and Evaluation.

Formalities

You are welcome to visit my **office hour** for any issues related to class, for an academic jam session, or just for a chat! Check my eKVV page for dates and to schedule an appointment online.

Studienleistung

The *Studienleistung* for this class is a **reading list** that is due by the last week of classes (Friday, 12 July). Since the *Studienleistung* is worth 1 CP which equals 30 hours of work, pick any number of items from the 'Further Reading' list above (or additional course-relevant media that are not on it) and spend these 30 hours on reading, watching, listening, or playing (the required reading for class prep does not count toward the reading list). What you submit to me for the *Studienleistung* is the list of titles that you have consumed. The minimum number of titles on the list is *one*.

You can also spend some of that time writing analyses or reflections on the media you chose, e.g. as notes for a term paper or just for your own intellectual pleasure. If you do that, please also submit those notes with the reading list – just because I'm interested.

Submit the reading list as a digital file, uploaded to the respective folder in der *Lernraum*.

Alternatively, there are four slots available for **student presentations** (solo or duo; 30 mins plus 15 mins discussion). These slots are reserved for advanced students who would like to practice speaking scholarly in front of an audience. The presentations are conference style talks (not 'Referate'): they need to be academic, argumentative (thesis statement), analytical and interpretive. Presenters need to discuss their topics with me well in advance and they need to write a proper abstract for their talk.

Anglistik: BA British and American Studies
Tyll Zybura, M.A.
230133 Other Bodies: Androids, Gynoids, and Clones and Clones and Clones
Summer 2019

Other Bodies: Movie Night Program

As were previous of my seminars, this seminar is again accompanied by a movie night where we'll watch films related to the seminar topics and talk about them a little afterwards if you like.

Movie night is strictly voluntary and for fun, there is no pressure to attend in the first place and you can feel free to leave any time you need to catch a bus or for whatever reason. You're welcome to come to all movie nights or just to specific ones that interest you most. Bring friends, if you like.

It will take place **Mondays at 16:15 in the Medienlabor at C01-273**.

Here's the preliminary schedule (I may change some films depending on whether I find films that fit better or to consider student suggestions):

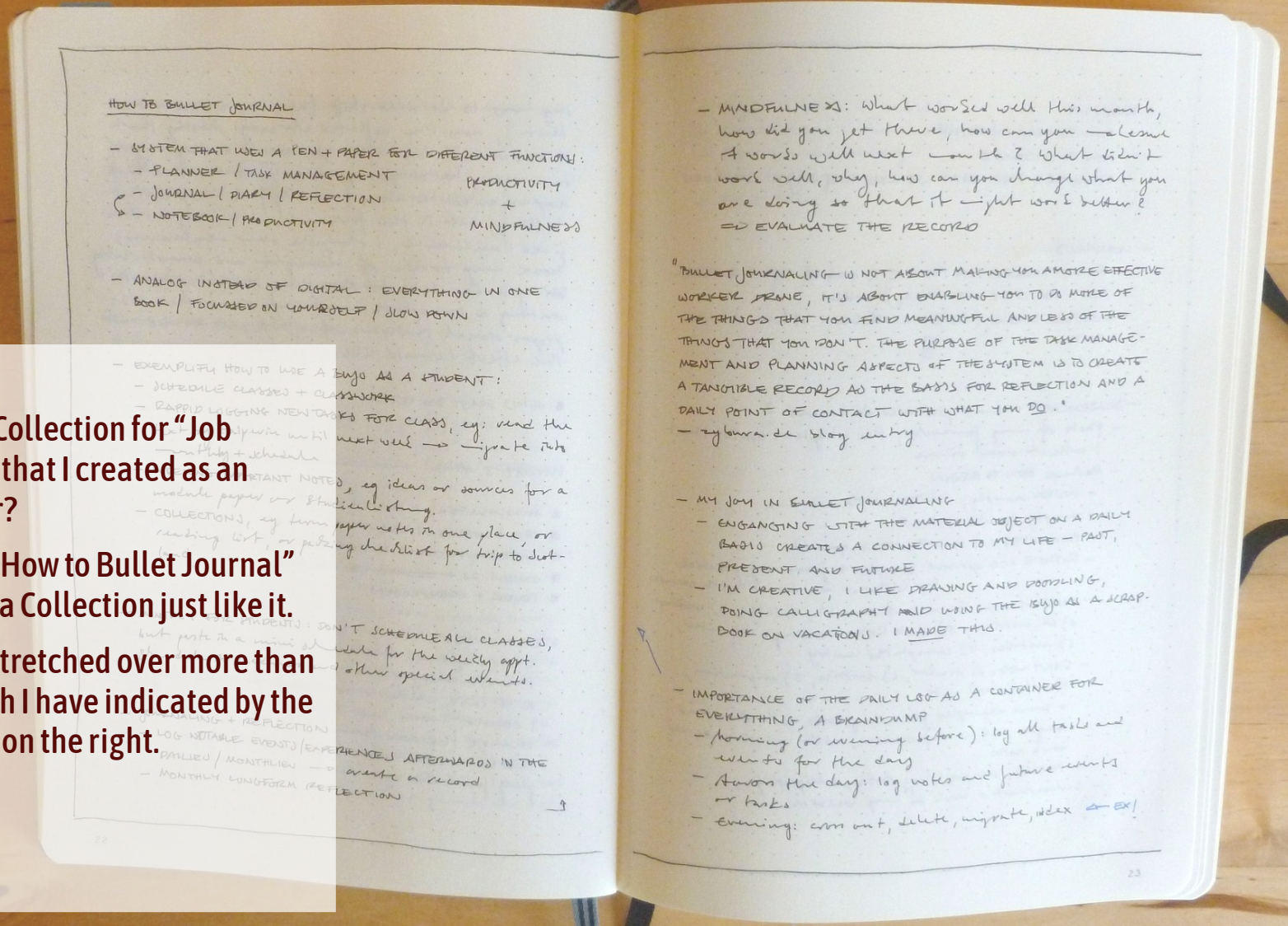
Session	Date	Film
–	1 Apr	*No session in the first week of term because of the English department's* ***How to English Week****.*
1	8 Apr	*The Terminator* (1984)
2	15 Apr	*Black Mirror*, "Be Right Back" (2016)
	22 Apr	*Holiday (Easter Monday)*
3	29 Apr	*The Stepford Wives* (1978)
4	6 May	*Ex Machina* (2015)
5	13 May	*Ghost in the Shell* (1995)
6	20 May	*Bicentennial Man* (1999)
7	27 May	*Moon* (2009)
8	3 Jun	*Blade Runner* (Final Cut 2007 [Theatrical Version 1982])
	10 Jun	*Holiday (Pentecost Monday)*
9	17 Jun	*Air Doll* (2009)
~~10~~	~~24 Jun~~	~~*Her* (2014)~~
11	1 Jul	*Dirty Computer* (2019)
12	8 Jul	probably one of the remakes: *The Stepford Wives* (2004), *Blade Runner 2049* (2017) or *Ghost in the Shell* (2017) – I'll ask for preferences

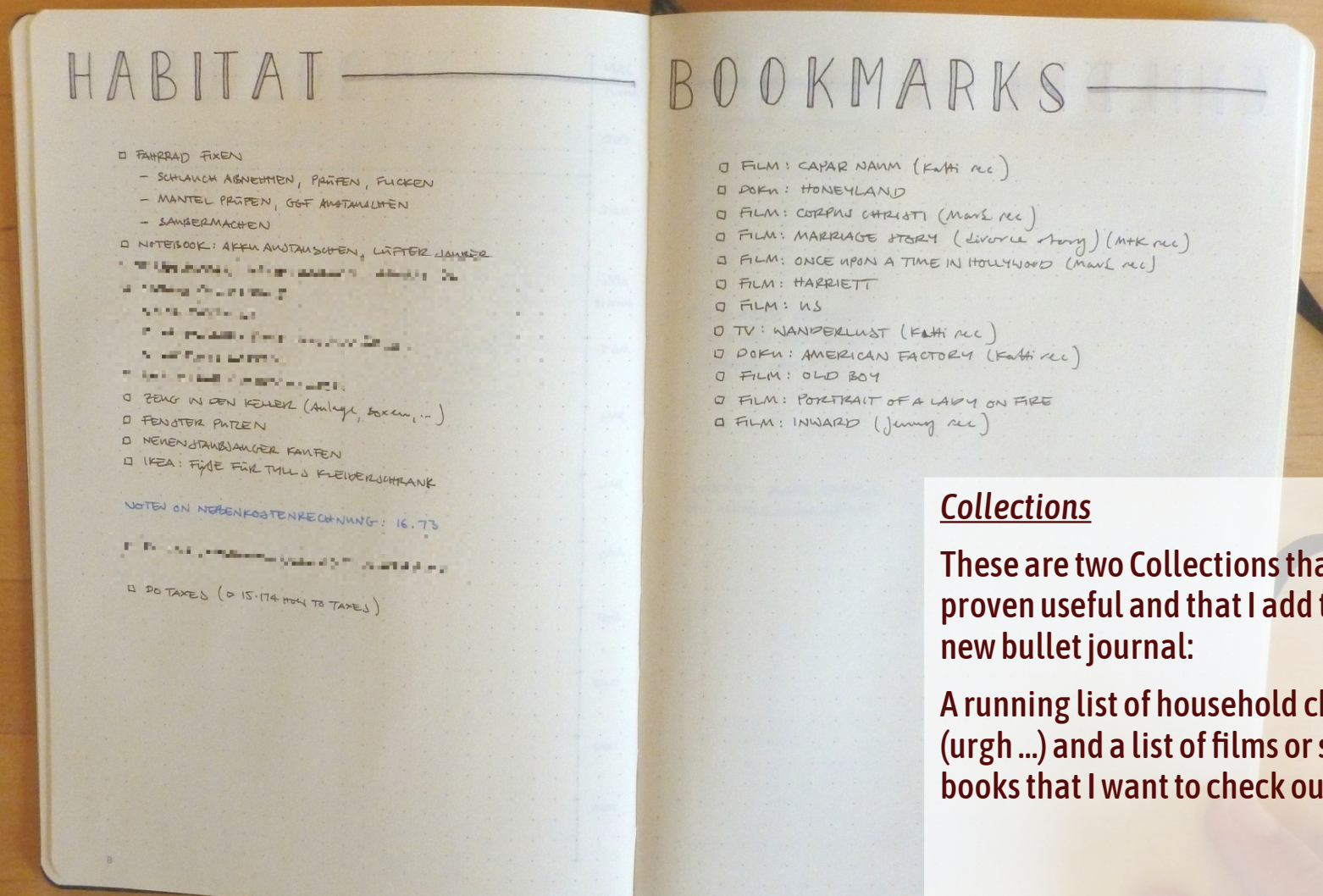
Collections

Remember the Collection for "Job Interview Prep" that I created as an example earlier?

I prepared this "How to Bullet Journal" presentation in a Collection just like it.

The Collection stretched over more than two pages, which I have indicated by the open box frame on the right.





Collections

These are two Collections that have proven useful and that I add to every new bullet journal:

A running list of household chores (urgh ...) and a list of films or series or books that I want to check out.

Language learning

I'm learning a little Korean online and I take notes on lessons in my journal.

If I did that more regularly, I'd probably want to do it in a separate book because these notes fill a lot of pages quickly.

- EVERY KOREAN SENTENCE MUST END IN A VERB OR ADJECTIVE

- EVERY KOREAN VERB AND ADJECTIVE ENDS IN ~다.

- 하다 means TO DO. Verbs ending in 하다 can easily be made into the respective noun by dropping this ending.

  x: 말하다 to speak 말 speech/words

- REMEMBER SENTENCE STRUCTURE S-O-V

  나는 캐이크를 만들다* I make a cake
  (S / O / V)

  나는 한국어를 말하다* I speak Korean

  나는 이해하다* I understand

- KOREAN ADJECTIVES CAN NEVER ACT ON AN OBJECT

  이 바스는 크다 This bus is big

  그 공원은 매우 잔다 That park is very small

  The ~다 here is the unconjugated form, but (strangely) the sentences are correct like this (just unusual).

* UNCONJUGATED

POSSESSIVE PARTICLE ~의

- The pronunciation of 의 (possessive form) is usually ...

- ~의 is attached to the ... in English.

  저의 책 my book

  선생님의 차 the teacher's car

  저의 선생님의 책 my teacher's book

  그 여자의 눈은 아름답다 that woman's eyes are beautiful

- Particles like 의 are often omitted in everyday language when it is obvious from context what is meant

  나는 나의 친구를 만나다 I meet my friend

  = 나는 친구를 만나다 I meet (my) friend

  나는 나의 선생님을 좋다 my teacher is good

  나는 나의 선생님을 좋아하다 I like my teacher

LESSON 4 : ADJECTIVES ~ㄴ/은

NOUNS

길	STREET
거리	STREET / ROAD
손	HAND
영어	ENGLISH
택시	TAXI
열차	TRAIN
역	TRAIN/SUBWAY STATION
버스 정류장	BUS STOP
비행기	AIRPLANE
자전거	BICYCLE
아내	WIFE
아이	CHILD
아들	SON
딸	DAUGHTER
남편	HUSBAND
아버지	FATHER
어머니	MOTHER

편지	LETTER
맛	TASTE
식사	MEAL
아침	MORNING
아침식사	BREAKFAST
물	WATER
사과	APPLE
돈	MONEY

VERBS

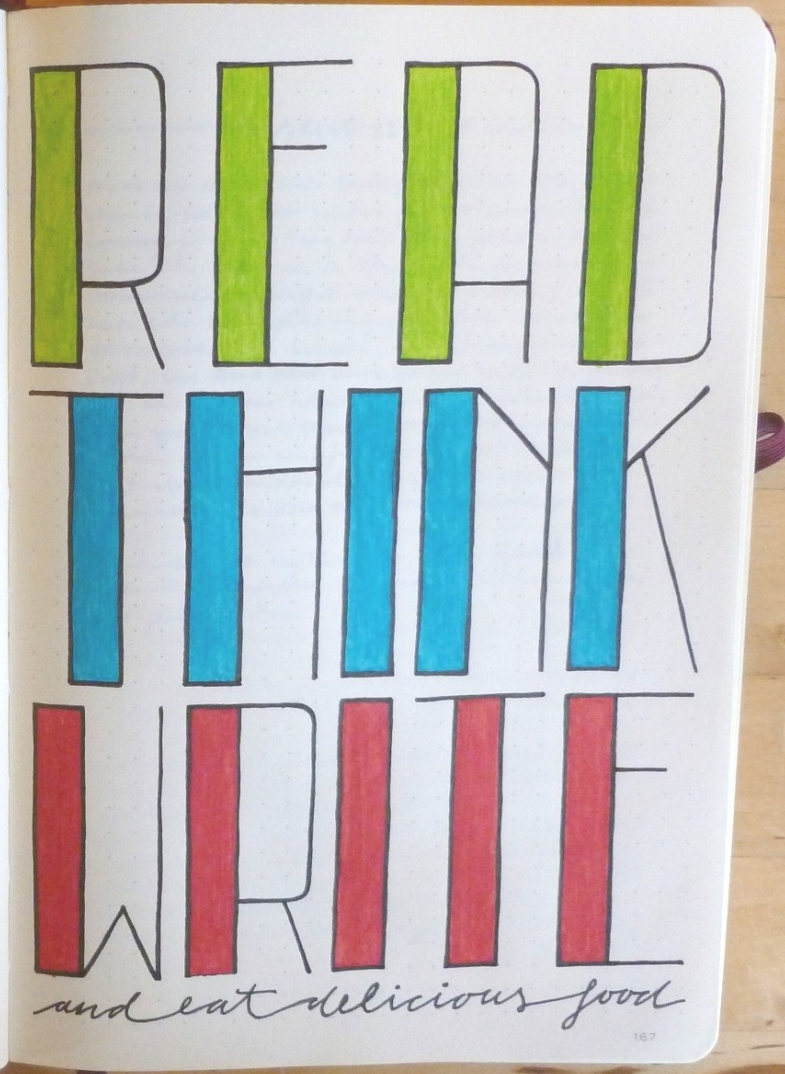
오다	TO COME
끝내다	TO FINISH
춤추다	TO DANCE
알다	TO KNOW
걷다	TO WALK
배우다	TO LEARN
연습하다	TO PRACTICE
생각하다	TO THING
살다	TO LIVE

Creativity

I'm a creative person, I like doodling and doing calligraphy.

If that's not your thing, that's fine – the bullet journal doesn't have to be pretty, even though judging from the internet search results it seems to attract people who like their books pretty.

Part of the reason of why I got into bullet journaling in the first place was that it offered a much needed way of organizing myself – while also giving me space to draw and be artsy when I felt like it.

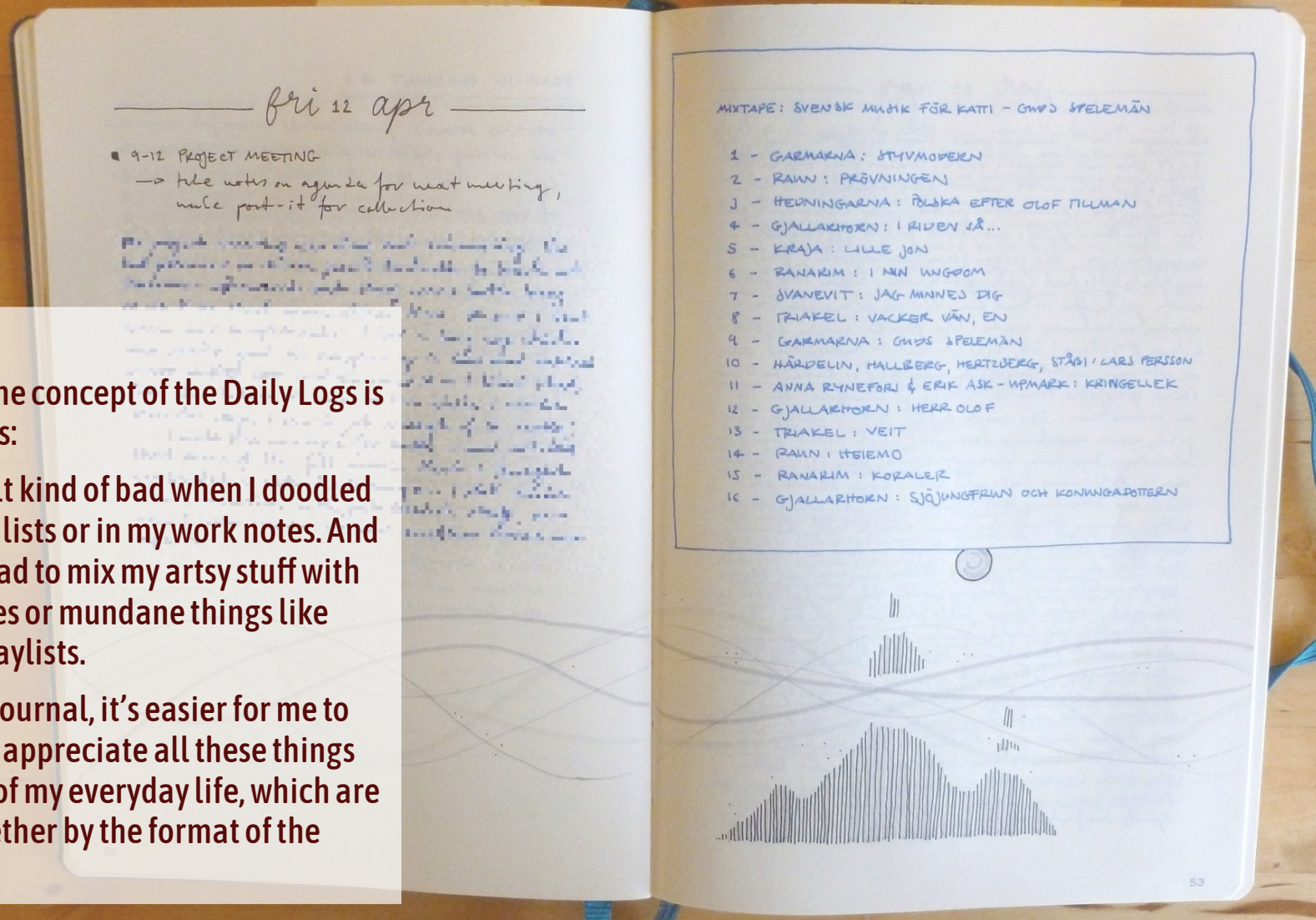


4 . V . 2018

QUOTED IN HALPERIN, "THE QUEER POLITICS OF MICHEL FOUCAULT" (1995): 77.
ORIGINAL SOURCE: FOUCAULT, THE USE OF PLEASURE

what is philosophy today
if it does not consist NOT
in legitimating what one
already knows — but
in undertaking to know
how and to what extent
it might be possible to think
DIFFERENTLY

michel foucault



Creativity

I like that the concept of the Daily Logs is so generous:

Before, I felt kind of bad when I doodled in my to-do lists or in my work notes. And I also felt bad to mix my artsy stuff with diary entries or mundane things like mixtape playlists.

In a bullet journal, it's easier for me to accept and appreciate all these things as aspects of my everyday life, which are bound together by the format of the book.

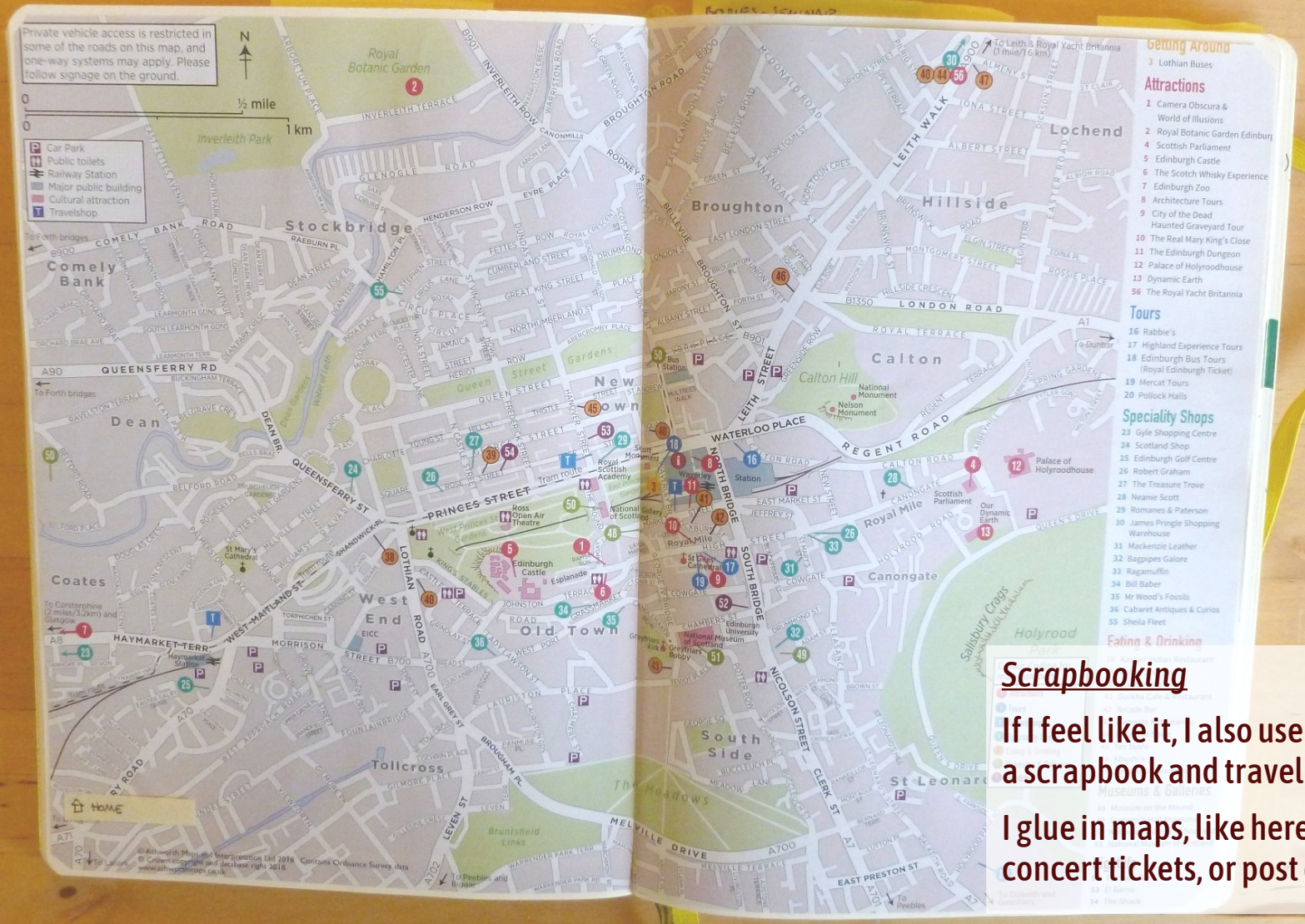
Datum / Date:

FACHVERSAMMLUNG 25.IV.2018

- TASK: CREATE POLL FOR ERASTIS IN SUMMER 2018
  - what do we want to know?
    - Have you enrolled in classes in Anglistik?
    - Which?
    - Have you received a place in the class?
    - If not: have you tried to speak to the lecturer?
    - Have you enrolled in Anglistik because it is not restricted and <u>not</u> because you intend to complete a degree?
    - Have you showed up to class and not gotten a place because the room was full? Which?

APRIL REVIEW 30.IV.2018

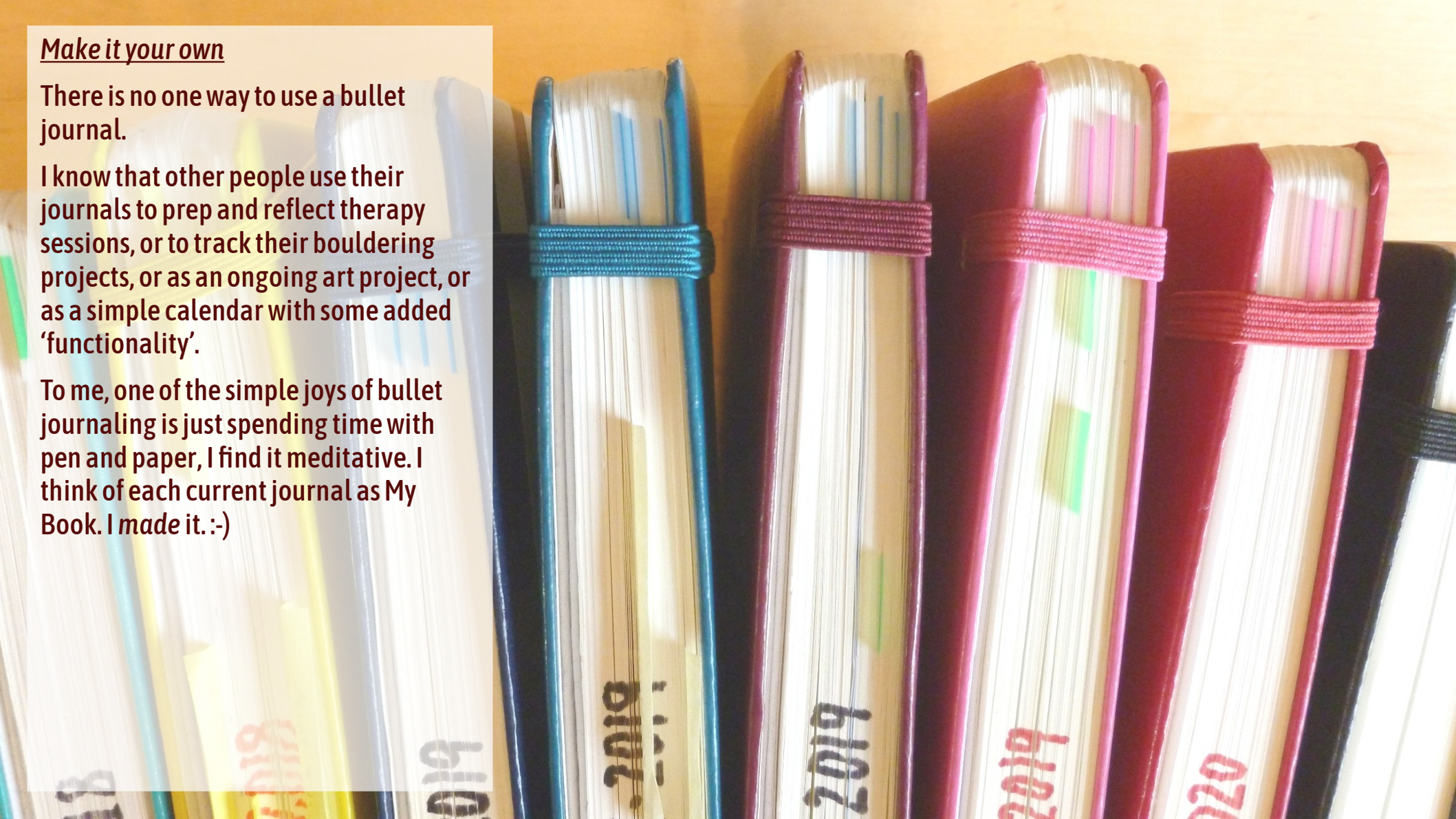
Datum / Date:



Scrapbooking

If I feel like it, I also use my journals like a scrapbook and travel companion.

I glue in maps, like here, or photos, or concert tickets, or post cards.

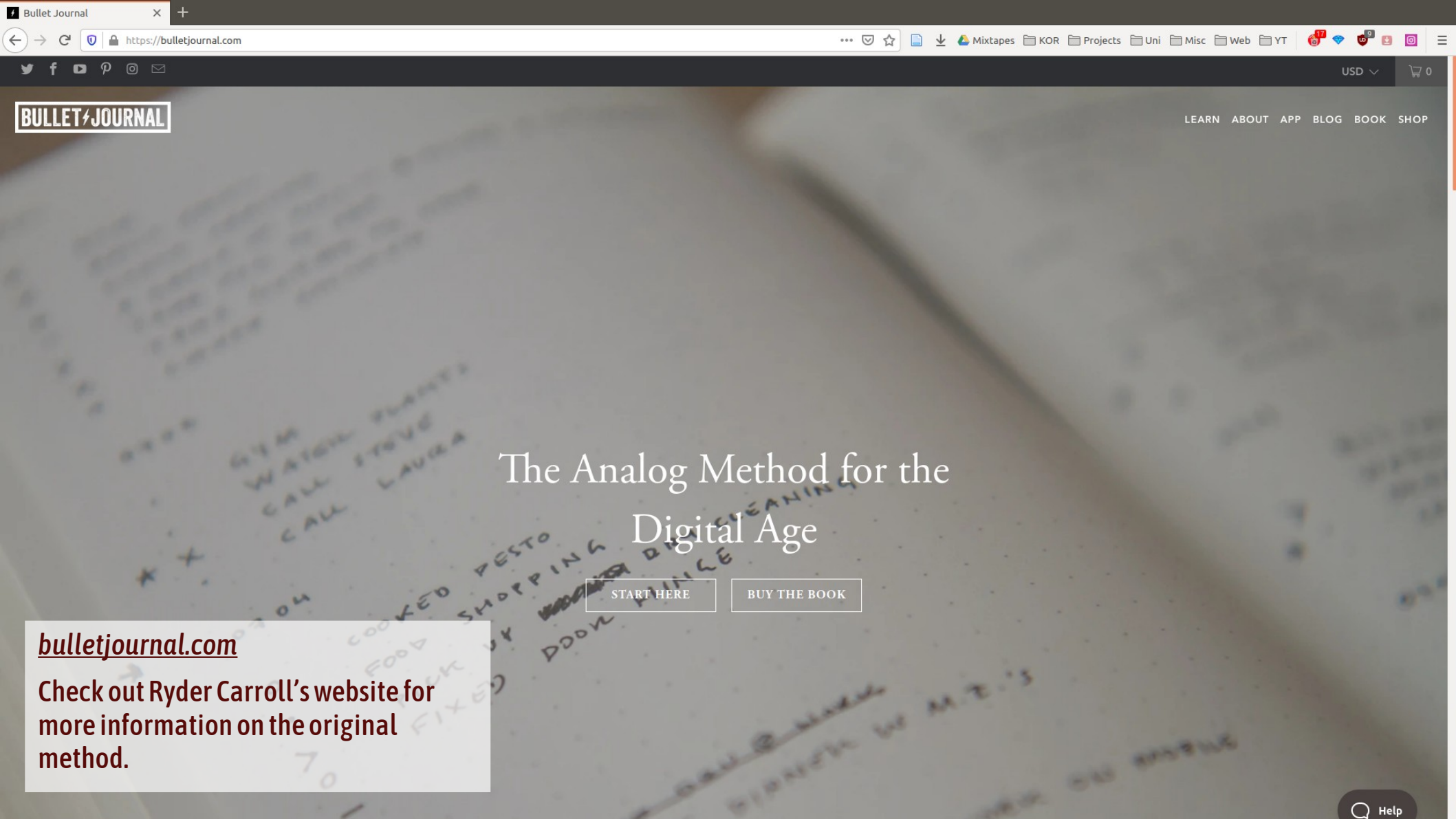


Make it your own

There is no one way to use a bullet journal.

I know that other people use their journals to prep and reflect therapy sessions, or to track their bouldering projects, or as an ongoing art project, or as a simple calendar with some added 'functionality'.

To me, one of the simple joys of bullet journaling is just spending time with pen and paper, I find it meditative. I think of each current journal as My Book. I *made* it. :-)



bulletjournal.com

Check out Ryder Carroll's website for more information on the original method.

Bullet journaling 1: How it wor

www.zybura.de/index.php?pg=bullet-journaling-1

TYLL ZYBURA

READ. THINK. WRITE.

BULLET JOURNALING 1: HOW IT WORKS FOR ME

Tyll Zybura | 19 Mar 2019 | SHARE

I stumbled across the bullet journal concept by Ryder Carroll early in 2018 and was intrigued by its aim to combine task management with mindfulness. I have used the system virtually every day for over a year now and found it extremely rewarding. In this post I would like to share some of my experiences. In a follow-up entry, I'll write more technically on some specific techniques I use in my journaling.

BASICS

The bullet journal method is a specific way of keeping a notebook (yes, with paper pages) to plan, record, and reflect your day, month, year, and life. It deliberately pulls activities of planning, organization, and time management from the digital tools most of us use (calendars and apps for note-taking, lists, and reminders) back into one analogue medium which gives us – above all – room to write down reflections on what we do and what we *want* to do. Writing by hand is a feature of the system, not an inconvenience.

A bullet journal is extremely adaptive to your needs, the system consists not in rules or tasks but in guiding principles to organize information about your life and the interaction with this information so that you can *use* it. Whether, in your day-to-day practice, it functions more like a planner or more like a journal is up to you: it becomes what you need it to be.

The basic techniques involved in bullet journaling are logging, indexing, and reflection:

» You *log* activities, events, tasks, or notes which are relevant to your life, much like in a time planner but in a specific system, and often you log them after the fact. A log entry

zybura.de

I have also written more about my own experiences with bullet journaling on my personal website, if you're interested.

Thanks for reading

I hope this was interesting and useful for you.

In a real-life workshop situation, I would have liked to ask for questions and for your own experiences journaling.

Instead, if you have comments or questions, don't hesitate to contact me via email:

tyll.zybura@uni-bielefeld.de

Have a great semester in spite of the challenging circumstances!