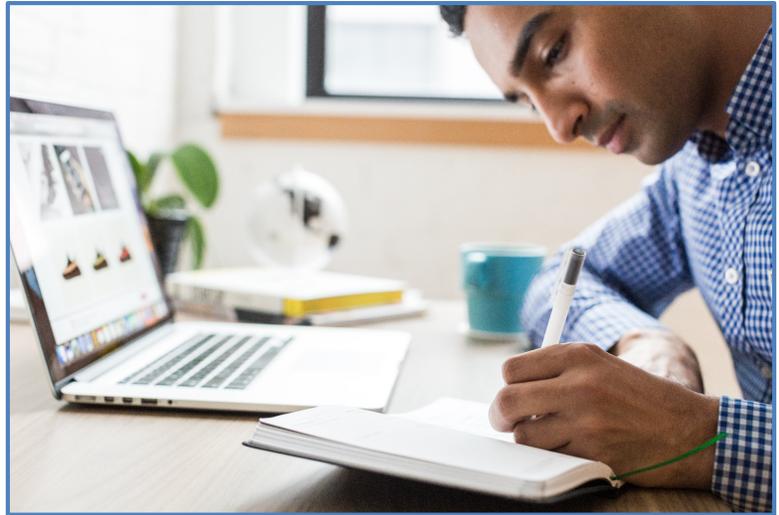


Journaling 101

Journaling is an ancient tradition dating back to at least the 10th century. Many successful people, including presidents, writers and business leaders, have been known to keep journals for posterity, to capture ideas and track goals or progress.

When you journal, it's important to write instead of type. When you write, you simulate the reticular activating system portion of your brain, which filters information you need to process and triggers your brain to focus. Writing can also provide an effect on your brain that's similar to meditation. As you write, your breathing slows and you can get into a zone that will reduce feelings of stress. It also accesses the left side of your brain, which is analytical and rational. While your left brain is occupied, your right brain is able to create, which can help you remove mental blocks and solve problems.



Keeping a journal for business can help you with:

- Focus
- Planning
- Personal growth

When you take five or 10 minutes each day to journal, you'll start to see patterns and be able to brainstorm solutions or next steps. It will help you pinpoint ways to enhance work relationships and focus on communication that will improve your work.

One way you can start journaling is by using the bullet journal method. The bullet journal is customizable but contains four main components:

- An index in the front of the journal to track what you've written and where to find it in your journal.
- A future log that's an at-a-glance calendar for things that occur outside of the current month. Most bullet journal users create a simple six-month template. When you create monthly calendars, you review your future log and migrate appointments and information from the log into that month's calendar.
- A monthly log, which is a two-page spread in your journal that includes a calendar and a task page. At the end of the month, any tasks that aren't accomplished are migrated to the coming month.
- Collections, which is where customization comes into play. This section is anything you want it to be, such as meeting notes, a food log, exercise ideas, brain maps, phone numbers, articles or books to read, or a sketchbook.

Sources: [neurorelay.com](https://www.neurorelay.com)*, [psychcentral.com](https://www.psychcentral.com)*, [inc.com](https://www.inc.com)*, [hbr.org](https://www.hbr.org)*, bulletjournal.com*

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