- 1. Draw a large rectangle in your journal, 26 squares wide x 38 squares tall. If using a Leuchtturm1917 or equivalent dot-grid journal, this will be 13cm wide x 19cm tall.
- 2. Draw a horizontal line across your rectangle 2 squares (1cm) down from the top of your rectangle.
- 3. Draw a horizontal line across your rectangle every 6 squares (3cm) below the line you've just drawn.
- 4. Draw vertical lines from the top to the bottom of your rectangle. From left to right, space the first five lines 4 squares (2cm) apart, and the last 2 lines 3 squares (1.5cm) apart.
- 5. Write the days of the week in the small boxes you've made at the top of your rectangle, starting with Monday on the left, and going to Sunday on the right.
- 6. Check which day of the week marks the start of your month, i.e. which day is the 1st. <u>timeanddate.com</u> is very useful for this. Then write in the correct dates for the days of the month.
- 7. Mark in any confirmed commitments for this month and, if you like, mark the weekends to differentiate them from the weekdays. Don't go into lots of detail you just need the basic outline of the month ahead.
- 8. Allocate time for this course approximately 3 or 4 x 20 minute sessions. Set phone reminders for your sessions.
- 9. Block out or colour-in any empty boxes, to keep the view of the month clear. Then decorate the page (or not) to suit your own unique taste and style.
- 10. Make a small **reference** tab for the page using washi tape or a sticker, then itemise this page in your Bullet Journal Index so that you can always easily find it.

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