NOTION

5 TIPS TO GO FROM TOO COMPLICATED TO CAN'T-LIVE-WITHOUT-IT

Notion

SWIPE >

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TEMPLATES ARE EVERYTHING

Notion

Opening a blank page is intimidating

> TEMPLATES GIVE YOU A PLACE TO START, SO YOU'RE NOT STUCK FIGURING OUT STRUCTURE.

> TEMPLATES TAKE AWAY THE OVERWHELM BY GIVING YOU A STARTING POINT.

Look for a link to my FREE custom "CLIENT PORTAL" template in the comments

SWIPE TO SEE HOW TO MAKE MAGIC IN NOTION

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THE "/" COMMAND IS MAGIC

ONCE YOU USE IT, YOU'RE HOOKED.

Just type "/" and a menu pops up with everything you can add:

→ **HEADINGS**

→ **CHECKBOXES**

→ **EMBEDS (LIKE GOOGLE MAPS OR YOUTUBE)**

→ **QUOTES...**

SWIPE TO UNDERSTAND NOTION PAGES...

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PAGES INSIDE PAGES (IT'S OK!)

Yes , you can create pages inside pages inside pages. That's NOT messy.

✓ THINK OF IT LIKE DIGITAL FOLDERS: EVERYTHING LIVES WHERE IT MAKES SENSE

✓ USE BREADCRUMBS AT THE TOP TO NAVIGATE BACK WHEN NEEDED.

🏠 Nadia Fernandez's Not… / 🖥 Welcome to Your New … / ✳️ [Company name]

SWIPE TO LEARN ABOUT DATABASES

DATABASES > STATIC LISTS

TASKS

Table | Timeline

Milestones & Tasks

	Assignee	Status	Due	Date of completion	Date (Meetings Only)	Notes/Updates
Contract Sent & Signed!		● Not started				(Contract was shared through "X"
Initial Payment (50%) completed		● Not started				Initial payment was received and
▼ ✨ Kick-off Call		● Not started				We will be talking about [your bull Pa
✍ Kick-off Meeting - [Client Name]		● Not started				
📋 Key Content Material for [Client Name]		● Not started				
📁 Domain & Hosting		● Not started				As we prepare to build your new v
📁 [Client Name] Introduction to Notion		● Not started				[Your name] will Walk-through No
+ New sub-item						
Fill out Brand Questionnaire		● Not started				Please Fill out this Discovery Que: Pa
Brand-Kit Delivery		● Not started				[your name] will share new logo +
Project Brief (Sign-off)		● Not started				[Your name] will share a Project B
Copywriting (Copy + Content)		● Not started				[your name] will extract informatio
Draft new Homepage		● Not started				New Homepage design will be sha
Draft each page (About/Services/Portfolio/Contac		● Not started				Secondary pages will be drafted a
Build Website		● Not started				Website finally starts to get built a
Set-up Domain (& Redirects)		● Not started				We will get ready to transfer your
Check-In Call		● Not started				After some down time we will be c
Payment collected in Full		● Not started				2nd and last payment (50%) colle
LAUNCH DAY! Ready?		● Not started				Launching Day! Ready?
▶ Offboarding begins		● Not started				Offboarding email will be sent to

A simple checklist is fine… until you outgrow it.

Databases let you:
1. Sort and filter info
2. View tasks by status, due date, or owner
3. Switch between list, table, gallery, or board view

THEY'RE LIKE SPREADSHEETS, BUT WAY MORE VISUAL.

SWIPE ⟩

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MAKE A HOME BASE

Personal Home Dashboard

Personal	Professional	Lifestyle
Goals	Finance	Wishlist
Health	Projects	Watchlist
Nutrition	Learn	Books
Workout	Pomodoro timer	Skincare

Create one main dashboard that links to your most-used pages:

✓ **TASKS**

✓ **CONTENT CALENDAR**

✓ **CLIENTS OR PROJECTS**

✓ **RESOURCES**

IT BECOMES YOUR DAILY CONTROL PANEL. **ONE CLICK**, EVERYTHING'S THERE.

SWIPE ⟶

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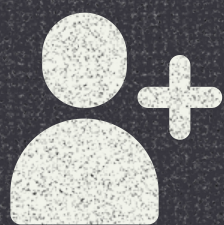NOTION IS NOW BECOMMING AN INCREDIBLE:
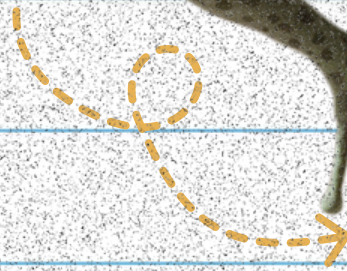
ALL-IN-ONE PRODUCTIVITY SYSTEM

SWIPE 〉

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LET'S CONNECT!

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