

Notion Life OS Starter Hub

A simple, flexible system to organize your work, learning, and life in one place.

START HERE (Read This First)

Welcome to your **Notion Life OS Starter Hub**.

This system is designed to help you: - Capture everything in one trusted place - Focus on what matters *today* - Make steady progress without overwhelm

You do **not** need to use every feature. Start simple. Customize later.

Setup Time: ~15-30 minutes

1. MAIN DASHBOARD (Your Command Center)

This is the page you return to every day.

◆ Today's Focus

- Linked view of **Tasks** filtered to:
- Status ≠ Done
- Due date = Today or Overdue

◆ Quick Actions

- Add New Task
- Save a Note / Idea
- Create a New Goal

◆ Active Projects

- Linked view of **Projects** filtered to Status = Active

◆ Weekly Snapshot

- Linked view of **Weekly Planner** (current week)
 - Reflection prompt:
 - What's the ONE thing that would make this week successful?
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2. CORE DATABASES

TASK MANAGER

Purpose: Capture, prioritize, and complete daily work.

Properties: - Task Name (Title) - Status (Inbox / Next / Doing / Done) - Due Date (Date) - Priority (Low / Medium / High) - Project (Relation → Projects) - Area (Work / Personal / Learning)

Suggested Views: - Inbox - Today - This Week - Completed

PROJECT TRACKER

Purpose: Manage multi-step work without losing clarity.

Properties: - Project Name (Title) - Status (Planning / Active / On Hold / Completed) - Area of Life - Start Date - Target Date - Tasks (Relation → Tasks) - Progress (Rollup of completed tasks)

Suggested Views: - Active Projects - Planning - Completed Archive

KNOWLEDGE LIBRARY (Second Brain)

Purpose: Store notes, ideas, and learning in one searchable place.

Properties: - Title (Title) - Type (Note / Article / Video / Idea / Resource) - Topic / Tag - Source / Link - Related Project (Relation) - Status (To Review / Saved / Applied)

Suggested Views: - All Notes - Ideas Inbox - Resources - By Topic

3. PRE-BUILT PAGES & TEMPLATES

WEEKLY PLANNER

Use this page at the start of every week.

Sections: - Top 3 Weekly Priorities - Linked Tasks (filtered to this week) - Notes & Adjustments

Weekly Reflection: - What worked well? - What felt heavy? - What will I do differently next week?

BRAIN DUMP

Use this page anytime your head feels full.

Instructions: - Write everything out—uncensored - Later, sort items into: - Tasks - Projects - Knowledge Library

Clarity comes *after* capture.

4. GOALS & DIRECTION

GOAL PLANNER

Purpose: Connect daily work to meaningful outcomes.

Properties: - Goal Name - Timeframe (Quarter / Year / Long-Term) - Area of Life - Why This Matters - Related Projects

Prompt:

"If this goal succeeds, what changes in my life?"

5. CUSTOMIZATION GUIDE

Make this system yours: - Rename Areas of Life - Add or remove databases - Change icons and colors - Delete any section you don't use

Rule: If it adds friction, remove it.

6. HOW TO USE THIS SYSTEM (Simple Workflow)

1. Capture everything in **Tasks** or **Knowledge Library**
 2. Group related work into **Projects**
 3. Review your **Dashboard** daily
 4. Plan weekly using the **Weekly Planner**
 5. Reflect and adjust—this system evolves with you
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7. COMMON MISTAKES TO AVOID

-  Over-customizing before using
-  Tracking everything perfectly
-  Rebuilding the system every week

Progress beats perfection.

8. NEXT STEPS (Optional but Recommended)

If you found this helpful, here's how to go further:

 Join the free newsletter for weekly productivity insights  Explore the advanced version of this system  Get personalized help setting up Notion

Link here

Created by DigitCastle
Productivity systems made simple.