

# THE WELL ORGANIZED *Artist's Life*



# TABLE OF CONTENTS

---

01 **Finding Your Rhythm**

---

02 **Journaling & Play**

---

03 **Modified Bullet Journals**

---

04 **Time Hacks**

---

05 **Resources and Further Reading**

# FINDING YOUR RHYTHM



**EXERCISE: TRY TRACKING YOUR HABITS** for one day.

- What is your morning routine?
- What do you waste time on? Instagram? Ticktock?
- Small things you enjoy throughout the day?
- What are pluses and minuses?
- What are you happy doing?
- What things make you feel less happy?
- How can you recognize these patterns and work to shift some of your less productive habits?
- How can you tap into things you really enjoy to form new positive habits?

As artists, we all work differently, and our individual patterns are just as diverse as the art we create. We might hear a lot about "productivity" and "time management" in today's culture, but a more holistic approach might ask you think about what rhythm works for you as an artist? What is important to you? Who do you want to be as an artist? And what is your creative process?

Knowing your own patterns and rhythms will help you better plan your time effectively. There are some time hacks listed in the back of this booklet, but not everything will work for you. If you try something, and it doesn't work, don't get discouraged. Recognizing what doesn't work is also a valuable tool to help your recognize your own rhythms and patterns.

Check out the questions in the exercise to become more aware of some of the patterns you might already have.





# JOURNALING & PLAY

Keeping your  
creative mind  
active.

Being an artist means the creative mind is always working. The life span of a creative project is often a multi-step process that doesn't always fit into neat blocks of time. When working on a project, artists sometimes experience something called "flow" where you get absorbed in work and can lose track of time. This might be our most productive time, but we might lose sight of other projects or fail to manage time well. It might also be difficult to find "flow," and we might end up feeling stuck and procrastinating.

Try to track of your ideas or moments of inspiration by writing things down (or sketching them if you work visually). Sometimes our most interesting ideas come at the oddest moments-- waiting in line, when we are in transit, or doing something else entirely. Capturing these little fleeting ideas or "Ah moments" can be really important for our work later.

Having a notebook that you can go back to to reference might give you just the jump start you need for a project. Also the more we work creatively, the more creative ideas we will have. All art is a practice and the more you use those tools, even in small, seemingly insignificant ways, the sharper they will become.

Try keeping a journal with you at all times for one week and either write or doodle all the ideas that come to you. At the end of the week review what you have to see if there is anything that resonates and has the potential for growth.



# FINDING WHAT WORKS FOR YOU

## Modified Bullet Journals



You might love or hate bullet journaling already. Some steps of a traditional bullet journals can feel repetitive, and some "creative" spreads can take so much time, they feel counter productive to staying organized.

We recommend finding elements that work for you and letting everything else go. What is useful about keeping a bullet journal versus a traditional planner is that it allows you room and space to track everything-- your due dates, to-do lists, drafts of ideas, notes and lists, doodles and sketches-- all in one place so it's easy to access. If you have a day planner you love that works for you, feel free to skip this section.

If you already keep a journal to track your ideas as they come, you might try adding a month of bullet journal calendaring to complement your journaling. If you find pre-printed planners to be restrictive or not have enough room for you, bullet journaling helps you customize aspects to suit your needs.

Remember the important thing is finding something that works for you!

### The Skeleton of a Bullet Journal: Elements that might be useful to helping your organize

1. **The Index** -- keeping the first few pages open for an index can help organize the rest of your journal.
2. **Page numbers** -- number each page as you go. You can then enter these in the Index.
3. **Monthly Calendar** -- Having a monthly calendar overview of the whole month provides an overview. Print one and paste it in or draw a simple grid.
4. **Weekly/Daily Calendar** -- Experiment here with a layout that works for you. You might use two pages and divide them up for the week. This could be vertical or horizontal. Figure out what you like and how you use space. If it feels cumbersome, you won't use it. Or if you like writing big, try a page for each day.
5. **Optional add ons** -- Experiment with to-do lists, habit trackers, tv shows you want to check out someday, artists to look up, movies you want to see, fellowships or internships you want to apply for-- basically anything that you might struggle to keep track of, you can capture in your journal. Designate a page add it to your Index, and write it down as things come up.

# Time Hacks

## 01.

### Pomodoro Method

Pomodoro technique is a great way help stay focused in manageable 25 min bursts and get more done. Try focusing on just one small task for 25 minutes with no distractions. Set a timer to help you stay focused. Break time included!

Check out this short video that explains how this works.



Pomodoro Technique Explained

### SMART Goals

Try thinking about bigger projects as smaller tasks. SMART goals can help. Break down a project into smaller, manageable tasks:

S = SPECIFIC

M = MEASURABLE

A = ACHIEVABLE

R = RELEVANT

T = TIME-BOUND

Scan the QR code for the LRC's worksheet for achievable goals.



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## 02.

### Time Blindness

Studies have shown that some people, especially people with ADHD, might experience something called time blindness. Time blindness literally means some people might experience the passing of time differently than others and miss judge how long things take. What you think will take 5 minutes, might actually take 15 minutes.

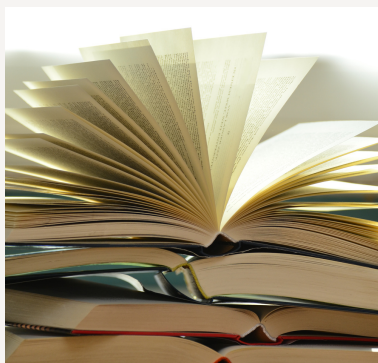
So even if you plan using time management strategies, your sense of time might not be accurate. Some simple hacks is to put a clock in every room, use timers on your phone to remind you to start certain tasks, or use timers to time yourself while completing a task. This won't fix everything, but it can help. Check out the QR code for an article about time blindness.

## 03.



From ADDitude Magazine

# RESOURCES & FURTHER READING



## Books

Recommended books that we find helpful and inspiring.

- ***The Creative Habit: Learn It and Use It for Life*** by Twyla Tharp
- ***How to Do Nothing: Resisting the Attention Economy*** by Jenny Odell
- ***Make Time: How to Focus on What Matters Every Day*** by Jake Knapp and John Zeratsky
- ***Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*** by James Clear



## Apps

Some apps to help keep you organized

- **Forest App** -- A fun timer that helps block distractions on your phone.
- **Evernote** -- Note taking and web clipping that can be synced with all your devices, organized and labeled.
- **Notion** -- note taking, tagging, and organization.
- **Todoist** -- To do list organization, set reminders, and track your productivity. Useful for multi-task projects.
- **Google Calendar** -- Time block, schedule study time, work, and classes all in one place.



## Websites

Some interesting sources for exploration



- An artist's practice: How To Be Creative | Off Book | PBS Digital Studios.



- Set up a quick bullet journal: 10 Simple + FAST Weekly Spread Ideas for Your Bullet Journal.



- Book an appointment with an LRC Academic Coach!
- & Check out study tips on the LRC Portal Page:



# CONTACT US



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