

Resource for CLASS ON JOURNALING

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# Day One Shortcuts

A GUIDE BY **ROBERT J. P. OBERG** —

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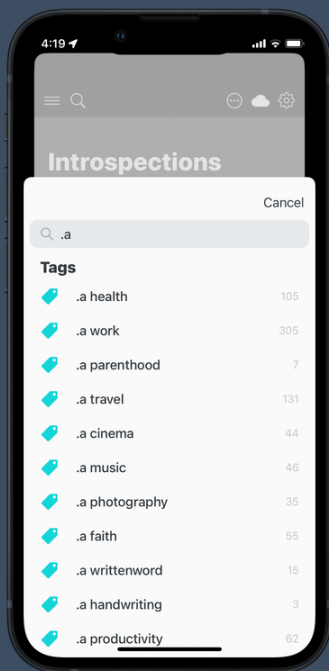
# INTRODUCTION



I want to share with you how I create entries in Day One using the free Apple Shortcuts App. You need the latest version of iOS and Day One App for these to work. I don't think there is a one-size-fits-all solution in how to use shortcuts. The idea with this guide is that you can **download the 'shortcut template' I will be giving you, and you can personalize it to your particular need.**

I will be going from the most basic shortcut to the most advanced one. If you are okay with the most simple one, don't feel the need to go further. And **if you are interested in the most advanced one, I also suggest you start reading what I write about the basic shortcut to understand how the other ones work.** These shortcuts are meant to give you flexibility at the time of journaling in iOS, and they are particularly useful if you like to tag your entries. You can write a quick entry and tag it with your predefined group of tags without even having to open Day One, for example. My suggestion is for you to **duplicate the downloaded shortcut and rename it for every different kind of content.** This way you can have different shortcuts that will create entries in specific journals.

# LOTS OF TAGS?

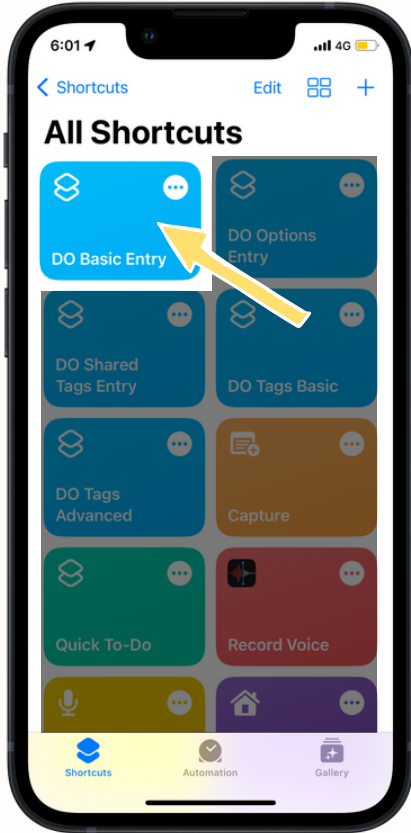


Here's a tip if you have a lot of tags. You can group them with a common prefix.

I have tags for these groups: areas, feelings, events, seasons, and places. **These are just groups, not the tags themselves.** They don't appear anywhere inside Day One. My tags are, for example, ".a books", ".a films", ".f grateful", ".e birthdays." Do you see?

Whenever I want to search a tag for an area, I just have to type ".a" and all my area tags will appear.

This is also very useful at the time of tagging entries inside Day One. That way it's easy to **use and reuse tags without creating duplicates** that have a different character or capitalization.



# The Basic Shortcut

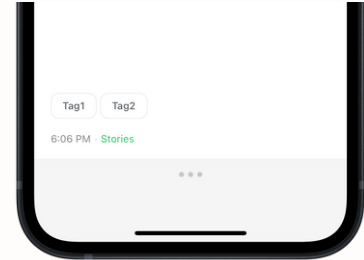
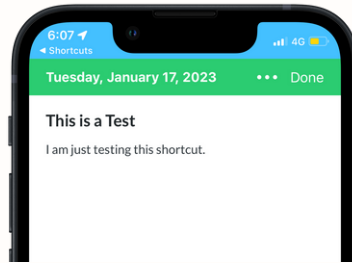
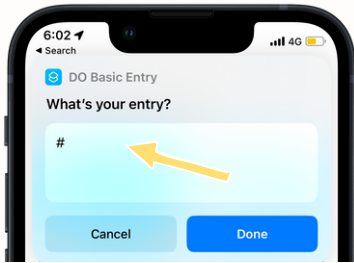
— [CLICK HERE TO DOWNLOAD](#)

If this is your first time using shortcuts you'll need to download Shortcuts App from the App Store. For the link to work Safari must be your default browser.

The setup of the shortcut is self-explanatory. Keep in mind that even if you choose not to open the app, the entry will still be created in the background.

I will later share with you different ways to run your shortcuts, but for now let's do a quick test to see if everything works ok.

**Open your Shortcuts App, and tap the “DO Basic Entry” block.**

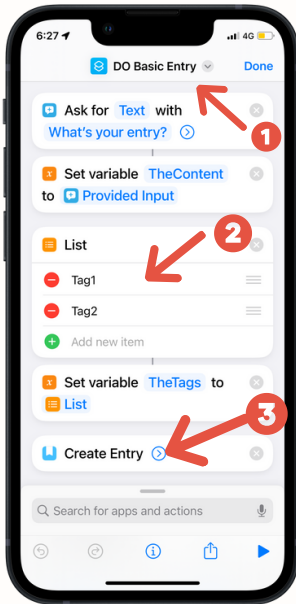


You will notice there's already a character in the dialogue box that pops up. This is called **markdown** and that's the syntax necessary for your title to have the correct format.

**[Read all the ways to format your text with markdown in Day One's official site.](#)**

Congratulations! You got your first shortcut ready to use! If you check the bottom of your entry you'll see your predefined tags.

Now what you'll want to do is rename your shortcut to something unique. For that you'll go inside the Shortcuts App and tap the three dots in the corner of your shortcut block.

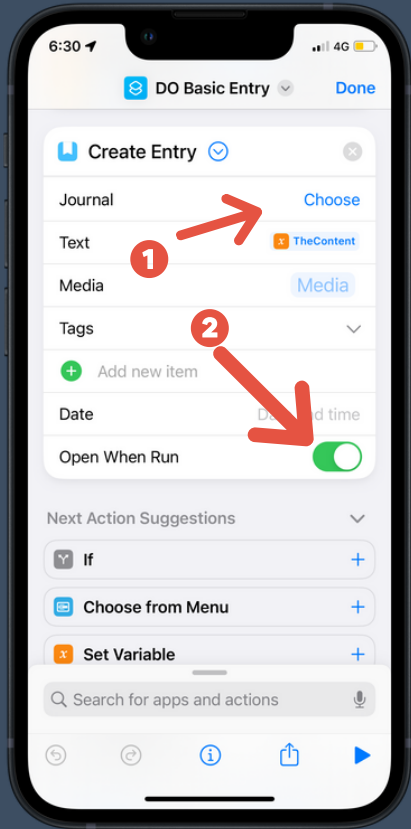


Here you'll be presented with several customization options.

1. In this menu you can **rename or duplicate** your shortcut.

2. Here you can **change or reorganize** your tags.

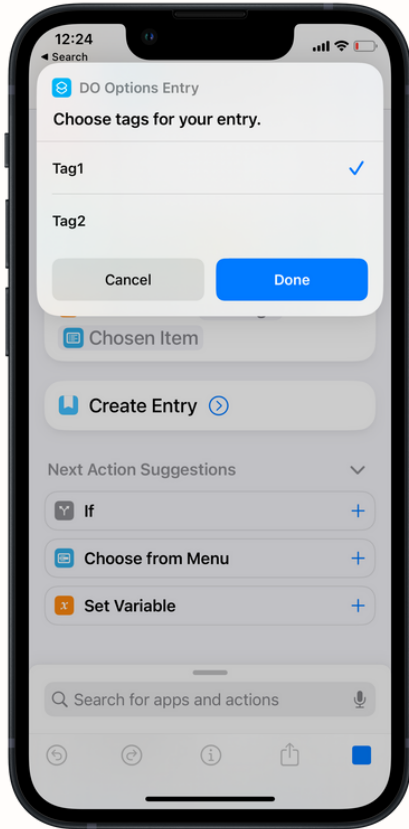
3. Here you can **customize the way your entry is created inside Day One**. If you click there you'll see even more options.



*From all of the options here I suggest that you only change 1 or 2 (unless you know what you are doing).*

**Now you can duplicate, rename, or customize as many versions of the shortcut as needed.**





# The Multiple-Option Shortcut

— [CLICK HERE TO DOWNLOAD](#)

This is very similar to the basic shortcut, but in this case every time you run it you'll have a popup asking you to select which tags you want to use for your specific entry.

Everything else is the same.

# The Multiple-Option with Shared Tags Shortcut

**If you are using several shortcuts to create different type of entries with different content or for different journals but you want to pick from the same group of tags for all of them**, then this one is for you. In this case you won't need to type your list of tags during the setup of every single one of your shortcuts (like the ones listed before this one).

**For this to work properly you need 2 shortcuts.** You'll need the main entry-creation shortcut which you can duplicate and rename as often as you need like I mentioned before. But here you'll also need a separate shortcut that will hold your list of tags.

**I am sharing two ways to do this.** There's a basic multiple-option tag shortcut (like the one on page 08) and there's an advanced option which is best if you have a lot of tags organized in groups like I suggested on page 03.

**Choose the one setup that works for you.**

# BASIC TAGGING

1. First download **THIS SHORTCUT** which will have your list of tags. Set it up as usual.
2. Now download **THIS SHORTCUT**. Aside from the usual setup, it will also ask you to choose a shortcut with your tags. Choose the one you downloaded in the previous step.

**That's it! Test it by running the shortcut you just set up in step 2.**

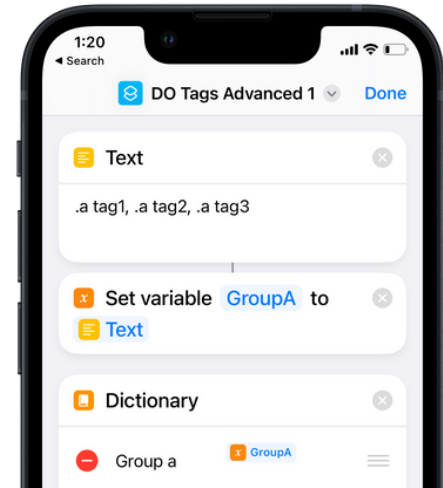
# ADVANCED TAGGING

1. First download [THIS SHORTCUT](#) which will have your list of tags. Here you'll be presented with a different kind of setup. After you fill out your tags and groups it should look like this.

As you can see there's a system limitation here. There's not enough space to easily add more than a few tags. My suggestion is for you to write your tags in a note-taking app, then just copy-paste them here.



Another way for you to deal with the limited space you have for tags could be to do create variables from text boxes. This is a bit more complicated and I will not be getting into that, but if you decide to go that route it would look like this:



2. Now download **THIS SHORTCUT**. Aside from the usual, it will also ask you to choose a shortcut with your tags. Choose the one you downloaded in the previous step.

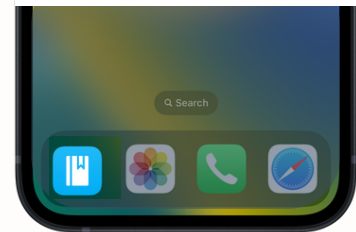
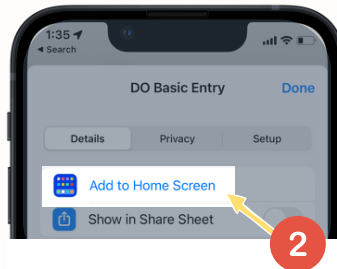
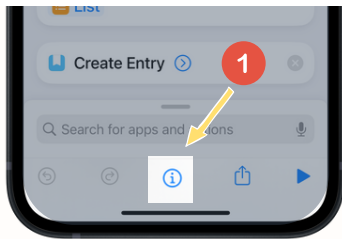
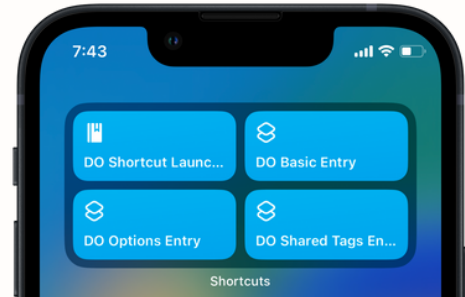
**That's it! Test it by running the shortcut you just setup in step 2.**

# LAUNCHING YOUR SHORTCUTS



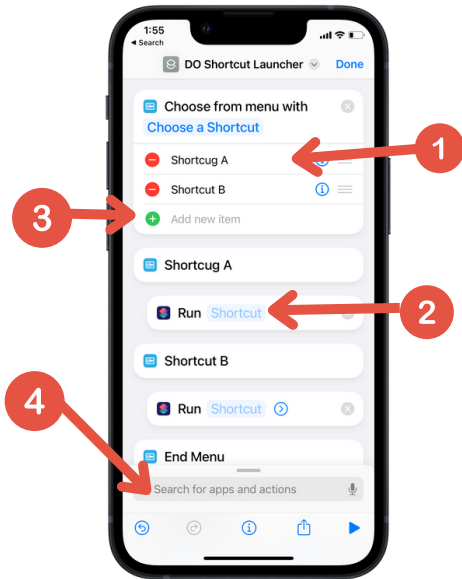
There's several ways to run the shortcuts you've created. The most common ones are:

1. **Through Siri.** Say "Hey Siri, run *name of shortcut*"
2. **Through widgets.** You can add Shortcut App widgets to your iPhone's Today View or Home Screen.
3. **You can add individual shortcuts to your home screen and run them there.**



4. But my favorite way to run Day One shortcuts is by launching them through another shortcut. **DOWNLOAD SHORTCUT TEMPLATE.**

This is a bit more advanced, and there's no setup upon downloading because it requires that you go and manually add the Shortcuts that you specifically want to run.



1. Add the name of the shortcut as you want to see it.

2. Select the shortcut that will run when you select that option.

3. You can add as many options as you need.

4. When you add more options (shortcuts) you'll also need to add a "Run Shortcut" action to each.



5. Then you can add the shortcut to your home screen.

**Now every time you run it you'll be greeted by this beautiful menu!**

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Check the following page for a few more of my favorite Day One Shortcuts.



# Other Useful Day One Shortcuts

## Media Shortcut | [DOWNLOAD](#)

- It requires a separate shortcut with your list of tags, as explained in this document.
- My favorite way to share photos or media from different apps to a Day One Entry.
- It appears as an option in your share menu.

## Random Prompt | [DOWNLOAD](#)

- It requires a separate shortcut with your list of tags, as explained in this document.
- You can use the prompts included or edit the shortcut with your own (one per line).

## On This Day | [DOWNLOAD](#)

- This shortcut expands the functionality of “On This Day” that Day One already provides.
- One of my favorite ways to resurface past entries.



Hi! My name is Robert

**This guide is part of the resources for an online class I have created on journaling.**

I teach a method I've developed for myself, something I call "The Reflection and Expression Framework." You can check it out [HERE](#). [I go in detail over how I have everything setup in Day One or how I journal both on digital and physical.](#)

If you want to know more of what I do I also have [\*\*THIS YouTube Channel\*\*](#) and [\*\*THIS weekly newsletter\*\*](#) where I share inspiration, insights or personal projects on creativity, art, and self development.