

# Design Document

<i>Business Purpose</i>	<p>Grace &amp; Co. is a company that offers organizational services in commercial and residential settings. Recently, Grace &amp; Co. has determined that many people who live or work in disorganized spaces also struggle with general life organization, such as managing their to-do lists, events, and appointments. Upon this finding, Grace &amp; Co. has decided to expand their services from organizing spaces to helping people organize their lives and improve their productivity.</p> <p>The organizers at Grace &amp; Co. will complete a series of courses about ways to organize lives and improve productivity so that they can effectively offer the service to clients. The purpose of this training course will be to teach organizers about bullet journaling so that they can teach clients about the system. The goal of this course will be for 100% of Grace &amp; Co.'s organizers to be able to explain the bullet journaling system, its benefits, key components, and examples of ways to customize the system to work for each of their clients.</p>
<i>Target Audience</i>	The target audience is all of the professional organizers at Grace & Co.
<i>Training Time</i>	25 minutes
<i>Training Recommendation</i>	The training course will be 1 e-Learning course. Since the organizers have clients located around the metroplex and have limited office hours, an e-Learning course is recommended. This allows the organizers to take the course around their currently scheduled clients. By having the eLearning course, Grace & Co. will have access to the training for all new hires in the future. The training will be an interactive e-Learning experience with knowledge checks throughout. There will be a graded assessment at the end to determine mastery of the objectives.
<i>Deliverables</i>	<ul style="list-style-type: none"><li>● 1 eLearning course<ul style="list-style-type: none"><li>○ Developed in Articulate Rise</li><li>○ Knowledge Checks throughout</li><li>○ Final Graded Assessment with customized feedback</li></ul></li></ul>
<i>Learning Objectives</i>	<p>By the end of this training, learners will be able to:</p> <ul style="list-style-type: none"><li>● Explain the goal and benefits of the bullet journal system</li><li>● Identify the key components of the bullet journal system</li><li>● Provide examples of ways to customize the bullet journal system using different supplies</li></ul>
<i>Training Outline</i>	<p><b>Course Introduction</b></p> <ul style="list-style-type: none"><li>● Learning Objectives</li></ul> <p><b>Lesson 1: Introduction to the Bullet Journaling System</b></p> <ul style="list-style-type: none"><li>● What is the bullet journal system?<ul style="list-style-type: none"><li>○ Creator: Ryder Carroll - method to gain productivity with simple strategies</li><li>○ Flexible system for any lifestyle; create it yourself in any journal with any pen</li></ul></li></ul>

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- People need a planning method that works for them in order for it to be effective.
  - 100% customizable system with key components
- The #1 goal of bullet journaling is to increase your productivity. You have to be willing to experiment with your journal until you find what works best for your needs.
- "BuJo" Community (Bullet Journal Community)
  - Connect with others to improve system and gain inspiration
  - Connect in person or online
  - Remember to use others as inspiration, not comparison
- Knowledge Check - Purpose of bullet journaling system

## **Lesson 2: Benefits of the Bullet Journaling System**

- 1. Customizable - System can be simple or complex. You don't waste pages like a pre-purchased planner system!
- 2. Track, Organize, & Plan - All in one place
- 3. Increase Productivity - Focus on your needs only
- 4. Mental Health Improvement - If you choose, this system can be used as a creative outlet, journal, and memory-keeping system
- 5. Start Anytime - You don't have to wait until a new month or new year. You can begin at any time.
- Who benefits from the system?
  - Working Professionals
    - Tracking work and personal lives can be done in one place
  - Students
    - High school and college students can benefit by tracking assignments, tests, and required reading.
    - They can also track to-do lists, work schedules, and plans with friends.
  - Everyone
    - The system is not gender-specific or lifestyle specific
    - Works for busy people and seasons that are slower
    - No limits or requirements
- Knowledge Check

## **Lesson 3: Key Components of the Bullet Journal System**

- Key Components
  - Index - tracks what is on each page in the journal for easy references
  - Key - series of bullets and symbols used for rapid logging which allows you to quickly see information for your daily tasks, events, and notes
  - Collections - pages used for keeping information in groups of similar information
    - Primary collections include a future log, monthly logs, and daily logs
- Implementing the Key Components
  - Index - includes columns for page numbers and topics so you can easily find pages

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- Key - simple dot bullet for tasks, open circle for events, and a dash for notes
  - Can include additional symbols like a star for important tasks, a cake for birthdays, and a heart for anniversaries
  - Canceled tasks and events can be crossed out
  - Bulleted dots can be turned into arrows to show they have been moved in the journal
- Primary collections - Future log to see overview of future dates and events, monthly log allows a view of one full month at a time, and daily logs allow you to view tasks, events, and notes for one day at a time
- Additional collections - customization is the most beneficial and has endless options
  - Examples: student collections of classes to track progress through a syllabus
  - Parent collection for planning the next birthday party
  - Professional collection for a specific project
  - Person wanting to focus on improving health could create a collection for tracking workouts, water intake, and weight loss
- Customization of Key Components
  - Index - some journals have one already printed, all you do is fill it in
  - Index - if there's not a premade one, you can create your own with a simple vertical line - You don't have to create a traditional style table with rows and columns
  - Key - some journals have one already printed, but you can create your symbols and label their meaning - you can have as few or as many as you need to track your productivity
  - Key - if you don't feel like you need an official "key," you can skip it and add a decorative page instead
  - Future Log - If you want a quick future log with more space and a full calendar, you can print monthly calendars and glue them into your journal
  - Future Log - Want a view of the whole year at once with space to write a few events? You can place a 12-month future log on one spread to see the whole year easily
- Knowledge Check

## Lesson 4: Supplies for the Bullet Journal System

- Remember: You can start a bullet journal with any journal and pen/pencil you have lying around the house or in your office.
- Types of journals:
  - Dot grid - light colored dots equally spaced apart
  - Blank - completely blank pages
  - Grid - grid with horizontal and vertical lines
  - Lined - horizontal lines
  - Journals can have thin pages or thick pages
  - Journals for creative outlet need thicker pages

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- High-quality journals made for bullet journaling have 220 gsm (grams per square meter) paper, which is lighter than cardstock, but can withstand more water, ink, and paint than a traditional journal
- Writing Options
  - Pens: gel pens, fountain pens, multi-color pens, felt-tip pens, brush pens - Experiment to determine your favorites
  - Markers come in many shapes: Fine to thick tips, brush tips, circular tips, chisel tips, and some are even double-ended with 2 sizes in 1
  - Don't be afraid of color!
    - Highlighters, crayons, colored pencils, watercolors, gouache paint, and acrylic paint are all things you can use to personalize your bullet journal and make it match your own style and preferences
- Additional Supply Options
  - Common concern for bujo system is a lack of artistic ability. Remember you do not have to be artistic to use this system. Since some people choose to use this as an all-in-one-place planner, tracker, journal, and scrapbook, these additional supplies can be a fun addition to your bullet journal. You don't have to be able to write perfectly or draw like an artist, though you can if you are able!
  - Stamps - Add letters or images. Variety of ink pad colors can allow you to match any color scheme. Stamp in black and used markers or colored pencils to add in the color.
  - Washi tape - paper-like tape for decoration. Write on it, tear it in pieces, and layer it. Can help make titles stand out, add to a color scheme, or separate a page into different areas.
  - Stickers - Decorative element or functional such as stickers for days of the week, months, or number stickers for days can help make setup a breeze
  - Scrapbook paper - Background images, layering these items can make a journal feel more personal. Different colors and textures of scrapbook paper are a great way to break up the white pages in a journal
  - Polaroid-style images - For memory-keeping, these images are a great way to remember all the details of the events of your life. These can be taped or glued into a journal. This concept also works for any type of photograph, movie ticket stub, or concert bracelet you want to keep
  - Printables - There are thousands of free printables on the internet for bullet journaling. You can print stickers, titles, calendars, pictures, and words in any font, and glue them into your journal. For a shortcut, you can print on sticker paper, cut, and place them in with no glue!
- Knowledge Check

## Quiz

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	<b>Summary</b>
<i>Assessment Plan</i>	<p>Five (5) question graded assessment based on e-Learning module. Assessment will include information about the benefits of bullet journaling, key components of the system, and how supplies can be used to customize a journal. The assessment questions are varied in question type. An 80% score will be required to pass. The learner will have unlimited attempts to pass the assessment. Since this is a Rise course, learners will receive immediate feedback on their responses on each question of the quiz. Clear and customized feedback will be provided to ensure a continuation of learning throughout the quiz questions.</p>