

Night Desk Quick Start Guide

A dark, minimalist Notion template designed for ADHD-friendly productivity

1. Duplicate the Template

1. Click the **Duplicate** button in the top-right corner of this template
2. Choose your workspace and give it a name (e.g., "My Night Desk")
3. Wait for all databases and pages to copy over

2. The Core Workflow: Capture → Promote → Today

Capture Everything in Inbox 📥

- Brain dump ideas, tasks, notes, and links into your **Inbox**
- Don't worry about organizing yet - just capture
- Use the mobile app to quickly add items on the go

Promote Items to Their Home

- Review your Inbox regularly (daily or when it feels full)
- Use the **Promote** buttons to move items:
 - **Promote → Task**: Creates a task with implementation intentions
 - **Promote → Note**: Moves to Notes database with tagging
 - **Promote → Asset**: Organizes files and media in your Shelf

Focus on Today 🎯

- Visit **Home — Today** to see your focused view
- **Now**: Current priority tasks (limit to 1-3)
- **Next**: Queued tasks ready to start
- **Shelf**: Quick access to assets and files
- **Resurface Lane**: Items scheduled to reappear today

3. Work in Scenes

Writing Scene 📝

- Tasks filtered for writing work
- Draft notes for active projects
- Image assets for inspiration

Editing Scene 🎬

- Editing and revision tasks
- Video, audio, and B-roll assets
- Production-focused workflow

Admin Scene

- Administrative and maintenance tasks
- Projects needing next steps
- System cleanup work

4. Gentle Resurfacing

Why Resurface?

- **Working memory support:** Items reappear when you need them
- **No forgotten tasks:** Nothing falls through the cracks
- **Reduced anxiety:** Trust the system to remember for you

How to Use

- Set **Resurface On** dates for tasks and notes
- Items automatically appear in your Resurface Lane
- Use **Snooze** buttons: +1d, +3d, +7d for easy rescheduling

5. FAQ

Q: The Promote buttons aren't working

A: Make sure you've properly duplicated the template and all databases are connected. Check that the button formulas reference the correct database IDs.

Q: How do I share this with my team?

A: You can share individual pages or databases. For full collaboration, consider duplicating the template in a team workspace and setting up proper permissions.

Q: Can I customize the views and properties?

A: Absolutely! The template is designed to be customized. Add properties, create new views, and adjust filters to match your workflow.

Q: How often should I review my Inbox?

A: Start with daily reviews, but adjust based on your capture volume. Some people prefer twice daily (morning/evening) or whenever the Inbox feels "full."

Q: What if I have more than 3 items resurfacing per day?

A: The system includes a daily cap helper that automatically defers excess items to tomorrow, keeping your cognitive load manageable.

Need more context on why this system works? Check out the [Neuro Guide](#) for the science behind the design.