CourseMints

GUIDE

Build Your Complete Notion Productivity Hub

SELF-PACED PDF COURSE

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Build Your Complete Notion Productivity Hub

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How to Use This Guide

Notion can hold everything, which is exactly why so many Notion workspaces stop working. Tasks end up on six different pages, ideas sit in a list nobody opens, and the beautiful dashboard from last spring now shows the wrong things. This guide builds the opposite: one hub with one inbox, one task list, every task tied to a project or an area of responsibility, and views that make most daily decisions for you.

You get the structure ready-made in the import pack, then this guide walks you through what import cannot create (relations, formulas, views, buttons and templates) and through the routines that keep the hub trustworthy: a few minutes each day and one review each week.

What is in your download

File	What it is
This guide (PDF)	Setup, step by step, then the daily and weekly workflow
`notion-productivity-hub` folder	The Notion import pack: 4 Markdown pages, 5 CSV databases with sample rows, and `IMPORT-STEPS.md`

The five databases are Areas, Projects, Tasks, Notes and Weekly Reviews. The pages are the Productivity Hub home page (with markers showing where each view and button goes), the Inbox Rules page you keep, and two template pages whose content becomes your database templates. `IMPORT-STEPS.md` repeats the setup in short form, with every formula in plain text for copying.

What “automated” means here

The hub uses the automation features Notion offers natively at the time of writing: buttons that add or change pages in one click, database templates (including templates that repeat on a schedule), forms for quick capture, and, on paid plans, database automations that react to changes. It does not use third-party tools or code. Chapter 5 is precise about which feature is on which plan, and about what Notion cannot do on its own.

What you need

- **A Notion account.** The free plan covers everything except the database automations in Chapter 5, which Notion reserves for paid plans at the time of writing.
- **A computer for setup.** At the time of writing, importing works in Notion’s desktop app and web browser, not the mobile apps.
- **About two hours,** split across two sittings: Chapters 2 and 3, then Chapters 4 and 5.

The path through this guide

Chapter	What you do	Time
1	See why workspaces get overwhelming and how the hub prevents it	15 min
2	Import the pages and databases	20 min
3	Create relations, rollups and formulas, link the samples	30 min
4	Build the views	30 min
5	Add buttons, templates, a capture form and (on paid plans) automations	30 min
6	Learn the daily workflow	10 min a day
7	Run the weekly review	30 to 45 min a week
8	Keep the hub light	monthly

CHAPTER 1

Why Notion Workspaces Get Overwhelming

01

Notion gives you a blank page and every building block imaginable. That freedom is the problem. Without a few firm rules, a workspace grows the way a garage fills up: one reasonable decision at a time, until nothing can be found.

The four common failure patterns

1. **Scattered tasks.** A to-do list on the meeting notes page, another in a project page, a third in a “Quick tasks” page. No single place tells you what to do next, so you rebuild the list in your head every morning.
2. **No front door.** New ideas and requests land wherever you happen to be typing. Some get lost; the rest get done in the order they arrived rather than the order that matters.
3. **Orphans.** Tasks that belong to nothing. Without a project or an area, there is no way to see them in context, and no way to tell when they no longer matter.
4. **Pages instead of views.** Each new need (“tasks for this week”, “client work only”) gets a new page with copied content, so information goes stale in several places at once.

The five rules of the hub

1. **One inbox.** Everything new goes to the same place first, captured in seconds and sorted later.
2. **One task database.** Every task in your life lives in Tasks. Pages show filtered views of it; they never hold their own task lists.
3. **Every task has a home.** Each task links to one project, or to one area when it is a standalone chore.

4. **Views, not copies.** “Today”, “Waiting for” and “Client work” are views of the same Tasks database.
5. **Review weekly, archive instead of deleting.** A weekly review keeps everything current; finished work changes status and disappears from your views, but stays searchable.

Where the structure comes from

Two well-known methods shaped the hub. In *Getting Things Done*, David Allen describes five steps for handling commitments: capture, clarify, organize, reflect and engage. The hub’s Inbox, Inbox Rules, task statuses, weekly review and Today view map onto them. Tiago Forte’s PARA method sorts digital information into Projects, Areas, Resources and Archives. The hub keeps his distinction between **projects** (outcomes with a finish line) and **areas** (responsibilities you maintain indefinitely), uses Notes for resources, and uses statuses rather than a separate archive. You do not need to know either method; the rules above are enough. If you want to go deeper, both books are worth reading.

Hub database	Holds	Example
Areas	Ongoing responsibilities, each with a standard	Clients: “every active client knows what happens next”
Projects	Outcomes with a finish line, each in one area	Launch the new website
Tasks	Single next actions, each in one project or area	Write the homepage copy draft
Notes	Reference, meeting notes and ideas	Lakeside Physio kickoff notes
Weekly Reviews	One page per week: checklist and decisions	Weekly review 2026-10-30

EXAMPLE

Jordan before the hub

Jordan had a “Website” page with a checklist, client notes with tasks buried in them, a “Today” page rewritten every morning and an “Ideas” page last opened in March. Each morning started with twenty minutes of reassembling the day. After moving into the hub, every one of those tasks sits in Tasks, linked to a project or area, and the morning starts with the Today view.

EXERCISE

Audit your current workspace

Before importing anything, take ten minutes to see your starting point honestly.

1. How many different places hold tasks right now (Notion pages, apps, notebooks, email flags)?

2. Which pages have you not opened in the last month?

3. Where do new requests and ideas land today?

4. Which three areas of responsibility do you maintain without an end date?

5. Which three projects, with a finish line, are you working on now?