CourseMints

GUIDE

Life Dashboard

Organize Your Entire Life in One Digital Space

SELF-PACED PDF COURSE

COURSEMINTS.COM

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Life Dashboard

Organize Your Entire Life in One Digital Space

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INSIDE THIS GUIDE

Contents

	How to Use This Guide	4
CHAPTER 1	What a Life Dashboard Is (and Is Not)	7
CHAPTER 2	Import the Pack, Click by Click	11
CHAPTER 3	Connect the Databases: Relations and Formulas	15
CHAPTER 4	Build the Dashboard: Views That Answer Questions	20
CHAPTER 5	Templates and Buttons That Save Setup Time	25
CHAPTER 6	Fill It With Goals That Fit Your Life	30
CHAPTER 7	The Daily, Weekly and Monthly Rhythm	34
CHAPTER 8	Keep It Calm: Maintenance and Troubleshooting	37
	Appendix: Property Map and Formulas	39

How to Use This Guide

Most people do not lack goals or good intentions. They lack one place where those goals, the work that serves them, the habits that carry them and an honest record of how things are going can all be seen together. Goals live in a notebook from January, projects in a to-do app, habits in your head and reflections nowhere at all. Life Dashboard gathers them into one calm Notion page that you can read in thirty seconds and update in a few minutes a day.

This guide does two jobs. First, it walks you click by click through importing the pack, connecting the databases and building the dashboard, including the parts Notion's importer cannot create. Second, it shows you how to run the system: how to choose goals that fit your life, what to do each day, each week and each month, and how to keep it light enough that you actually keep using it.

What is in your download

File	What it is
This guide (PDF)	Setup, step by step, then how to run the system
`life-dashboard` folder	The Notion import pack: 5 Markdown pages, 5 CSV databases with sample rows, and `IMPORT-STEPS.md`

The import pack holds the five databases at the heart of the system (Goals, Projects, Habits, Journal and Weekly Reviews), a home page with markers that show where each view goes, a Life Areas page you keep, and three template pages whose content becomes your database templates. `IMPORT-STEPS.md` is a short checklist of the same setup, with every formula in plain text for copying.

What you need

- **A Notion account.** Everything in this guide works on Notion's free plan at the time of writing, unless a step says otherwise.
- **A computer for the setup.** At the time of writing, Notion's importer works in the desktop app and in a web browser, not in the mobile apps. Once the system is built, you can use it from your phone.
- **About 90 minutes for setup,** which splits well into two sittings: Chapters 2 and 3 in the first, Chapters 4 and 5 in the second.

The path through this guide

Chapter	What you do	Time
1	Understand the five parts and how they connect	15 min
2	Import the pages and databases	20 min
3	Create relations and formulas, link the sample rows	25 min
4	Build the dashboard views	25 min
5	Set up templates and the journal button	20 min
6	Replace the samples with your own goals	30 min
7	Learn the daily, weekly and monthly rhythm	ongoing
8	Keep it calm and fix what breaks	as needed

A note on Notion and "at the time of writing"

Notion changes often. Menus move, labels get renamed and features arrive or change plans. This guide describes Notion as it was at the time of writing (late 2026), and it says so wherever a specific menu or plan detail matters. If a label on your screen differs, look for the closest match; the underlying idea (a relation, a filter, a template) will still be there. CourseMints is not affiliated with Notion. We describe the product only so you can use it.

CHAPTER 1

What a Life Dashboard Is (and Is Not)

01

Before you click anything, it helps to see the whole machine. Five databases, one home page, and a rhythm of short check-ins. Every design choice in the pack follows from a few facts about how attention and follow-through work.

Why one place matters

Your working memory, the mental space where you hold what you are thinking about right now, is small. The cognitive psychologist Nelson Cowan has argued that most adults can actively hold about four chunks of information at once. Every goal, deadline and "I should really…" that you try to keep in your head competes for that same small space.

THE SCIENCE

Unfinished goals pull at your attention, and a plan releases them

In a 2011 set of experiments, E. J. Masicampo and Roy Baumeister found that an unfulfilled goal kept intruding on people's thoughts and hurt their performance on an unrelated task. When participants made a specific plan for that goal, the intrusions largely went away, even though the goal was still unfinished. The practical lesson: you do not have to finish everything to feel settled. You need a trusted place where each commitment has a next step.

A life dashboard is that trusted place. When your goals, their projects and their habits sit in one system you review every week, your mind can stop rehearsing them.

The five parts

Database	Holds	One row is	You touch it
Goals	What you are aiming for	One goal with a target date	Monthly
Projects	Finite work with a finish line	One project	Weekly
Habits	Small repeated actions	One habit with a cue	Weekly
Journal	A short daily record	One day	Daily
Weekly Reviews	Your steering wheel	One week	Weekly

They connect like this. A **goal** (“Build a 3-month emergency fund”) is served by **projects** (“Automate the savings transfer”) and **habits** (“Two-minute spending check”). The **journal** records each day, including which habits you did. The **weekly review** looks back at the journal, checks the projects and goals, and chooses the focus for next week.

Every goal, project and habit also carries an **Area**: Health, Relationships, Career, Money, Growth, Home or Fun. Area is a simple Select property rather than a sixth database. That keeps the system light: you can filter or group anything by area without maintaining another set of pages.

What it is not

- **Not a to-do list for every chore.** Projects and their next steps live here; the forty small errands of a normal week can stay in whatever list or calendar you already use. If you want a full task system in Notion, that is a different design, covered in our guide *Build Your Complete Notion Productivity Hub*.
- **Not a diary you must fill.** A journal entry can be one line and four ticks. Some days it will be nothing, and the system is built so that an empty day costs you nothing.
- **Not a design project.** Icons, covers and colors are fine, but every minute spent decorating is a minute not spent on the life the dashboard is meant to serve.

Design principles behind the pack

1. **Few databases.** Five is enough to run a life. Each extra database is another place to check.
2. **One home page.** You open Life Dashboard and see what matters today and this week. You rarely open the full databases.
3. **Views, not copies.** The dashboard shows filtered views of the databases. The same project appears in “this week” and in “goals by area” without being copied.
4. **Review over reminders.** A weekly review catches far more than a pile of notifications, and it keeps you in charge of your priorities.
5. **Empty is allowed.** No streaks, no red warnings for skipped days. Only the Overdue flag on projects, because a missed deadline is worth knowing about.

EXAMPLE

Alex’s Sunday

Alex used to keep goals in a January notebook and lose track by March. With the dashboard, Sunday evening takes about 25 minutes: read the week’s seven journal lines, count the ticks (three runs, five reading nights, the spending check every day), mark the cancelled subscriptions project Done, and choose three focus projects for the week. On Monday morning the dashboard shows exactly those three, with their next steps.

EXERCISE

Life areas snapshot

Score each area from 1 (neglected) to 10 (thriving) as it is today, then write one sentence about what a good season would look like. You will copy this onto the Life Areas page in Chapter 6.

Area	Score today (1 to 10)	A good season looks like
Health		
Relationships		
Career		