

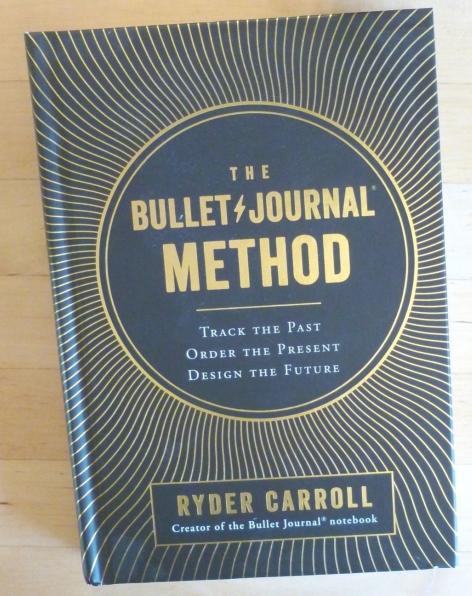
<u>Intro</u>

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.



<u>Intro</u>

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 journ<mark>al has five structural</mark> elements:

Index (table of contents)
 Future Log (long-term planning)
 Monthly Log (short-term planning)
 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.

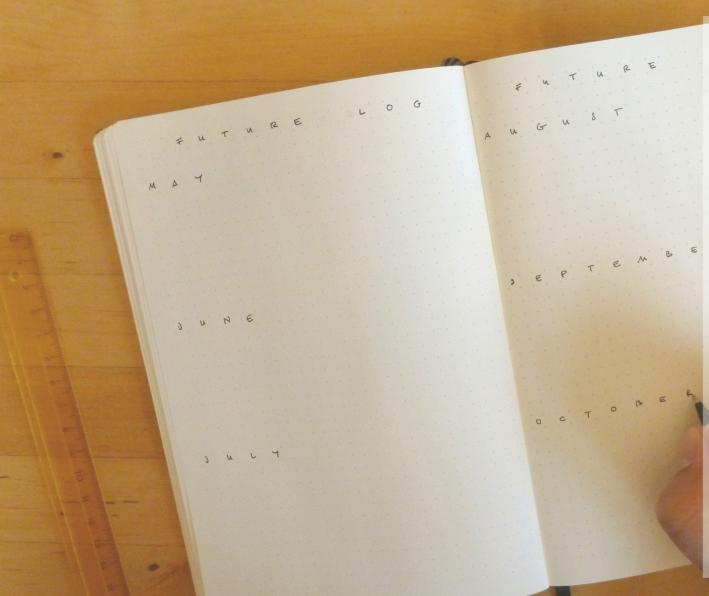
<u>1. Index</u>

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. NDE

T



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.



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- 20-24 BLOCKSEMINAR

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2. Future Log

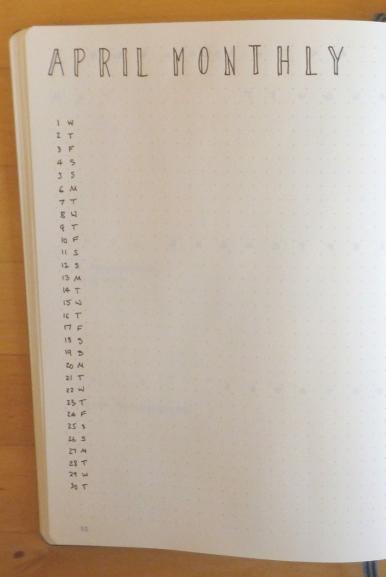
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For example, if on the 16th of June you have to give a presentation in one of your classes, you add this in a short form to June.

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

T 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.

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<u>3. Monthly Log</u>

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 Cult<mark>ure that you're</mark> 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).

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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.

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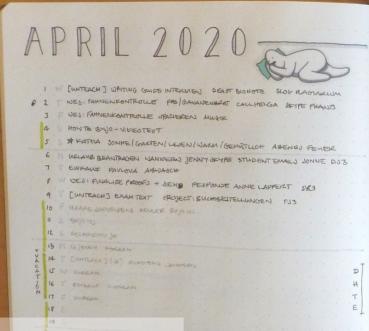
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3. Monthly Log

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! :-))

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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. WEDNESDAY IS APRIL

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- WATCH BETTER CALL JANL (Lisa Rec)

- 20MBIES HW : READ ARTICLE BIGHOP 2006

- GROCERES: ..., ...,

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.

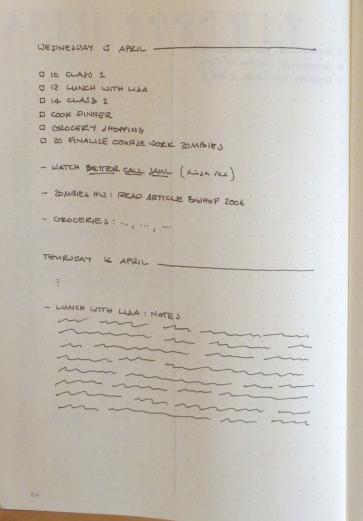
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<u>4. Daily Log</u>

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



24



<u>4. Daily Log</u>

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.

<u>4. Daily Log</u>

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 work zomenes want to make a list with things you need (Aish GLC) 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.

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D REDEARCH STARTING WAGES

- APRIL MONTHLY - 52 - NOTES LUNCH WITH LIJA IN APRIL - 52 - JOB INTERVIEW PREP - 55

Using the Index

I

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.)

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This is an index from one of my bullet journals.

I index entries by cate<mark>gories, like</mark> "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

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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, plαn for it in the next Monthly Log.

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5. Review and reflection

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Reflection is so important for the bullet journal method because it is a mindful-

- All the time-management and taskmanagement 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

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.

EVENTEEN

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EIGHTEEN

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.



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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 rearranged. 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.

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Notes on current projects

l 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.

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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 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 The History of Sexuality Sexuality: "Part I" + "Part II" + "Part SATURDAY, 10 - 14. 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 Please review your notes from the Foucault in British and American past sessions and think about how Studies you could use Foucault's ideas for investigations into our everyday existence. Which topics/questions could/would you work on?

EHICA FOCH : PEADING FONCALLT THU 8:30 - 10:00 in U2 - 240

(Preliminary) Session Plan

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

Session	Date	Торіс
-	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]ul	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 Studionleistung for this class is a **reading list** that is due by the last week of classes (Friday, 12 July). Since the Studionleistung is worth 1CP 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, Cynoids, 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 interestry our 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

HOW TO BULLET JOURNAL

- SYSTEM THAT WE A YEN + PAPER FOR DIFFERENT FINCTIONS: - PLANNER / TASK MANAGEMENT PREPARTORY - JOHRNAL / PLARY / REFLECTION + - NOTEBOOK / PRODUCTIVITY MINDERLINESS

- ANALOG INSTEAD OF DIGITAL : EVERYTHING IN ONE BOOK / FOUNDED ON YOURDELF / JUDY ROWN

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. bujo AS A FILDENT: Manchek

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- MY JOY IN EINET JOURNALING

- ENGANGING STEP THE MATERIA SEJECT ON A DALLY BAGIS CREATES A CONNECTION TO MY LIFE - PAST, PRESENT. AND FUTURE
- I'M CREATIVE, I LIKE DRAWING AND DOODLING, POING CALLIGRAPHT MOD WINF THE SUJO AL A JURAP. DOOK ON VACATIONUS. I MADE THIS.

IMPORTANCE OF THE PAILY LOG AS A CONTAINER FOR EVENITHING, A BRAINFORMAP - horning (or winning before): log all tasks and when to for the day. - Acoron the day: log votes and public wints - tasks

- Evening: com int, selete, migrate, idex a ex!

HABITAT-BOOKMARKS -----

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- MANTEL PROFEN, GOF ANOTAMOLITEN.
- SAMBERMACHEN
- D NOTEBOOK : AFFIN ANOTAN SCHEN, LITTER JANNER
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NOTED ON NERENKOATENRECHNING: 16.73

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D DO TAXES (O 15.174 HOW TO TAXES)

J FILM : CAPAR NAUM (Fatti rec) D DOKN : HONEYLAND O FILM: CORPUS CHIRISTI (Mars rec) O FILM: MARRIAGE STORY (Livorce Army) (M+K ruc) D FILM: ONCE UPON A TIME IN HOLLYWOOD (Mars me) O FILM : HARRIETT O FILM: US O TV : WANDERLUST (FATHi rec) U DOKN: AMERICAN FACTORY (Fattine) O FILM: OLD BOY J FILM : PORTRAIT OF A LABY ON FIRE

O FILM: INWARD (Jenny see

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.

- EVERY KOREAN DENTENCE MUST END IN A VERIB OR AD ECTIVE

- EVERY KOREAN VERB AND ADJECTIVE ENDS IN ~EF.

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- FOREAN ADJECTIVES CAN NEVER ACT ON AN OBJECT of 4442 3CF This birs Is big I 3222 UH 9 24CF This pare is ving ornall The act have is the meaning at the form, but (strenge by) the sentences are come of like this (just amound).

* UN CON MONTED

Language learning

I'm learning a little Korean online and I take notes on lessons in m<mark>y journal.</mark>

- the pronounciation of stime form is unruly and to do it in a separate book because - ~st is attuded to the these notes fill a lot of pages quickly.

저의 책 my book 선생님의 차 Ku Facher 's can 저의 선생님의 책 my Facher 's look 그 여자의 눈은 아름답다 Fact woman's eyes are beautiful

POSSESSIVE PARTICLE A

in English.

- Pur hicles lise 의 are often anithed re wany day langrage when it is abvious from context what a ment 나는 나의 친구를 만나다 I meet my friend = 나는 친구를 만나다 I meet (my) friend

나는 나의 선생님을 좋다 my foul in good. 나는 나의 선생님을 좋아하다 I vice my foul



	LESSON 4 : ADJ	ECTIVES ~ L/2				
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	아들	SON		걷다		TO WALK
	딸	DAUGHTER		배우다		TO LEARN
	이버지	HUSBAND		연습하다		TO PRACTICE
	어머니	FATHER		생각하다		TO THING
	Iniel	HOTHER		살다		TO LIVE
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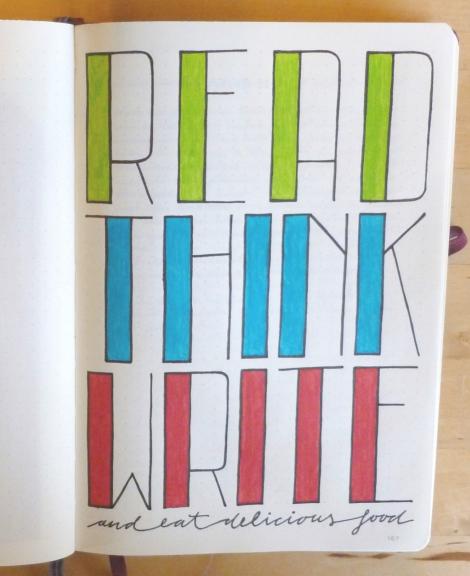
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Creativity

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.



CHATES IN HALPERIN, "THE DREER POLITICS OF MICHEL FONCAULT" (1445) : 77. UNIGNIAL COMPRES : FONCAULT, THE INDE OF PLEASURE

> Wh if it does not conjuf H ar ht in undertabi ow extent how and to what 101 it 1 N ER michel foucault



■ 9-12 Project MEETING -> tile water on agenda for wat meeting, walk post-it for collection

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Creativity

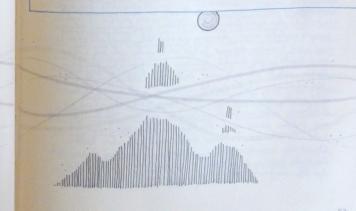
I like that the concept of the Daily Logs is so generous:

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. And the bag

MIXTAPE: SVENSK MULIK FOR KATTI - GWOD SPELEMAN

- 1 GARMAKNA : STYVMODERN
- 2 RAWN : PROVNINGEN
- HEDNINGARNA : POLSKA EFTER OLOF TILMAN
- F GJALLAKHORN : I RIDEN JA ...
- 5 KRAJA : LILLE JON
- RANARIM : I NIN UNGROM
- OVANEVIT : JAG MINNED DIG
- TRIAKEL : VACKER VAN, EN
- GARMARNA : GUDS SPELEMAN
- 10 HARDELIN, HALLBERG, HERTZBERG, STASI / LARS PERSSON
- 11 ANNA RYNEFORI & ERIK ASK UPMARK : KRINGELLEK
- 12 GJALLARHORN I HERR OLDF
- 3 TRIAKEL : VEIT
- 14 RAWN : HEIEMO
- IS RANARIM : KORALER
- 16 GJALLARHOKN : SJQJUNGFRUN OCH KONNNGAPOTTERN

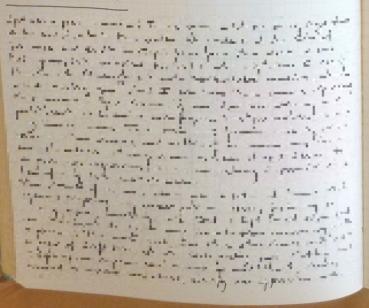


Datum / Date:

FACHVERSAMMLUNG 25.1V. 2018

- TASK: CREATE POLL FOR ERSTIS IN SUMMER 2017
 - what do we want to Snow ?
 - Have you envoled in dames in Auglistis ?
 - which ?
 - Have you received a place in the class ?
 - If not : have you tried to speak to the lecturere
 - Have you envolved in Angli Mis because it is not restricted and not because you intend to complete a dequee ?
 - Have you drowed up to class and not yo then a place because the room was Jult ? Which ?

APRIL PEVIEW 30 . IV . 2018

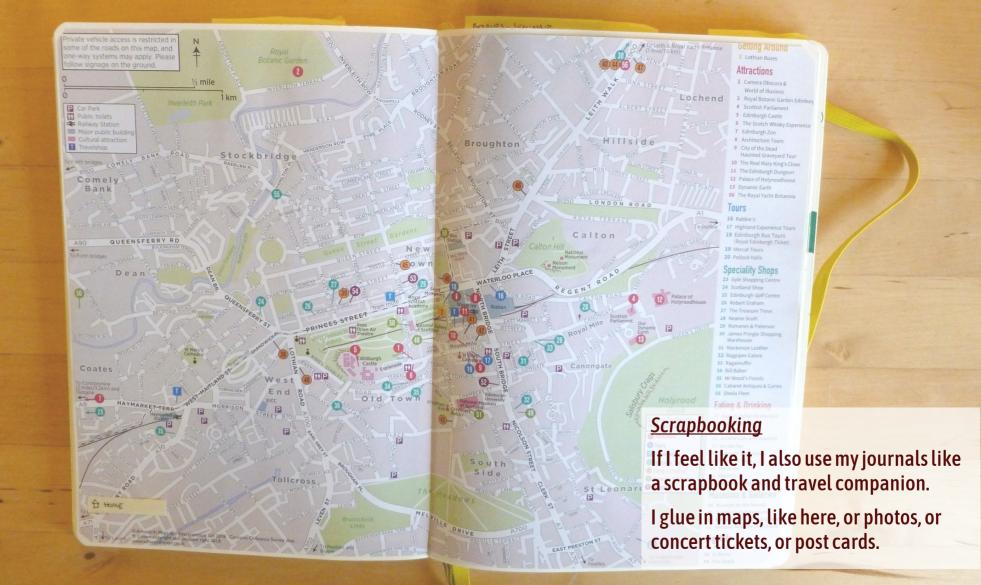


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Make it your own

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. :-)





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BULLET JOURNAL

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LEARN ABOUT APP BLOG BOOK SHOP

The Analog Method for the

Digital Age

A.4 T

START HERE

PDD

bulletjournal.com

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

ou

Bullet journaling 1: How it work × +

<u>zybura.de</u>

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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.

SEMINARS

WORKSHOPS

HOME

SCHOLARSHIP

ESSAYS ON TEACHING »

- Keep contact to your students in this time of crisis
- Project: Unconditional Teaching Magic questions to ask students about their writing Congruent self- and supervisor

assessment Relieving stress in student writing

On 'embracing mediocrity'

Revision-oriented supervision of

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

The benefits of writing portfolios

APPRECIATIVE RESPONSES TO STUDENT WRITING »

1 Introduction

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 and the second second

DIGITAL HOW TO ENGLISH WEEK 2 0 bullet journal TYLL ZYBUR

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!