Use a Bullet Journal to Schedule Your Time Better

One of the most common reasons people start bullet journals in the first place is to schedule their time properly. You might be someone that always has so much going on, you tend to miss appointments or feel like you are supposed to be doing something. A bullet journal is a great way to get a better handle on your schedule and make sure you never miss an appointment again.

**Create To-Do Lists Every Day**

Using to-do lists is an excellent way to know what to expect each day and so that you can better schedule your time. If you don’t write down what you need to do each day, it is not only easy to forget things, but to spend too much time on one task, then fail to get everything done by the end of the day. Start off each day by sitting down with your bullet journal and writing absolutely everything to be done that day, from appointments and going to work, to what you are cooking or chores that need to be done. Nothing is too menial of a task to put on your to-do list.

**Use Weekly Calendar Layouts**

Instead of just sticking with the standard monthly calendars, also use a weekly calendar layout. The reason why this is useful is because it offers a larger space for writing notes and lists. This is not usually for a detailed daily to-do list, but has some general notes of things you need to jot down or remind yourself about that day. Where the monthly calendar might just list your symbols for things happening that day, the weekly calendar entries can include some words and phrases as well.

**Include All Appointments and Tasks**

Of course in order to schedule your time with your bullet journal, you should be adding all appointments and tasks. Try to make it a point to open up your journal when a new appointment is made. Sure you probably have it on your phone calendar, but you should also have it in your journal. That way, you have multiple reminders and a reference for when you are working on your to-do list each day.

**Add Cleaning and General Household Chores**

If you have a hard time keeping up with your household duties, then a bullet journal can help you become more organized in this area. Make a list of all household chores to be done on a monthly basis, then break them up into what needs to be done weekly and daily. If you have other members of your household that will be helping with them, you can assign certain chores for that as well.