

MATTERS JOURNALING GUIDE

1st - setup your index

leave a few pages at the front of your journal for indexes. start with a primary index and add sub-indexes called "collections" as needed.

2nd - setup your week

SETUP

- Themes/Goals
- todo's/appointments
- habit tracker

3rd - daily MATTERS

Mon Nov 3rd

- [M] - Mindfulness/Meditation
- [A] - Application
- [T] - Thankfull
- [T] - Tasks/Timestamps
- [E] - Exercise
- [R] - Relationships
- [S] - Sumary & Notes

4th - recap your week

RECAP

- Themes
- Exciting
- Disapointing
- Action

5th - migrate tags

MIGRATE

Look back through your week for any tags you might want to migrate into a collection.This might be a good time to create new collections as well. Be sure to add any new collections to your main Index.

BULLET REFERENCE

- Note
- Task
- Migrate Task
- ⚡ Schedule Task
- o Event Bullet
- * Priority
- ! Inspiration
- (•) Look Into
- [] Tag
- ~ End Tag

COLLECTION IDEAS

- Memories
- Date Nights
- Favorite Dishes
- Answered Prayers
- Junk Bucket
- Ideas
- Profundities
- World Events
- calender
- child quotes

HABIT TRACKERS

0 0 0 0 0 0 0 : DO X EV DAY
0 - 0 - 0 - 0 : DO Y EV/O DAY
0 0 0 : DO Z 3 TIMES

* Trackers can be used within daily entries as well!

INDEXING FORMAT

book# [.] page#

002 -> . -> 32

002.32 = book no. 2, page 32