

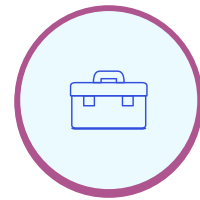


THE TOOLKIT

A collection of resources designed to provide practical tools for women and non-binary undergraduate students.

Journaling Effectively

The real definition of journaling is multifaceted. It can be used for virtually anything the writer chooses. From bullet points, to doodles, and full paragraphs, journaling comes in many different forms. Journaling is often used to reflect on oneself, to record important information, and to simply get ideas written down on paper. There is not one set-in-stone process to journaling, and this is what makes it so unique! In this issue of the Toolkit, you will learn to journal effectively in a number of ways.



“KEEPING A JOURNAL IS THE SINGLE MOST IMPORTANT THING A WRITER DOES. IT IS KEY TO THE WRITING LIFE.”

- LENORE LOOK

Tips & Tools

1 **Write without judgement.** Writing without judgement allows more ideas to flow and get onto the paper. Try not to erase or get rid of any “bad ideas” that you have written down. These could be helpful later on when you edit your work. Most importantly, don’t be so hard on yourself. Remember, journaling has no rules, so it doesn’t matter what your page looks like.

3 Create a format /routine that works for you. A lot of people have journaling schedules. Some people journal for personal growth, similar to a diary. Often people who do this have a schedule where they like to write at a certain time of the day, whenever they feel that their ideas can be written down clearly. However, you don’t necessarily need a set schedule to journal effectively. Do you find ideas come to you in the middle of the night? Maybe keep a bedside notebook to collect your ideas when they come to you! It can take some trial and error to find the method best for you but don't be discouraged, it takes time for everyone.

2 **Start small!** Journaling doesn’t have to be like writing an essay. Bullet points are a great way to start journaling. Jotting notes can help little ideas grow large. You also don’t have to spend a lot of time on this. 1-2 minute journal sessions can spark little ideas. Having writer's block? Consider searching up some journal prompts to get some ideas flowing! Guided journals are an excellent option if a blank page seems difficult to conquer. You could also journal whenever a thought comes to mind during the day, as long as you have your journal handy of course.

4 **Focus on important/intentional information.** The information that you are journaling should be important to you. Be intentional about what you choose to put on paper. Journal with gratitude! Appreciate the moment you are in, and be present in your writing. Remember, journaling is for one person only: yourself. You can make it whatever you want it to be.

Further Reading

["Learning How to Journal - Effectively"](#) by Chantel Ciero | Medium

["The Art of Journaling: How To Start Journaling, Benefits of Journaling, and More"](#) | DailyStoic

["17 Journaling Tips for Beginners \(and How To Start\)"](#) | Vanilla Papers

A note from the author

Journaling has been one thing that I have struggled with for a long time. I remember having little journals when I was younger that consisted of dreams and things that happened to me throughout the day. Sadly, I had thrown them out due to judgement of my own writing. I had always thought that my journals were supposed to be perfect and formatted. Until I wrote this toolkit, I didn't know that journaling could be so diverse! Journaling truly is what you make it to be. - Emalie Lasko