NEW JOURNAL CHECKLIST

GET ORGANIZED

- Flip through old journal
- Decide what collections will move to new journal
- Archive old collections (optional)
- Develop page order & system for new journal (Post-it notes help)

SET UP PAGES & MIGRATE

- Start with Essentials
- Migrate tasks/projects from old journal
- Save & mark pages for later if you are in a hurry

ADD HELPERS

- Key
- Index
- Page label guide (edge labels)
- Signifiers
- Add contact info inside cover

KEEP OLD JOURNAL

MY ESSENTIALS

- ☐ _____
- ☐ _____
- ☐ _____
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NOTES:

*TIMESAVERS & TIPS:

- Start with the important pages & let the rest follow
- Photo copy useful collections & paste into your journal
- Let go of perfectionism