CREATING A "BRAIN BOOK"

TIME MANAGEMENT

What is a Brain Book?
A Brain Book is a planning tool in which you organize your thoughts, to-do lists, calendars, meal plans, grocery lists, health trackers, etc. Basically, if you can write it down, it can go in your Brain Book!

Getting Started
- Beginning with the first page, number each page of the notebook.
- Open to page 1 and label it as the “Index.”
- On page 3, create your first monthly calendar.
- On the next page mark today’s date and start emptying your brain!

What do I need?
- notebook - choose a something that you can easily carry and will hold up to daily use.
- writing utensils - pencils, markers, pens, etc.

Layouts

Index
As you fill your notebook, note which pages contain your content so you can find it again.

Monthly Calendar
An at-a-glance look at your month ahead. Use it to record upcoming events and appointments.
Use abbreviations to note the day of the week next to the date.
Create a monthly task list at the end for homework or other month specific items.

Monthly Meal Plan
An at-a-glance look at your meals for the month ahead.
Include a list at the end for new recipes you’d like to try or extra items to make.

My 15 Meals
A go-to list of your favorite meals.

Master Grocery List
A list of groceries you need to prepare the meals on your My 15 Meals list, plus other items you buy on a regular basis.

Monthly/Weekly Shopping List
A list of the groceries you need to purchase for this month’s/week’s meal plan.
This list can be divided by store and include other household shopping needs as well as groceries.

Daily Entries
These will make up the majority of your Brain Book’s contents.
Each day, write the date. Below the date, write down anything that comes to mind: tasks, ideas, things to buy, recipes to try, memories from the day. Literally anything!
Note anything you need to reference later in your index.
**Key**
It's helpful to make a symbol key for yourself to make writing in your Brain Book fast and easy.
Here are some suggestions:
- To Do
- $ To Buy
- @ Place to Be
- Important Event
- ° Thought or memory
- ? To Research

**Marking Your To-Do's**
* In Progress. You have started the task, but not yet completed it.
✓ Completed.
→ Moved. You have re-planned this task for a future date and time.
X Deleted. This task no longer needs to be done.
0 Delegated. Someone else will be completing this task.
When it is finished, mark it with a check mark.

**Making it Your Own**
Use colorful pens, markers or highlighters to help you focus on the most important things.
Make tabs for pages you reference frequently. Dot stickers or washi tape are fantastic for this purpose.
Create page layouts to suit your unique needs.
Looking for a job? Dedicate a few pages to track where and when you submitted applications, who you’ve followed up with, and any feedback you received from potential employers.
Tracking a health condition? Create a health log so you can check symptoms, treatments, and results.
The possibilities are endless!

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**Resources for Further Investigation**
Bullet Journal [http://bulletjournal.com](http://bulletjournal.com)
The “Brain Book” is based on the Bullet Journal technique created by Ryder Carroll. His website has many useful techniques to getting the most out of your planner.