Boundaries through Bullet Journaling:

Learning to Prioritize Self-Care and Your Workload
Using New Organizational Systems

Kristin Carvajal
Rachel Cordy
Learning Outcomes

- Explore Bullet Journaling + the EK Organizational System as organizational Strategies

- Learn how to share these organizational strategies with students + peers

- Identify aspects of the organizational strategies they you can incorporate into your current practice
Agenda

1) Why? / Reflect
   boundaries, self-care + task management

2) How? / Recharge

3) What? / Restart
   Bullet Journaling
   EK Organizational System
Brene writes, “Compassionate people are boundaried people.”

When you think of the most compassionate people you work for or with, is this statement true?

Do you feel that you are a boundaried person in the workplace?
Brene writes, “This research has taught me that if we really want to practice compassion, we have to start by setting boundaries and holding people accountable for their behavior.”

How do you feel this statement applies to the workplace?

What would your work life look like if you blamed less but had more respect for boundaries?
Compassionate people are boundaried people.
Brene talks about, “owning and celebrating my existing creativity.”

What existing creativity can you own and celebrate in your work?
How am I going to get everything done...
What’s on your “supposed to” list?
Who says?
Why?
TASK MANAGEMENT

● How do you filter out the most important tasks?
● What can wait?
● What needs to come off the list entirely?
● How can you hold yourself accountable?
● How can you be strategic about managing the day-to-day overflow/carryover of your to-do list?
HOW?

KEEP CALM AND CARRY ON
Resources

- Youtube
- Pinterest
- Google
- BuzzFeed

Supplies

- Pre-made planners
  Or
  blank notebooks
- Colorful pens/markers
- Fun Tape
  Or
  Just a Pen and Paper will do!
What is Bullet Journaling?
An organizational method that allows for high-level prioritization and holding yourself accountable

Who is it Good For?
People Who:
• Keep A Thousand To-Do Lists
• Like Visual/ Paper -Pen To-Do Lists
• Are into Habit tracking and Goal-Setting
• Utilize Planners
• WANT to USE Planners and Be More Productive
• Like Stationary, Journaling, Crafting/Scrapbooking
• Enjoy Journaling
• ANYONE!
<table>
<thead>
<tr>
<th>MOST URGENT</th>
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</tr>
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<tbody>
<tr>
<td>HAVE TO</td>
<td>NEED TO</td>
</tr>
<tr>
<td>SHOULD DO</td>
<td>WANT TO</td>
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What it could look like...
Time to practice!
References


Contact Information:

Kristin Carvajal
Academic Advisor,
Kent State University-Stark
Email: kcarvaj1@kent.edu
Phone: 330-244-3415

Rachel Cordy
Academic Program Coordinator,
Kent State University
Email: rcordy@kent.edu
Phone: 330-672-8690