

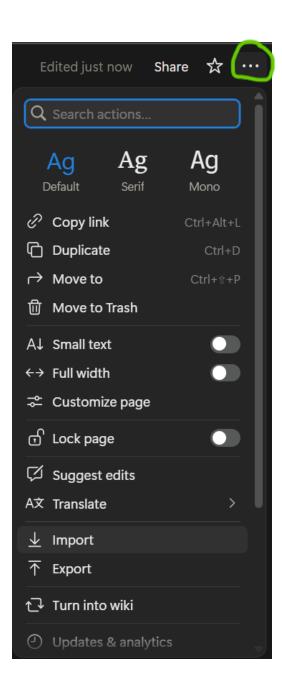
Notion Instructions



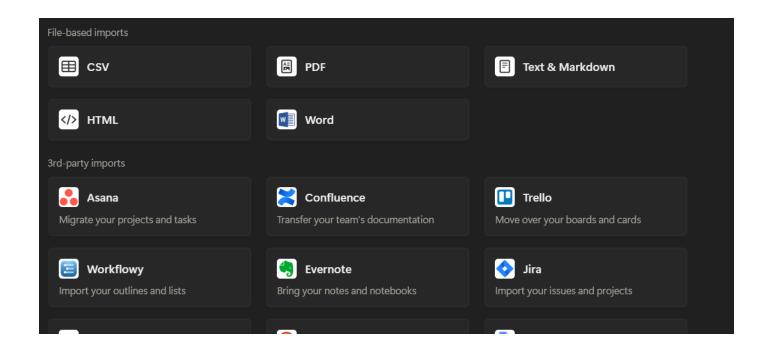
New page Private Al Meeting Notes

Step 1: Create New Page

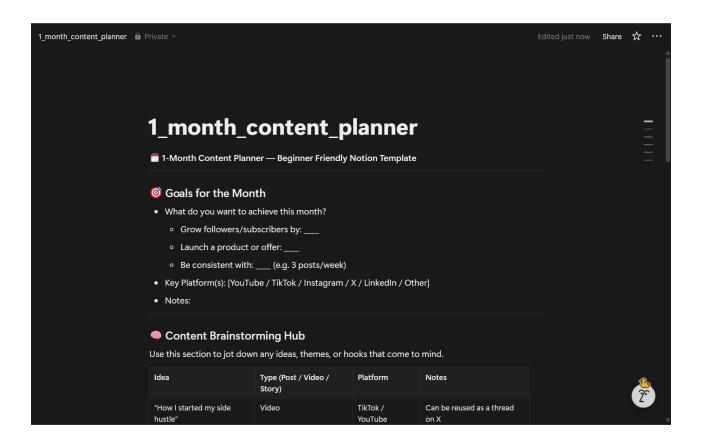
Create an account on Notion.so and create a new page



Step 2: Click the 3 dots near the star. Select 'Import'



Step 3: Select 'Text & Markdown'

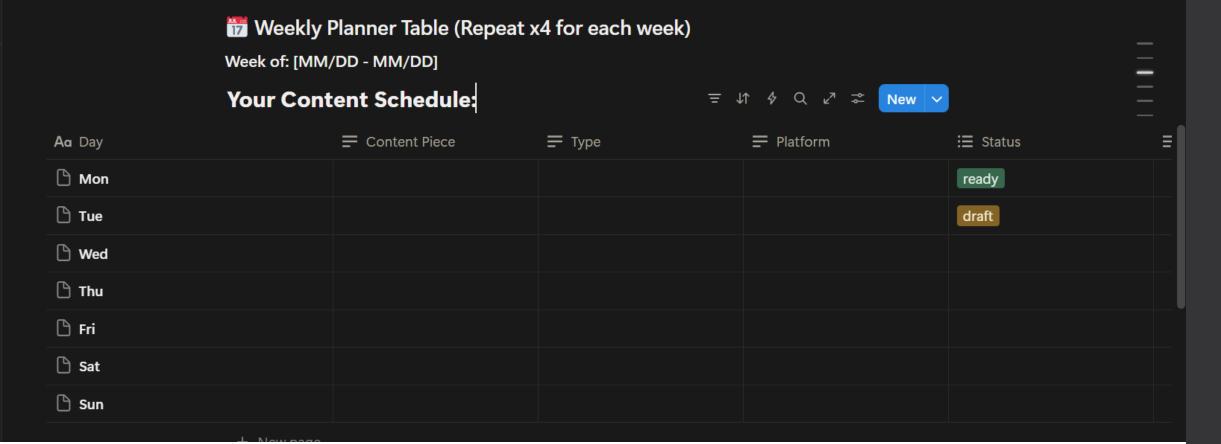


Step 4: Upload 1-month content planner

Step 5: Understand the Layout

Brainstorming Hub® Drop all your random ideas and titles here.

- Weekly Planner ® Each row helps you track posts for a 7-day stretch. Repeat each week.
 - Goals Section ® Set your top 3 outcomes for the month.
 - Metrics Section ® At the end of the month, reflect on what worked and what didn't



Step 6: Customize it

Change categories, color-code by platform, or duplicate rows for each week.

- Add links to Canva, Buffer, X, TikTok drafts, etc.



LOPEZ PRODUCTIONS

Even if you just post once a week, consistency compounds. Use this to build your momentum.