

Private Lands Leadership Academy

Module 5:
**Conservation Project
Management**

Inaugural Cohort

Expectations – Virtual Sessions

Be an active participant

Minimize distractions

Camera on (as much as possible)

Mute unless speaking

Use “Raise Hand” function

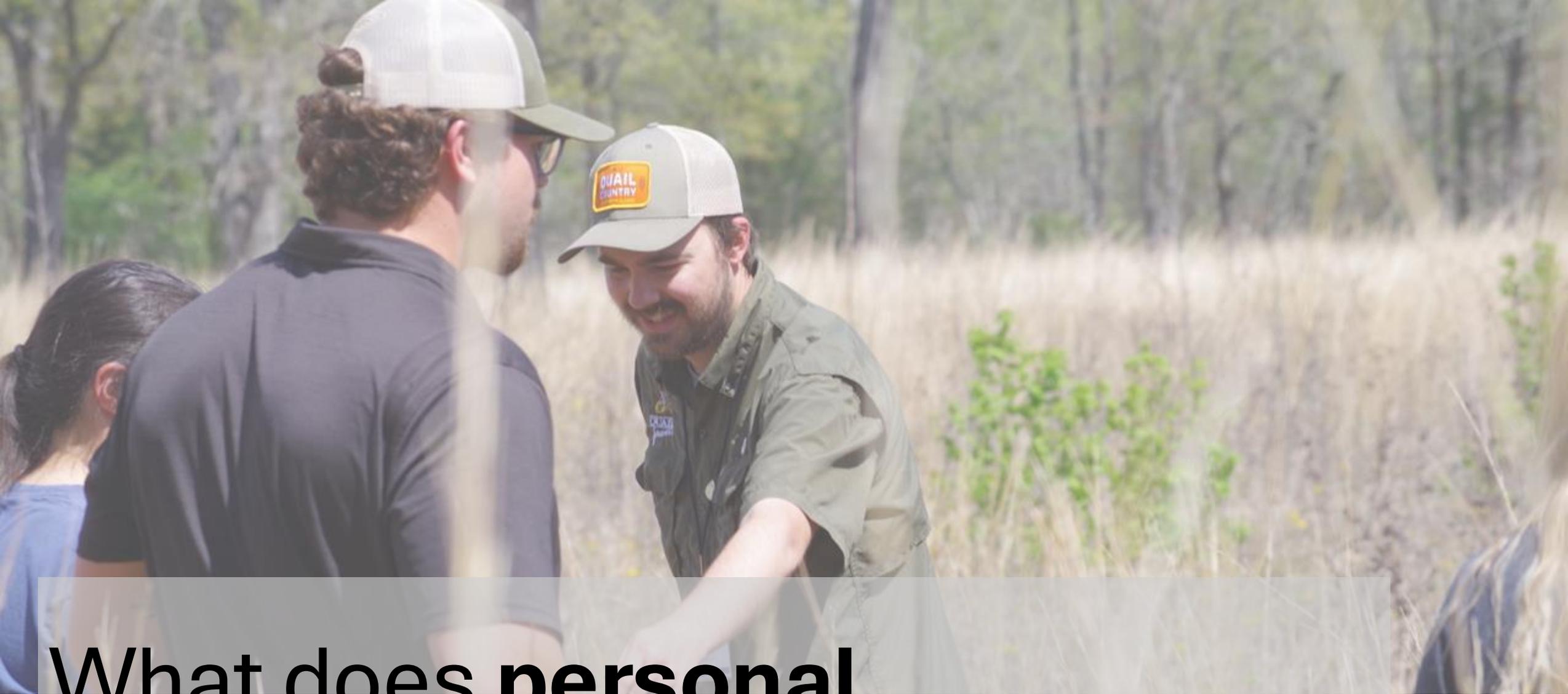
Do your homework and come prepared

Daily log, processing, and reflection





Your work has an impact!



What does personal effectiveness mean to you?

Let's Get Organized!

Physical Planner

Notebook

Calendar

Annotated
Documents

Mobile Device

Productivity
Apps

Messages

Reminders
& Alerts

Software Tools

MS Outlook

Google
Suite

Other MS
Office

Exam

overview of the whole month + goals

habit tracker

monthly expenses

monthly log

PARTS OF MY BULLET JOURNAL

future log

daily log

time tracker to visualize my day

header with day, date and weather icon

Monday

tasks, events, notes marked with

14:30

Monday

0701

0702

0703

0704

0705

GYM

WATER PLANTS

CALL IVEVE

CALL LAUREA

COOKED PESTO

FOOD SHOPPING

PICK UP ~~WATER~~ DAY CLEANING

FIXED DOOR HINGE

~~PICK UP DRY @ WORK~~

SCHEDULE DINNER W M.Z.'S

DO DISHES

PLAN FOOD

DARALLAX DOES NOT WORK ON MOBILE

CALL SAM

COOKED KAGU

July

Week twenty seven

MONDAY 4

TUESDAY 5

PACKING LIST

My birthday!

Buy cake

Shopping (beginning of sale)

Buy t-shirt

Buy shorts

Journal entry about the past year

Camera + batteries

Micro SD

Computer w/ bag

Chargers PC/phone

Earpads

External phone battery

Exercise book

Biology book

Bullet Journal

Penal colors

Pens & Co.

Sharpener

Shampoo etc...

Big towel

Little towel

Face cream

Toothbrush

Toothpaste

brush

elastic for hair clothes etc...

Heels

Hat

mosquito spray

tweezers

Packing list

prepare computer

Get phone

Print 60 m. sheets

Contact S. Rel.

Change passwords

Biology

Visiting brother sm

Get phone

Buy cover

Print papers

Clean room

Get books

Glasses & Sunblock

Watch

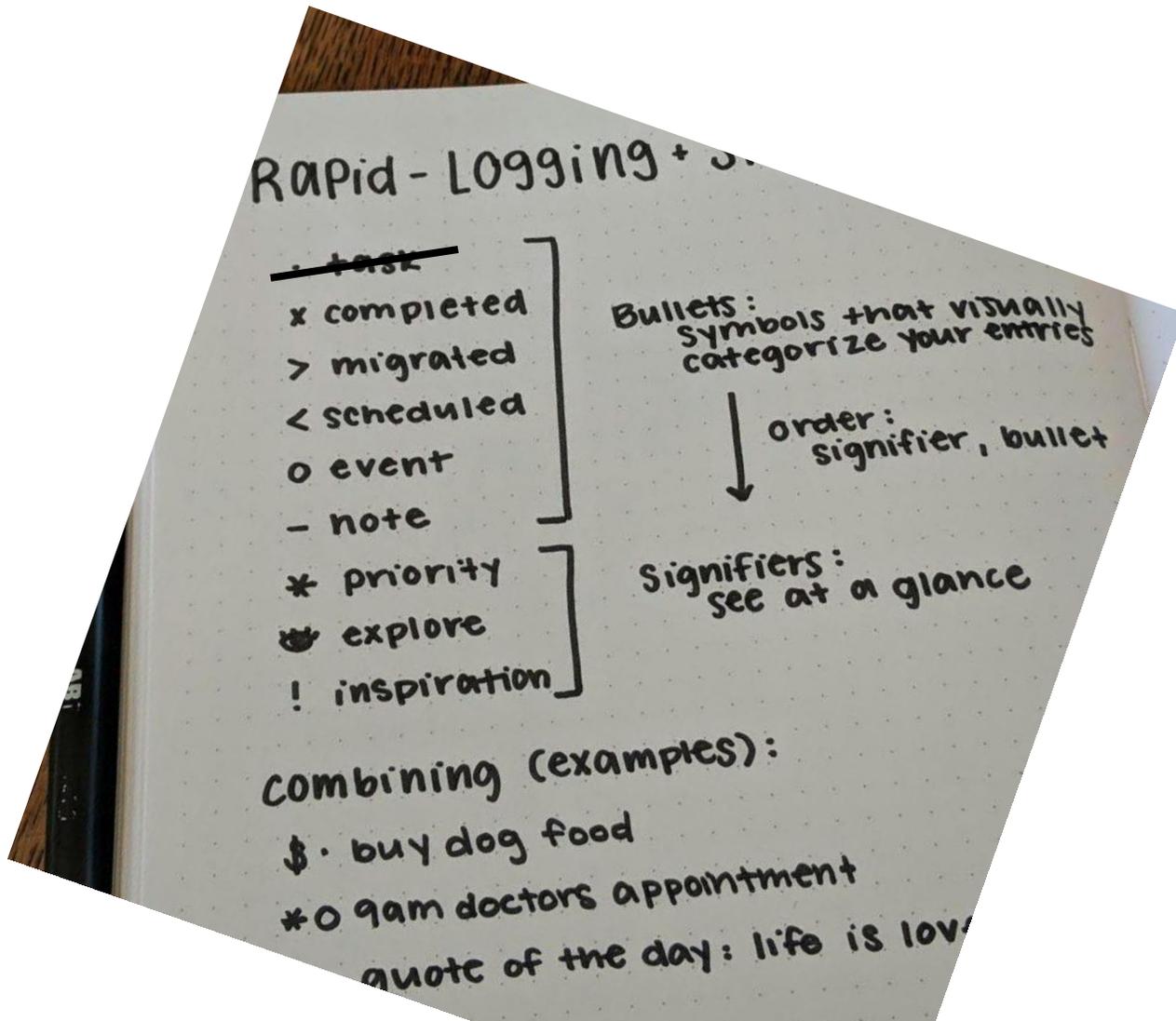
Hooves & Ass.

Empty bag

Documents



Bullet Journal Basics: Rapid Logging



- Quickly list tasks, appointments, ideas, etc.
- Use bullets to denote entries
- Goal: all tasks completed, migrated, scheduled, or canceled by end of day

Collections

Core Collections

• Index

- “Table of Contents”

• Future Log

- “Year at a Glance”
- Scheduled tasks go here

• Monthly Log

- “Month at a Glance”
- Migrated tasks go here

• Daily Log

- Rapid log goes here

Additional Collections

- Meeting/conference notes
- Project tracker
- Weekly log
- Contact lists
- Stuff to remember

notes

- 30 - friends & good food
- 31 - cleaning/laundry
- 1 - birthday fun
- 2 - family day - HS success
- 3 - school re-did preschool
- 4 - good day, school + chores
- 5 - Bible Study, cleaning

How do you
stay
organized?



ORGANIZATION

YOU'RE REALLY REACHING WHEN YOUR IDEA OF BEING ORGANIZED IS
CENTERED ON MULTIPLE COLORED STICKY NOTES.