BULLET JOURNAL REFLECTION CHEAT SHEET

Use these checklists to do bullet journal reflection on different timescales.

DAILY REFLECTION

PASSIVE DAILY REFLECTION
○ Rapid log entries into your bullet journal

START OF DAY REFLECTION
○ Offload overnight thoughts into your daily log
○ Review previous daily notes and mark any for further exploration
○ Review the pages from the current month
○ Move today's tasks into the daily log
○ Mark or highlight priority tasks

END OF DAY REFLECTION
○ Log any remaining thoughts into your daily log
○ Scan through today's entries
○ Check off completed tasks
○ Appreciate your progress on getting thing done
○ Review your open tasks
○ Strike out tasks that are distractions

WEEKLY REFLECTION
○ Update your monthly log
○ Scan through your entries from the past week
○ Set up a new weekly log
○ Write a reflection about the week
○ Review your open tasks
○ Move next week's tasks into your weekly task list

MONTHLY REFLECTION
○ Set up a new monthly log
○ Review your open tasks from the month
○ Strike out tasks that are distractions
○ Move open entries into your:
   o New monthly log
   o Future log
   o Other collections

NEW JOURNAL REFLECTION
○ Scan through your index or flip through your journal
○ Select the collections to move into your new journal
○ Review all your open tasks
○ Strike out tasks that are distractions
○ Move open entries into your new journal's:
   o Future log
   o Monthly log
   o Other collections

BULLET JOURNAL REFLECTION EXPLAINED

Bullet journal reflection is done on different timescales in different ways.

DAILY REFLECTION

PASSIVE DAILY REFLECTION

Passive daily reflection comes from logging things into your bullet journal. Use your journal to log your tasks, events, and notes throughout each day. As you do this, you will subconsciously be making choices about what is getting recorded and where. The other types of reflection rely on these entries as a record of where you've been spending your time and attention.

START OF DAY REFLECTION

Start of day reflection is for planning the day ahead.

1. Offload any thoughts that have come up since your last end of day reflection into your daily log for the day ahead.
2. Review any notes from past days and signify those you want to explore further.
3. Review the pages from your current month to remind yourself of any open tasks.
4. Move the tasks that you will work on today into today's daily log.
5. Mark or highlight today's priority tasks.

END OF DAY REFLECTION

End of day reflection is for cleaning up your daily log and reviewing the day that was.

1. Log any remaining thoughts from the day into today's daily log.
2. Scan through your entries from the day to:
   - Check off any tasks which have been completed.
   - Appreciate your progress on getting things done.
3. Review each open entry individually and consider whether it is vital, important, or if there are any consequences for not doing it.
4. Strike out any open entries that are distractions.

WEEKLY REFLECTION

Weekly reflection is done as part of the weekly migration process. This happens towards the end of each week. It's a time to reflect on your actions, experiences, thoughts, and feelings of the past week, and prepare for the week ahead.

1. Update your monthly log with any events from the week.
2. Scan through your daily log and weekly log entries from the week to remind you of your actions, experiences, thoughts, and feelings.
3. Set up a new weekly log with a reflection section on the left and a weekly task list on the right.
4. Write a reflection about the week into your weekly log using either short-form or long-form journaling.
5. Review each open entry individually and consider whether it is vital, important, or if there are any consequences for not doing it.
6. Move the tasks that you will work on in the week ahead into the task list of the new weekly log.

MONTHLY REFLECTION

Monthly reflection is done as part of the monthly migration process. This happens towards the end of each month. It's a time to reflect on how you've been spending your time in the prior month. This type of reflection helps you decide what moves into the next month with you.

1. Set up a new monthly log with a vertical calendar section on the left and a monthly task list on the right.
2. Scan through your entries from the pages of the current month.
3. Review each open entry individually and consider whether it is vital, important, or if there are any consequences for not doing it.
4. Strike out any open entries that are distractions.
5. Move the open entries from the current month into other places in your journal:
   - New monthly log's task list: tasks to do in the month ahead.
   - Future log: date-specific entries related to future months.
   - Other collections: entries that are related to each other.

NEW JOURNAL REFLECTION

New journal reflection is done before moving into a new bullet journal. It's a time to reflect on how you've been spending your time in a long-term timeframe. This type of reflection helps you decide what moves into your new journal.

1. Scan through your journal's index, or flip through your journal, to review the collections you have.
2. For each collection, decide whether you will move it into your new journal.
3. Scan through any open entries in your bullet journal.
4. Review each open entry individually and consider whether it is vital, important, or if there are any consequences for not doing it.
5. Strike out any open entries that are distractions.
6. Move the open entries from your current journal into your new journal:
   - Future log: date-specific entries related to future months.
   - Monthly log: tasks and date-specific entries for the month ahead.
   - Other collections: entries that are related to each other.

REFLECTION TIME-SAVING TIPS

The various reflection processes can feel overwhelming. Use the tips below to make it more manageable.

- **Ask less questions**: try reviewing your open entries with just one focus question while you get used to the reflection process.
- **Cherry picking**: rather than reviewing every open entry, pick out the 1-3 that you can safely move forward, and the 1-3 you can safely strike out.
- **Time-restricting**: set a timer for a manageable length of time and only reflect for that long. Consistency with reflection matters more than time spent.