

INTRODUCTION TO JOURNALING

A guidebook for using any journal for personal
and professional growth.



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STEPHANIE HAMPTON
WWW.WRITINGMINDSET.ORG

**“writing has the
power to change
our everyday
lives through
productivity,
mindfulness, and
overall self-care”**

STEPHANIE HAMPTON

what is bullet journaling?

- 1** Section Introduction
- 2** Guided Planning
- 3** Prompts
- 4** Ideas for Layouts

the six areas of journaling

"After all of this time, there are six main reasons why I pick up a journal. My students pick up a journal for the same reasons."

I labeled the top of my brainstorming page, "Why do people journal?" Why do I journal?" I set a timer, and then I wrote non-stop for 10 minutes. After all of this time, there are six main reasons why I pick up a journal. My students pick up a journal for the same reasons.

- I want to be more productive. I want to get my work done.
- I want to let my feelings out. I want a place to express my emotions.
- I want to find inspiration when I feel lost.
- I want to reflect on something that happened or check in with where I am going.
- I want to learn something new. I want to take notes.
- I want to set goals, and then check in with those goals.

Each facet of my own journaling fits into one of these six categories. I want all of the categories of my life in the same journal. I want my grocery list next to my morning pages. You will decide what you prefer. You are in charge of your organization, ideas, and purpose.

For each of the six sections, follow the steps:

1. Read the category introduction.
2. Participate in guided planning. I will ask specific questions to get you thinking.
3. Learn about easy-to-use strategies.
4. Check out some prompts to get you thinking. Highlight or underline the ones that you like and think you will use.
5. Review ideas for layouts or spreads. Circle what works for you.

You may love one category, and you may not need one right now. My hope is that you take what you need from this workbook, and you make your journal your own. It has to work for you. No matter what layout you see on Pinterest or what system works best for those on Instagram. Journals are personal things. Our journals are designed to work best for what we need.

Remember, always choose what works best for YOUR life.

journal lingo

A

- **A4, A5, AG, B4, B5, ETC**

Standard paper sizes, A4 being the size of a regular sheet of paper and A5 being the size of a medium journal

B

- **BLEEDING**

When ink is visible from the other side of a page, see through paper, also known as ghosting

- **BRAIN DUMP**

A fast "stream of consciousness" type of writing for feelings, tasks, or brainstorming

- **BUJO**

Pronounced "boo-joe," a shortened term for bullet journal

- **BULLET**

A symbol next to a task, event, or appointment, can be a * - or a dot

- **BULLET JOURNAL**

A type of journaling developed by Ryder Carroll, known for layouts and spreads for all areas of life with focus on tasks, to-dos, and ideas

C

- **COLLECTION**

More than 2 layouts that have the same theme or topic or share a header

- **CALLIGRAPHY**

Decorative handwriting or hand lettering

- **CHALLENGES**

Social media challenges or personal challenges on a variety of prompts or topics, often use habit trackers

- **CHRONODEX**

A spiral time tracker for different parts of the day, week, or month

D

- **DAILY/DAILIES**

A layout, spread, or task-list for one individual day

- **DASHBOARD**

The inner cover of a journal used for inspiration or focus

- **DISC-BOUND**

A type of binding for a journal where discs hold the pages together

- **DOT-GRID**

A page printing style where dots make up the pages, great for drawing and writing

- **DUTCH DOOR**

A cut-out style seen in journals that creates more space within a two page layout for more information

E

- **EVENT**

An appointment or task

F

- **FUTURE LOG**

A spread or layout that shows the short-term or long-term future with events, tasks, or goals

G

- **GHOSTING**

When ink is visible from the other side of a page, see through paper, also known as bleeding

- **GSM (GRAMS PER METRE SQUARED)**

Stands for "grams per square meter," measures paperweight, the heavier the paper the higher the quality

I

- **INDEX**

A table of contents at the beginning of a journal, marks the page number and page number

K

- **KEY**

The legend that explains the bullet point system or color-coding used in the journal

L

- **LETTERING**

Modern calligraphy or the types of fonts used in headers or sub-headers

- **LEUCHTTURM 1917**

An international journal and notebook company from Germany, notebooks are popular for bullet journaling

- **LEVEL 10 LIFE**

a layout about goal-setting for 10 different areas of life, from Hal Elrod in his book The Miracle Morning.

M

- **MOLESKINE**

An international journal and notebook company first from Italy, their journals are based on legends using them like Vincent Van Gogh, Ernest Hemingway, and more

- **MONTHLY/MONTHLIES**

A layout, spread, or task-list for one individual month

- **MORNING PAGES**

Stream of consciousness writing done in the morning where a person writes 3 pages non-stop, first developed by Julia Cameron in The Artist's Way

N

- **NESTING**

Sub-topics under main topics, can be marked by different colors for events or tasks

O

- **ONE-LINE-A-DAY**

The practice of writing one thing a day focused on a particular topic, theme, or goal

P

- **PASSION PLANNER**

A personal planner and organizer that focuses on setting and maintaining goals

R

- **RAPID LOGGING**

The act of quickly writing down tasks, events, or project ideas

- **RHODIA**

An international notebook and journal company from France, known for their orange journals

S

- **SIGNIFIER**

Extra symbols or marks added to bullet points to mark importance or priority with tasks

- **SKETCHNOTES**

Visual note-taking that combines symbols, art, drawings, and color to convey information

- **SPREAD**

1-2 pages in a notebook dedicated to a particular topic, day, or project, see also layout

- **STAEDTLER FINELINER**

A pencil and pen company from Germany, known for their fine tipped pens for bullet journaling

- **STM (SCRIBBLES THAT MATTER)**

An international journal and notebook company from the UK, known for their modern and creative journal covers

- **STREAM OF CONSCIOUSNESS**

Uncensored and fast-paced writing used to get thoughts, ideas, or feelings down quickly

T

- **TASK**

An item on a to-do list or project

- **THEME**

Styles, colors, or images that combine collections together, examples: sunflowers, bees, books/reading

- **THREADING**

A way of connecting old collections together across different notebooks, first developed by Ryder Carrol of the Bullet Journal

- **TIME LADDER**

An hour-by-hour layout often used in dailies to show schedules or appointments

- **TOMBOW DUAL BRUSH PENS**

An international pen and art supply company based in Japan, known for brush pens for lettering in journals

- **TRACKER**

Layouts or spreads used to track goals or behaviors, also known as habit trackers

W

- **WASHI TAPE**

Decorative thin-style tape, first originated in Japan

- **WEEKLY/WEEKLIES**

A layout, spread, or task-list for one individual week, can take up 1-2 pages

boost productivity

- 1** Section Introduction
- 2** Guided Planning
- 3** Prompts
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be productive. be present.

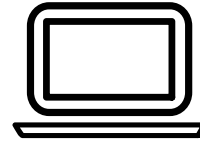
PRODUCTIVITY



ROUTINES



IDEAS



ORGANIZATION

I always thought that productivity started with time. Time-management to be specific. However, I have learned that through teaching, there is no such thing as a “checked-off” or completed to-do list. The duties are never-ending. I almost always feel like I can never have enough time to get everything done. Perhaps you are finding this in your world, too?

The productivity section offers some strategies for developing routines, coming up with ideas for priorities that matter, and organizing the different parts of your life. Yes, time is a major factor. However, time is something that we can come to realize as a tool for negotiation in our calendars. Productivity, more specifically, is how we use the time to our advantage.

Your journal can be your planner. The number of planners that I have had over the years could stack up to the ceiling. You can control your calendar, your schedule, and your task lists all alongside your notes in your journal. In fact, writing down my schedule over the years rather than filling in a planner has helped with my memory and creating time for self-care. When I get stuck, I theme my week. I take big tasks and break them down into smaller chunks. Make sure you splash some color in there just as an excuse to color-code and reap the benefits of adult coloring and creativity.

COMPLEMENTARY SECTION: GOALS

**“i find the
experience of
keeping a journal
much more
creative on paper
than on a
computer.”**

-KERI SMITH

guided planning

Self-Evaluation

When I hear "productivity" I feel...



What apps, materials, and resources do you currently use to feel more productive?

How well are these things working?

**NOT AT
ALL**



GREAT!

Your dream planner or calendar would have room for...

What routines are important to you?

guided planning (continued)

How do you keep track of new ideas?

Now, for organization. Jot notes off to the side. How do you keep the following information organized:



bills



schedule/appointments



tasks/to-do lists



education/classes



hobbies/interests



goal check-ins



family time/self-care

Notes

prompts for thinking

HIGHLIGHT THE ONES YOU LIKE

"Today, I want to accomplish..."

"Tomorrow, I want to..."

"This week, I want to..."

"This month, I want to..."

"Three things that can simplify my life are..."

"In the morning, my perfect routine would be..."

"In the evening, how I wind down from the day is..."

"In order to sleep better, before I go to sleep I am going to..."

"A deadline I am worried about is..."

"What are my largest tasks I accomplish each week?"

"The tasks I dislike doing the most at work are..."

"The tasks I like doing the most at work are..."

"I am going to take care of myself this week by..."

"I am going to look after my family this week by..."

"I am going to grow as a professional this week by..."

prompts for thinking

TEACHER PROMPTS-HIGHLIGHT THE ONES YOU LIKE

"The things that frustrate me about teaching are..."

"I wish I could change how..."

"My personal goals for teaching are..."

"My goals for my classroom are..."

List the areas of your classroom (physical space) that you love.

List the areas of your classroom (physical space) that you want to improve.

"My non-negotiables for teaching are..."

"At the beginning of the year, I must..."

"At the end of the year, I would like to..."

List five classroom behaviors that drive you crazy.

List your classroom management strengths.

"Three words that describe my teaching style are..."

"The ideal teacher would..."

"I want to try..."

"I want to know more about..."

"The voice that speaks the most in my classroom is..."

"The teachers I look up to are..."

"When I am feeling negative about teaching, I can try..."

List all of the tasks you do each week with planning.

"I can make my lesson planning easier by..."

List all of the tasks you do each week with grading.

"I can simplify and streamline my grading by..."

List all of the tasks you do each week with communication to families and other co-workers.

"I can make my communication easier by..."

"One improvement I can make with my communication is to..."

Chart all of the outside of classroom time each week.

List all of the roles outside of the classroom you are expected to complete each week.

"For this week, I want to..."

"For this unit, I want to..."

"My weekly teaching routine involves..."

"The books I find inspiring are..."

"I feel burnt out because..."

"My favorite things about teaching are..."

"I am most happy teaching when..."

prompts for thinking

TWO STRATEGIES TO GET YOUR THOUGHTS BACK ON TRACK

Problem/Solution

If I stay teaching, then...
If I don't take work home, then...
If I can't do it all, then I can do...



**JOT YOUR IDEAS HERE
START YOUR SENTENCE
WITH IF...AND THEN
FOLLOW UP WITH THEN**

Thought Sequence

This situation makes me
feel..."
"I am thinking this way
because..."
"My actions about this are
going to be..."



**JOT YOUR IDEAS HERE
THINK BACK TO A SITUATION THAT IS
CAUSING YOU STRESS. INTERVIEW THE
SITUATION FROM ABOVE (LIKE YOU HAVE A
BIRDS-EYE VIEW)**

ideas for pages & layouts

CIRCLE THE ONES YOU WANT TO USE

- Dailies
- Weeklies
- Monthly layouts
- Year at a glance/Year in pixels
- Future log
- To-dos
- Deadlines
- Dates to remember
- Birthdays
- Social media planning calendar
- Pet care
- Car maintenance
- House cleaning/Zone cleaning
- Home remodeling/Ideas
- Morning routine
- Evening routine
- Usernames/Passwords
- Thank you cards to write/cards to write
- Grocery List

Bonus Section

FOR TEACHERS

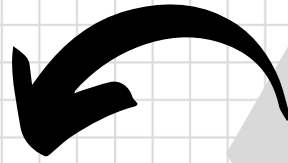
- Daily lesson plan
- Weekly lesson plan
- Monthly lesson plan
- Unit plan
- Year-at-a-glance
- Curriculum/pacing guide at-a-glance
- Plan for summer
- Teacher certification renewal
- Stuff my kids say
- Classroom mantras
- Moments of positivity
- Ideas for next year (Next year notebook)
- Quotes for teachers
- AM or PM reflections
- SMART goals (Specific, Measurable, Attainable, Rewarding, Time)
- Reading tracker
- New books coming out/New releases
- TED Talks tracker
- Daily gratitude



Bonus Tip!

**Plan with
these bonus
pages!**

Bonus Tip!



Plan how you
want to schedule
your time for the
week ahead.

feelings & emotions

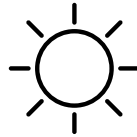
- 1** Section Introduction
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notice feelings. express emotions.

FEELINGS



EXPLORE



CALM



GRIT

The feelings and emotions section explores how our insides manifest as words and actions each day. I want to start this section by renegotiating the context around the idea of feelings and emotions. Often, when we mention feelings and emotions people have a strong reaction or think in extremes. For example, a strong reaction would be: "I am tough. I have to be." An example of an extreme is: "I feel so down about _____. Everything is just awful." This section should open focusing on the concept of duality. We can be both happy and sad. We can be both stressed and content. We can continue to feel fulfilled at home and want something different at work.

Emotions and feelings are complex. This is why journaling about them has to become a necessary routine that we become aware of and insert into our schedules. If we explore how we are feeling about the different parts of life, we can create calm. Everyone wants to be calm, right? (At least calmer). This practice of bringing ourselves back to calm is a way to form resiliency. The more strategies we use to bring calm and peace into our lives, the easier hard-tasks become. We develop grit.

Grit may be the key to feeling like we are successful or have a purpose. This section begins with two routines that will allow you to flow from feeling stressed to feeling like emotions are more manageable. The last section purposefully helps shift your mindset when you need to take control of yourself or a situation that presents itself to you in life. If we can embrace the exploration into our feelings and emotions, we eventually become stronger.

COMPLEMENTARY SECTION: REFLECTION

**"once you make a
decision, the
universe conspires
to make it happen."**

-RALPH WALDO EMERSON

guided planning

Self-Evaluation

My initial reaction to talking about my feelings and emotions is...



Do you feel like it is easy to talk to people about how you feel? What apps, materials, or resources help you work through how you feel?

How well are these things working?

**NOT
REALLY**



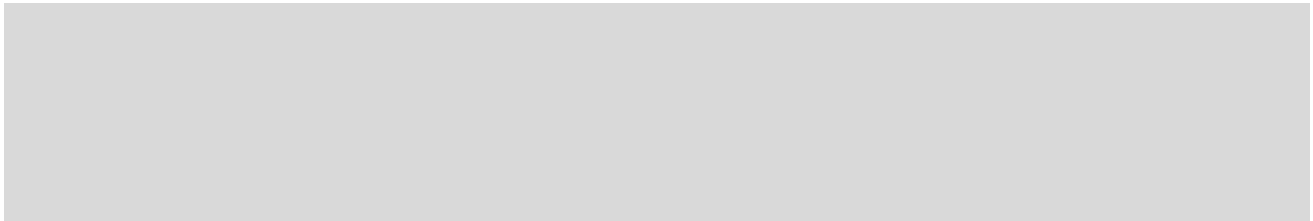
**PRETTY
GOOD!**

In a dream world, how would you like to feel most of the time? During the work week? On the weekend?

What routines do you have built into your schedule for feelings, emotions, and reflection?

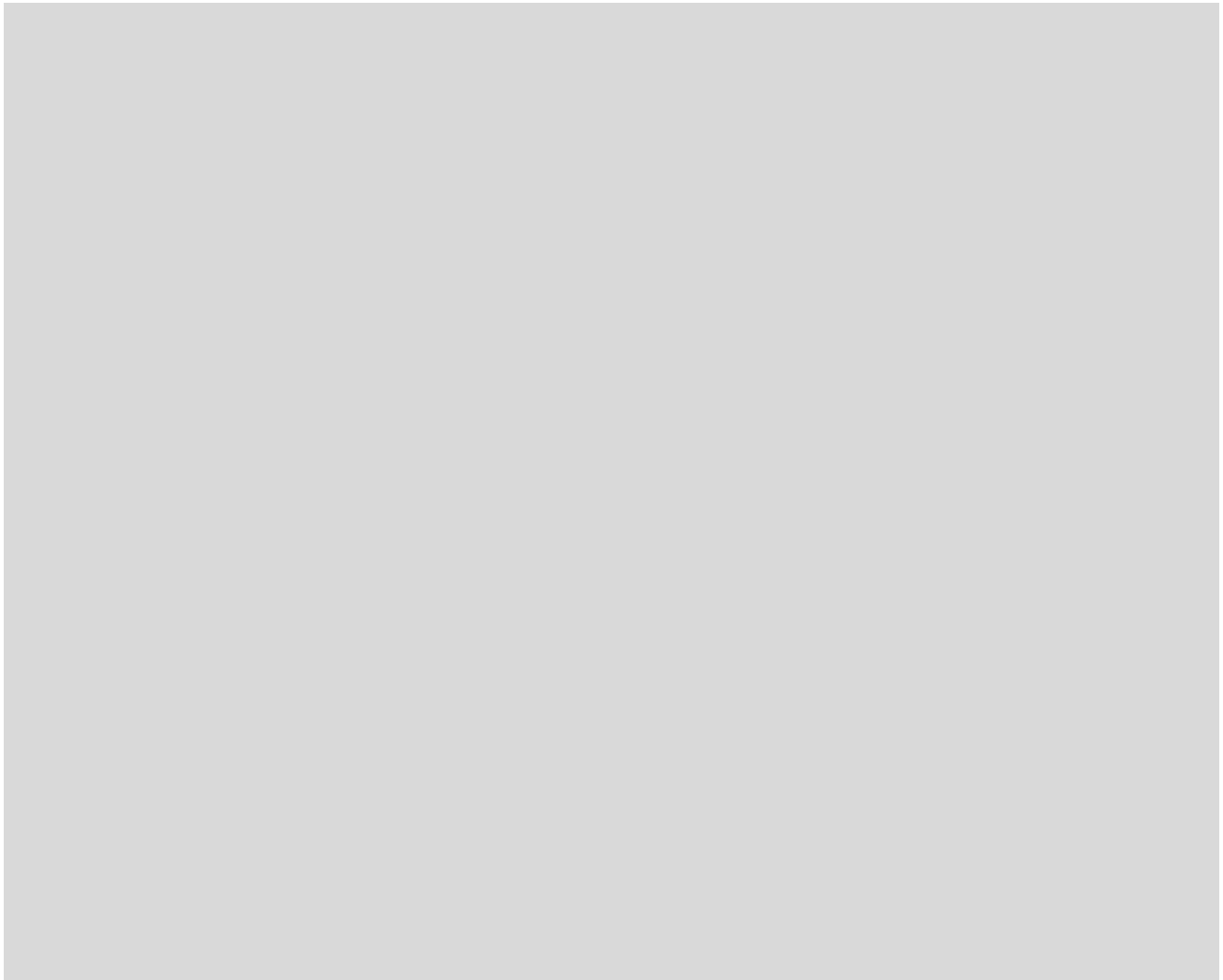
guided planning (continued)

What is a challenging or difficult emotion for you to face? Examples:
Sadness, anger, disappointment, confusion, anxiety, stress, worry



Now, for goal-setting. What emotions do you feel like you need to address?

Bonus Tip: Don't worry about making this pretty. Feel free to complete a drawing, a mind-map, or a bullet-point list.



prompts for thinking

SOCIAL DISTANCING/RESPONSE TO COVID-19
QUARANTINE-HIGHLIGHT THE ONES YOU LIKE

"I am grateful for..."

"I am thinking about..."

"I miss..."

"I don't want to forget that..."

Write a letter to your future self.

"The 10 best things about social-distancing are..."

"The 10 most frustrating things about social distancing are..."

"Quarantine has shown me..."

"I have been taking_____ for granted."

"I was really looking forward to..."

"My binge-worthy TV show has been..."

"My average day looks like..." or "My current schedule is..."

"I feel like I need to be productive because..."

"My days could be better by..."

"I am worried about..."

"When social-distancing is over, I want to..."

"By the time this is over, I want to..."

"One step I can take toward this goal is..."

ideas for pages & layouts

CIRCLE THE ONES YOU WANT TO USE

- Brain dump
- Mood trackers
- Dream log
- Visualization
- Morning pages
- Stream of consciousness writing
- Thought sorting exercise
- Overcoming fears
- Describe a memory
- Write one sentence a day
- Letter to self
- Mindset shifts (Negativity to positivity)
- Anxiety dialogue (Interview your worry)
- Stress-relief doodling pages
- List of what is bugging you

Bonus Section

IDEAS FOR SOCIAL-DISTANCING

- Gratitude log
- Mood trackers
- Habit trackers
 - Health tracker
 - Fitness tracker
 - Hydration tracker
- Goal setting layouts
- Cleaning schedules or plans (Weeks, months, year)
- Create a COVID-19 or social distancing memory page or scrapbook pages
- Inspirational quotes
- Grocery store list
- Budgeting/Spending trackers
- Netflix and TV show layouts
- Home projects and plans
- Feelings or emotions brain dump
- Plan to write letters to friends, co-workers, or family members



Bonus Tip!

**Notice when
you hesitate to
write something
down.**

finding inspiration

- 1** Section Introduction
- 2** Guided Planning
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look inside. find motivation with inspiration.

INSPIRATION



PASSION



CURIOSITY



MOTIVATION

The inspiration section is the key to motivation! Maybe, you feel stuck at your job. Perhaps, you feel like you could be doing something different. You could even be disappointed with something going on in life. Things can even be going “okay” or status quo and you just want to insert some happiness into your routine. This section is all about grounding yourself in happiness. Using your journal as a tool for inspiration is an easy way to find out more about yourself and what makes you happy.

So often, we feel like life is pulling us along or that we have to push through something. The greatest thing about inspiration is that it helps us figure out what we want in life. Ultimately, we then decide whether we are being pushed, pulled, or self-propelled. There is power in determining your own pathway.

In this section, give yourself permission to dream, be silly, and even ridiculous as you work through this section's materials. Remember, this section is all about your happiness.

COMPLEMENTARY SECTION: LEARNING

**“if you are working
on something that
you really care about,
you don't have to be
pushed. the vision
pulls you.”**

-STEVE JOBS

guided planning

Self-Evaluation

I feel inspired to be creative.

STRONGLY
DISAGREE

DISAGREE

NEUTRAL

AGREE

STRONGLY
AGREE

I feel inspired to work harder.

STRONGLY
DISAGREE

DISAGREE

NEUTRAL

AGREE

STRONGLY
AGREE

i feel motivated each day.

STRONGLY
DISAGREE

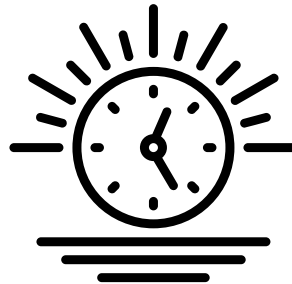
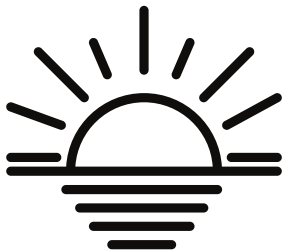
DISAGREE

NEUTRAL

AGREE

STRONGLY
AGREE

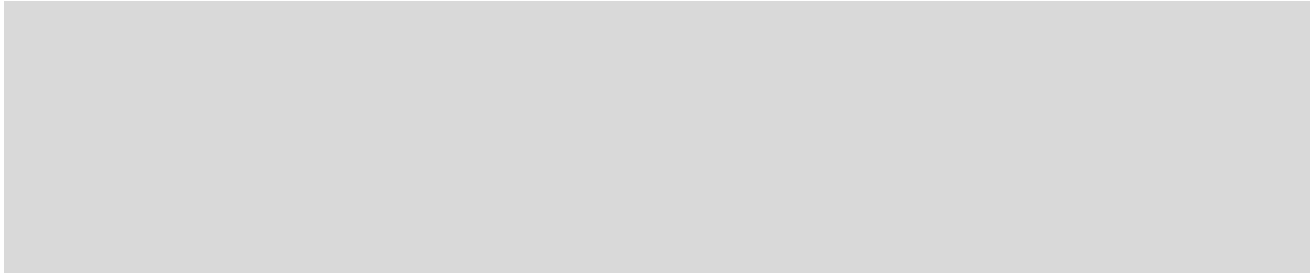
Do you feel like you are MOST motivated in the morning, afternoon, or evening?



What are your personality strengths? Examples: Dedicated, calm under pressure, hard-working, passionate, etc

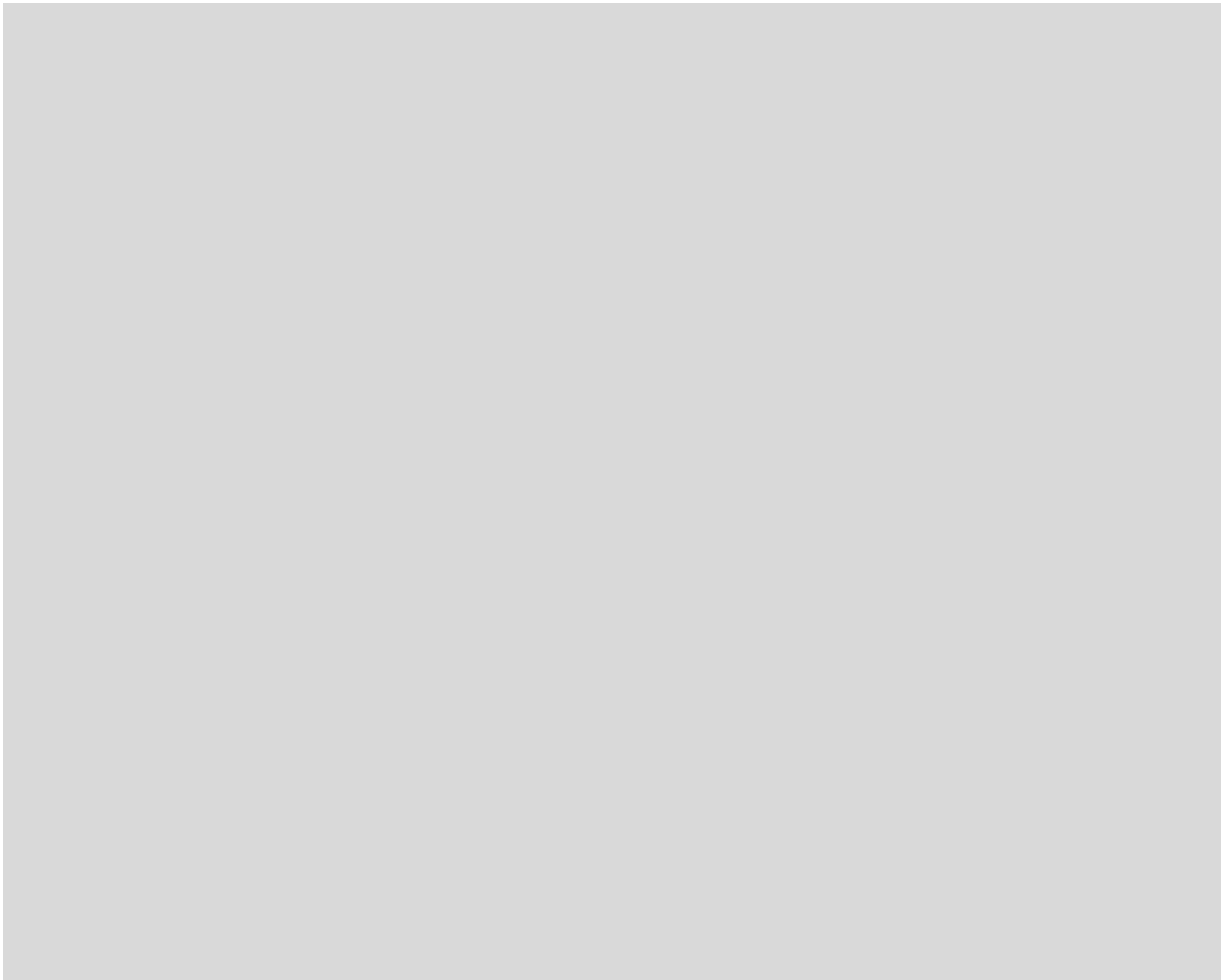
guided planning (continued)

What are your task-related strengths? Examples: Great at organization, willing to speak-up, etc



Brainstorm: Where do you draw inspiration from?

NOTE: Think about songs, movies, images, people, places, memories, and more. What makes you feel motivated and ready to go?



prompts for thinking

HIGHLIGHT THE ONES YOU LIKE

"My greatest strengths are..."

"I feel most confident when..."

"I feel uncomfortable when..."

"What I like about myself is..."

"My ideal self is..."(looks like, sounds like, acts like)

"My perfect day would be..."

"I love..."

"My favorite quotes are..."

"My favorite song or playlist right now is..."

"My favorite books are..."

"My favorite season is..."

"My favorite scent is..." and "It makes me think about..."

"10 positives about my life right now are..."

"5 things I could teach someone else about are..."

"The people I look up to are..."

"My ideal home is..." (looks like, sounds like, smells like)

"I get excited thinking about..."

"I feel joy when..."

"My beliefs that are important to me are..."

"If money were not an object, I would..."

"Don't forget to..."

ideas for pages & layouts

CIRCLE THE ONES YOU WANT TO USE

- Poems I need
- List of compliments/Nice words of encouragement
- Favorite songs or movies
- Song lyrics
- Favorite youtube channels
- Favorite foods
- Places with good memories
- Daily affirmations/Positive mantras
- Favorite gifts/Gift ideas
- Favorite objects
- Moments of joy
- Mistakes that made you who you are
- Favorite season/Best thing about each season
- List of things you love about your BFF, significant other, job, etc
- Lists of things you love/Make you happy
- Favorite quotes
- Vision board
- Mentor websites, books, or people
- Recipes to try
- Netflix/TV Shows
- Bucket list
- TED Talks
- Stress-relief doodling
- Word of the year
- My ideal day
- My future self
- "Don't forget to..."
- What's bugging me...
- Hygge ideas for the home and self

Bonus Section

FINDING POSITIVITY

- List of the best feelings in the world
- List of things that make you happy
- List of things that cause you laughter
- Theme your week with a quote or image that makes you happy (coffee theme, flowers theme, etc)
- More/Less pages
- Things to remember when you are feeling down
- Pictures of loved ones or friends
- List of things you can control
- Remember your "why" pages
- Self-care menus
- Mindset shifts
- Daily affirmations
- Drawing/doodling pages



Bonus Tip!

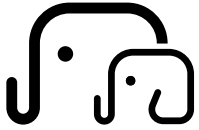
**Start with what
brings you joy.
Start with your
own happiness.**

pause & reflect

- 1** Section Introduction
- 2** Guided Planning
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press pause. engage in reflection

REFLECTION



MEMORIES



LESSONS



OPEN-MIND

Nostalgia doesn't always sit well. If you are like me, you sometimes look back on a situation or an event, and you wish you would have said something, did something or reacted differently to a situation. Perhaps this is so. However, we are completely made up of all the experiences that have led us to this exact moment. I am a third-grader who disliked math. I am the ninth-grader who was self-conscious walking down the hallway. I am a 21-year-old teacher starting out in the teaching profession at an Alternative Middle School. I have so many different versions of myself. Have I changed? Absolutely. Reflection helps me honor the different versions of myself that I love and the versions that I am not so proud of.

Reflection pages in your journal are like checkpoints on a roadmap. They help you check in with goals and what you are wanting out of life. In this section, you will decide how often and how much reflection you want to participate in with your schedule. I like monthly reflections. Maybe you rather reflect daily as part of a gratitude log or check in with yourself on a weekly basis.

Maya Angelou said, "If you don't know where you've come from, you don't know where you're going." Let's use our journals to keep track of life and also use the past to help build a roadmap forward. The reflection section pairs well with the feelings and emotions section because memories come with opinions, thoughts, and sentiments. When looking back, allow yourself to feel whatever comes up. Acknowledge it in your journal and keep going.

COMPLEMENTARY SECTION: FEELINGS/EMOTIONS

"i have great respect for the past. if you don't know where you've come from, you don't know where you're going. i have respect for the past, but i'm a person of the moment. i'm here, and i do my best to be completely centered at the place i'm at, then i go forward to the next place."

-MAYA ANGELOU

guided planning

Self-Evaluation

I find time to reflect.

STRONGLY
DISAGREE

DISAGREE

NEUTRAL

AGREE

STRONGLY
AGREE

I often replay situations or conversations in my mind.

STRONGLY
DISAGREE

DISAGREE

NEUTRAL

AGREE

STRONGLY
AGREE

I like the idea of a diary of my experiences.

STRONGLY
DISAGREE

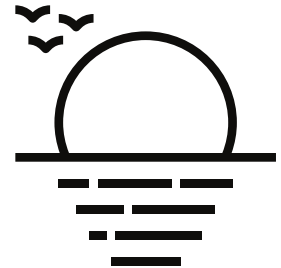
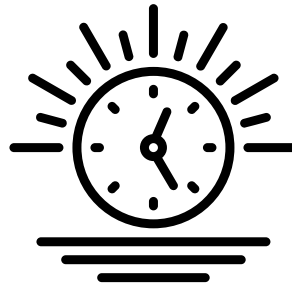
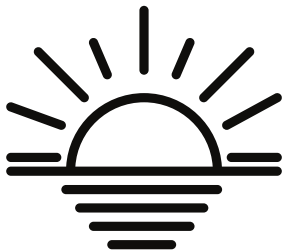
DISAGREE

NEUTRAL

AGREE

STRONGLY
AGREE

When would you like to make time for reflection? (Morning, Afternoon, Evening)



Do you prefer words or images when you are reflecting? (It helps to know your style)

guided planning (continued)

What memories define you as a person?

What experiences do you not like to bring up? (Free free to put symbols, abbreviations, or words that are shortened for meaning. This is your journal plan.)

What areas of your life are you happy with?

CATEGORIES TO THINK ABOUT:

- HEALTH/ACTIVITY
- GRATITUDES
- HABITS
- TIME MANAGEMENT
- MEMORIES/LESSONS LEARNED
- MUSIC/BOOKS/PODCASTS
- WORK GOALS
- PERSONAL GOALS
- SAVINGS GOALS
- MOOD/MINDSET

guided planning (continued)

What areas of your life do you wish for improvement?

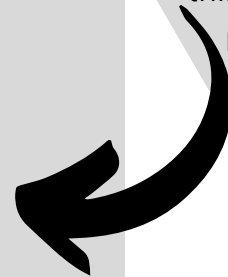
What experiences are you grateful for?

THEN

NOW

Try it!

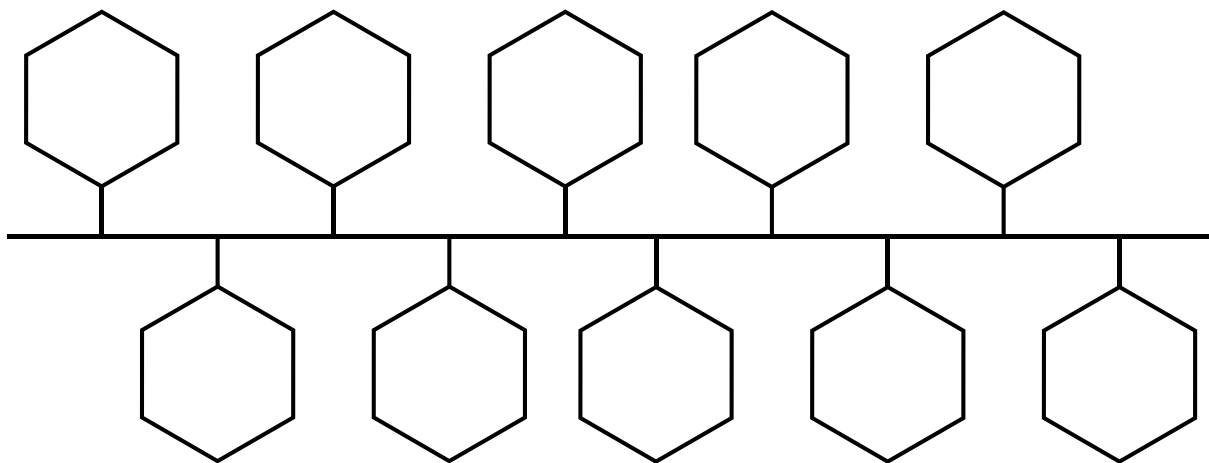
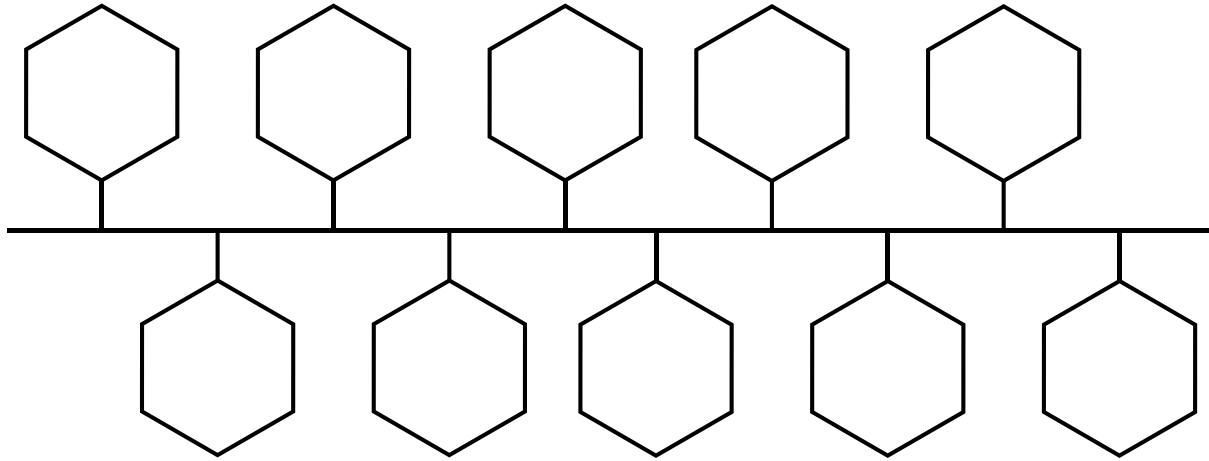
Think of people, places, and things that are positives.



guided planning (continued)

TIMELINE

Jot down experiences that shaped who you are. Make a mini-timeline.



prompts for thinking

HIGHLIGHT THE ONES YOU LIKE

"Some advice I would give myself is..."

"I smiled today when..."

"I am grateful for..."

"The last time I belly-laughed was..."

"My favorite childhood memory was..."

"I would describe myself as..."

"From 5 years ago, I have changed by..."

"From 10 years ago, I have changed by..."

"Something I regret is..."

"The last time I celebrated was..."

"As a child, I loved to..."

"A memory that will always stay with me is..."

"As a child, I remember imagining..."

"When I think of animals, I remember..."

"When I think of school, I remember..."

"People always say I am..."

"Some beliefs and values that guide my life are..."

"I got my sense of right and wrong from..."

"A mistake I remember making as a kid was..."

"As a teenager, the things I thought were important were..."

"I always feel..."

"A time when I surprised myself was..."

"One time when I was brave, I..."

"One time when I was joyful, I..."

"I cry thinking about..."

ideas for pages & layouts

CIRCLE THE ONES YOU WANT TO USE

- Daily reflection
- Monthly reflections
- Gratitudes
- Memories (week/month/year)
- Journal prompt ideas
- Review your work performance/evaluation
- Reading timeline or writing timeline (Who are you as a reader?)
- Personal growth timelines
- Letters to self
- Choose a photo. Describe the memory.
- Write about a mentor. Who are the people who help shape who you are?
- Create a thank you note dedicated to yourself

Bonus Section

MAKING A LIFE MAP

- Where were you born?
- What was your family like?
- What do you remember from 1-3?
- What do you remember about Kindergarten, First Grade, Second Grade, and Third Grade?
- What do you remember about Fourth Grade, Fifth Grade, and Middle School?
- What do you remember about high school?
- What do you remember about college?
- Who were your friends?
- What was important to you?
- When were your successes?
- When were your mistakes?
- What celebrations mattered to you?
- What places were important or hold some memories?
- Remember to put where you are at in the present and put where you want to go on your life map



Bonus Tip!

Start with the memories that matter to you the most.

enroll in your learning

- 1** Section Introduction
- 2** Guided Planning
- 3** Prompts
- 4** Ideas for Layouts

get curious. learn something new.

LEARNING



GOALS



QUESTIONS



INTERESTS

The learning section may mean the most to me out of all of the sections because I am a classroom teacher. I believe we can all be learners. Learning doesn't have to be in a conventional classroom. You don't even necessarily need books, or a whiteboard, or even a teacher. You are a teacher. The best learning I have done is the kind of learning that starts with a wondering, a thought, or an inclination that I can figure something out if I look hard enough for the answers.

I am going to ask you to indulge the inner child in this section. When you were younger, did you want to be an astronaut that travels to outer space? Maybe you always wanted to be a young adult book writer creating dystopian tales with love triangles? The learning section seeks for you to want to understand what you are curious about and what you still want to know now. These ideas can be based on work-related tasks (maybe you want to research something that will make you more knowledgeable) or personal dreams (like what you enjoy doing).

When we stop learning, we stop growing. Now is the time to invest in our own knowledge and curiosity. The learning section ties directly to the inspiration section because learning energizes us. We feed off of it if we give ourselves permission to become students again. Allow yourself to enroll in your own learning.

COMPLEMENTARY SECTION: INSPIRATION

**"even the genius
asks questions."**

-TUPAC AMARU SHAKUR

guided planning

Self-Evaluation

I like to learn new things.

**STRONGLY
DISAGREE**

DISAGREE

NEUTRAL

AGREE

**STRONGLY
AGREE**

I read often.

**STRONGLY
DISAGREE**

DISAGREE

NEUTRAL

AGREE

**STRONGLY
AGREE**

I am curious about...

My areas of expertise or skill are...

I can teach people about...

guided planning (continued)

The last thing I learned that was interesting was...

If money were not an issue, what would you do that makes you happy?

Now, rank those things you brainstormed. Put the thing that makes you happiest first. Choose your top 3.

1

2

3

prompts for thinking

HIGHLIGHT THE ONES YOU LIKE

"If I had more time, I would be..."

"I've always wondered about/why..."

"If I weren't so busy, I would be..."

"I would love to do..."

"I feel creative when..."

"I forget about time when I am doing..."

"I look forward the most to..."

"I feel strongly about..."

"A great idea for an invention would be..."

"A problem I always wanted to solve is..."

"I could make an impact in my community by..."

"Something that could improve my own life is..."

"Some things I would change are..."

"Some of the things that make me happy are..."

"I can't stop thinking about..."

"An article I found interesting was..."

"A book that made me forget about the world was..."

"I am drawn to books about..."

"Social issues I am passionate about are..."

"I get upset by..."

"I feel like I have to do something about..."

"A person or figure I look up to is...." and "I look up to them because...."

ideas for pages & layouts

CIRCLE THE ONES YOU WANT TO USE

- Learning new skills
- Work on a hobby/Hobby tracking
- Work on a project
- Reading tracker/Books to read
- Learning languages
- Podcasts
- Mentor websites
- Article reading/Collage clipping
- Blog posts
- Mind maps
- Good advice
- Vocabulary to learn
- Personality test outcomes and reflections
(Enneagram, four tendencies, Myer-Briggs.
etc)

Bonus Section

IDEAS AND EXAMPLE PASSION PROJECTS

- Publish your writing
- Launch a podcast
- Start a blog about a topic you have some interest or expertise
- Start a website
- Learn to code
- Try calligraphy or brush lettering
- Plan a garden
- Try photography
- Volunteer or commit to community service
- House projects/Makeover an object or an area in your home
- Plan a future trip
- Design and make jewelry
- Learn how to sew
- Create a Shopify or Etsy shop
- Learn a new skill (Instrument, language, etc)



Bonus Tip!

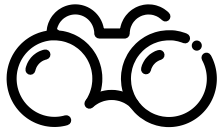
Use the three
C's:
curious
creative
cultivate

set goals

- 1** Section Introduction
- 2** Guided Planning
- 3** Prompts
- 4** Ideas for Layouts

new habits. new goals.

GOALS



VISION



STEPS



ACTIONS

Goals and resolutions are things that make people uncomfortable. Why? We are the first people we break our promises to when given the opportunity. Life takes over, and our personal goals and promises may hit the back burner in order to simmer for a while. The problem with this is that we are training our brains to let ourselves down. Journaling goals and using habit trackers is a way to check in with ourselves and our progress.

What is a habit tracker you may ask? Anything that keeps track of a goal. These can be simple and straightforward or colorful and loud. You can literally use habit trackers to track health, self-care, finances, fitness, and more. This section will call for you to make a short-term and long-term goal. Then, you can have the power to use your journal to check in with your own objectives.

I love aligning the productivity section with the goals section because our goals should drive our schedules. Not the other way around. Knowing what we want is how we set up our schedule and negotiate time for what makes us happy.

COMPLEMENTARY SECTION: PRODUCTIVITY

**“may this be the
season you learn the
art of bold
surrender...day by
day, may you learn
to live for more. and
not perfection, but
fullness...a life that
goes beyond the
shore”**

-MORGAN HARPER NICHOLS

guided planning

Self-Evaluation

I have short-term goals that are important to me.

**STRONGLY
DISAGREE**

DISAGREE

NEUTRAL

AGREE

**STRONGLY
AGREE**

I have long-term goals that are important to me.

**STRONGLY
DISAGREE**

DISAGREE

NEUTRAL

AGREE

**STRONGLY
AGREE**

I have a system to check-in with my goals.

**STRONGLY
DISAGREE**


DISAGREE

NEUTRAL

AGREE

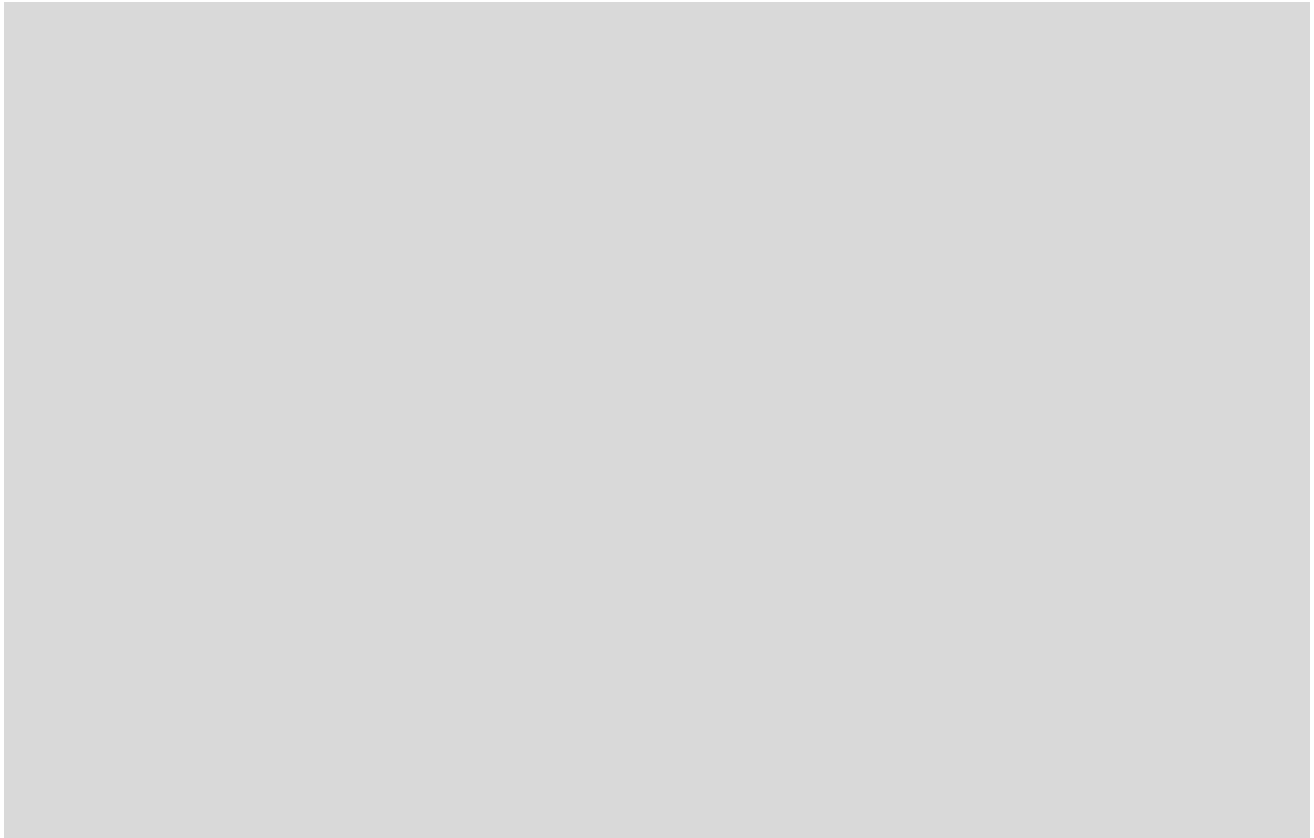
**STRONGLY
AGREE**

My good habits are...



guided planning (continued)

Bad habits I want to break are...



Now, rank the habits you want to focus on tracking. These can be good habits you want to continue or bad habits you want to break.

1

2

3

prompts for thinking

HIGHLIGHT THE ONES YOU LIKE

"Tomorrow, I want to..."

"In the next six months, I am going to..."

"I picture my life in the next year as..."

"I vision my life in three years as..."

"In five years, I want to be..."

"The areas of my life I need to balance are..."

"I want to find time to..."

"My top three daily priorities are..."

"Changes that will benefit myself are..."

"Changes that will benefit my friends and family are..."

"Change I need to make professionally are..."

"I see myself as..." [insert adjective]

"I need more_____ in my life..."

"In order to be more healthy, I want..."

"In order to be more successful, I want..."

"In order to be more at peace, I want..."

"My ideal physical self looks like/feels like..."

"My ideal day would be..."

"My greatest superpower is..."

"Ten goals to complete by the end of the year are..."

"On Sundays, I try to..."

"On Mondays, I want to feel..."

"The day of the week that I feel strongest is..."

prompts for thinking

HIGHLIGHT THE ONES YOU LIKE

FINANCIAL PROMPTS

- "Talking about money makes me feel..."
- "If an emergency were to happen, I would..."
- "My favorite thing to spend money on is..."
- "If money were not an object, I would..."
- Categorize and log last month's expenses.
- Categorize and log last month's income.
- "What are some ways I could add more income?"
- "After completing a budget, I notice..."
- "Some ways I can save money are..."
- "My first goal is to..."

FITNESS/EXERCISE PROMPTS

- "I like___ about my body."
- "I would like to feel more..."
- "One goal I have in terms of my physical fitness is..."
- "I struggle with moving my body when..."
- "I feel like I could make time to workout by..."
- "I struggle with motivation when..."
- "My "whys" for working out are..."
- "I associate working out with..."
- "Moving my body makes me feel strong because..."
- "I feel strong when..."
- "I feel the best when I am..."

ideas for pages & layouts

CIRCLE THE ONES YOU WANT TO USE

- Habit trackers (General)
- Level 10 life/Level 10 goals
- Travel ideas/Trip planning
 - Weekend getaway ideas
 - Date night ideas
 - Packing lists
 - Map of where you have been/want to go
 - Mileage tracker
 - Camping checklist
 - Vacation ideas
 - Staycation ideas
- 5 Year plan
- 90 Days Goals
- 30 Before 30
- New Year's resolutions
- Career or professional vision

Bonus Section

FOCUS ON FITNESS

- No sugar days
- No junk food days
- Exercise/Fitness programs
- Period/Ovulation
- Sleep
- Water intake
- Weight
- Medications
- No tv days
- Meal planning
- Essential oils
- Skin-care routine
- No caffeine/no alcohol
- Step count tracker
- Body measurements
- Run or walking distance
- Couch to 5k
- Yoga positions
- Stretching
- Workout "why"

ideas for pages & layouts (continued)

Bonus Section

FOCUS ON FINANCES

- Simple budget
- Bills
- Track expenses
- Track savings/Small projects
- Holiday/Gift saving
- No spend days/No spend challenge tracker
- Bill payments
- Debt payments
- Credit score tracker
- Income goals/Income ideas
- Side hustle brainstorm
- Donations
- Subscriptions
- Coupon codes
- Stocks to watch

Bonus Section

FOCUS ON SELF-CARE

- Meditation
- Journaling
- Skin-care
- Music
- Spiritual
- Emotional
- Mental
- Physical
- Intellectual
- Sensory



Bonus Tip!

**With goals, start
where you feel
the most
resistance.**

next steps

get ready to journal

Step 1

what will you
take-a-way
from each
section?

Step 2

where will
you start?

Step 3

how will you
make a plan
for your
journal?

step 1: take-a-ways

Remind yourself of the main things in each section you liked and wanted to use in your journal.

productivity



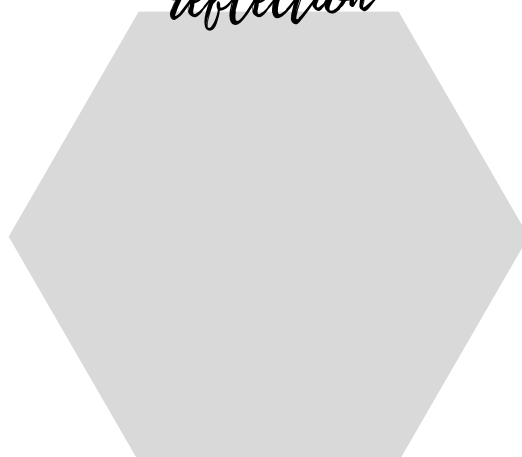
feelings



inspiration



reflection



learning



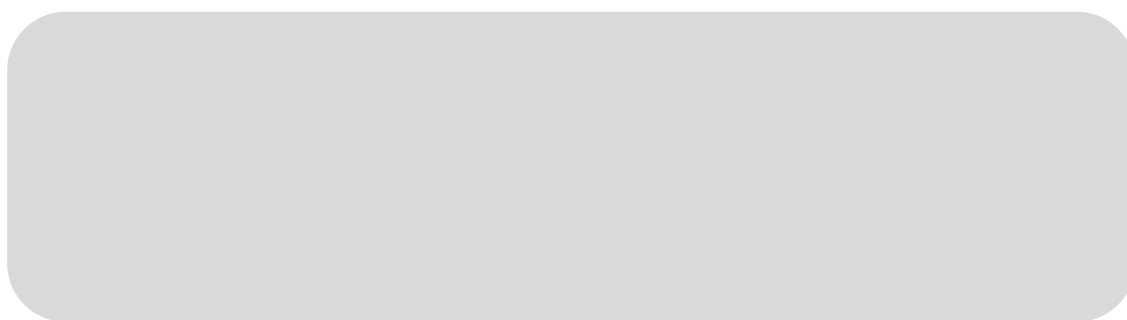
goals



step 2: starting point

Choose one category to start to add to your journal and go from there. If you want to start with more, go ahead. The easiest ones to use first are productivity sections and goals sections.

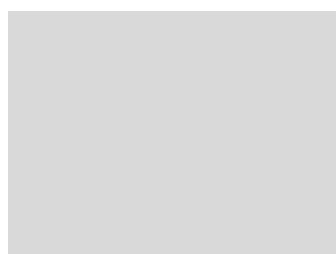
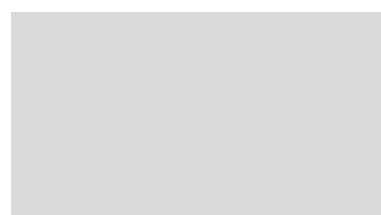
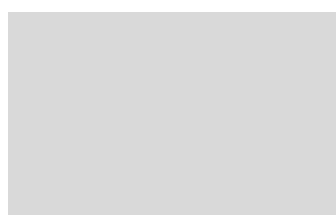
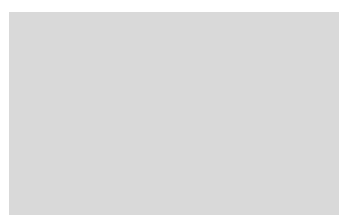
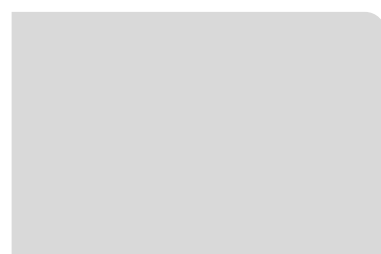
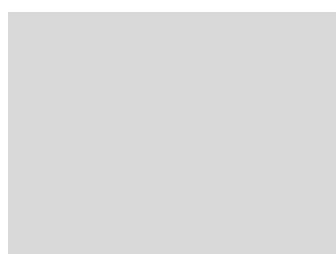
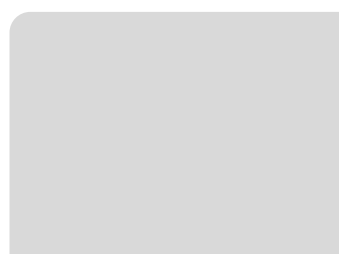
WHAT SECTION DO YOU WANT TO START WITH?



PROMPTS I LIKE

LAYOUTS I LIKE

WHAT I NEED

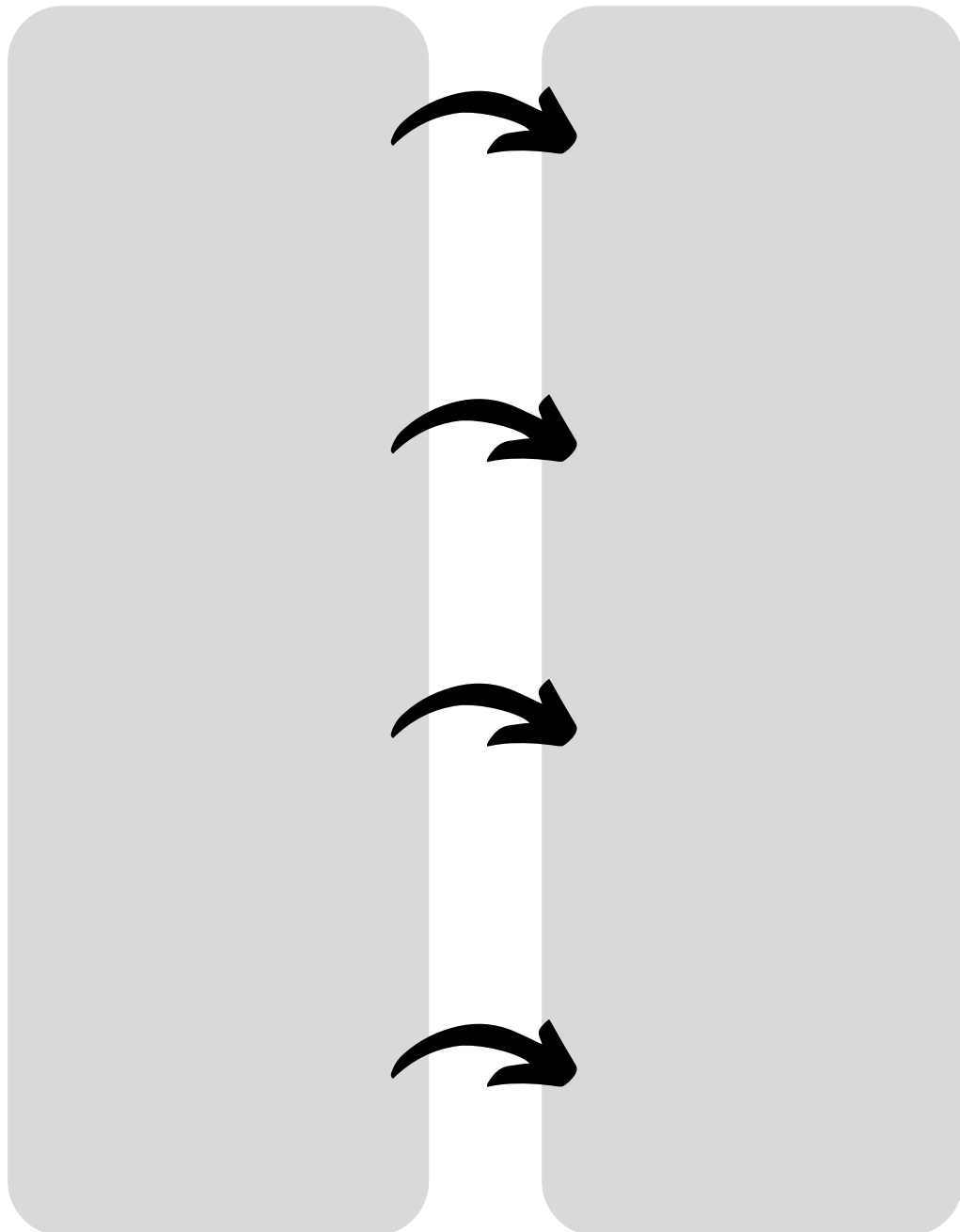


step 3: make a plan

Get ready to move away from this workbook and move into your journal! Feel free to recycle these pages. Your journal is all you need moving forward.

THINGS I WANT
TO TAKE FROM
MY WORKBOOK

CHECKLIST OF
WHEN I ADD THEM
TO MY JOURNAL



Thank You!

#writingmindset

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