Abhishek Katta: Technical Writing Portfolio

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Chapter 1. User Guide

How to Manage your Newsletter on Notion

Overview

Starting a newsletter can be both exciting and overwhelming. Whether you're a writer or content creator, learn how to use Notion to structure the way you manage every stage of this process.

This guide covers:

1. Setting Up Your Writer Profile and Goals
2. Capturing and Organizing Ideas
3. Building a Repeatable Writing Process
4. Managing a Content Calendar

1. Setting Up Your Writer Profile and Goals

Create a foundation for your newsletter content in Notion.

Begin by answering the following questions:

1. Why are you writing this newsletter?
2. Who is your audience?
3. What is your niche?
4. What is the goal of your newsletter? What do you want your readers to feel, learn, or take away?

Create a new notion page and define your motivation, identity and goals.

Figure 1: Sample North Star page on Notion.

Your personal dashboard reflects your writing goals and identity.

2. Capturing and Organizing Ideas

Every content piece starts with an idea.

Follow these steps to capture ideas, edit them into working drafts, and publish the pieces:

1. Create a Notion page for capturing ideas.
2. Type a hyphen (-) and hit *spacebar* to create a new bullet—treat each bullet as a new idea.
3. When you're ready to work on an idea, convert the bullet into a page.

To put this two-step process into action, watch this video:

Your idea capture workflow is now ready.

💡 Tip: Use Notion's mobile widget for quick idea capture when you're away from your desk.

3. Building a Repeatable Writing Process

"You fall to the level of your systems, not your goals" - Unknown.

Use a Kanban board in Notion to systematize content creation.

Follow these steps to build a consistent writing process:

1. Create a new page for Planning.
2. Import this Kanban template onto your page.
3. Customize the Kanban with additional metadata such as deadlines or publishing dates.

Your Kanban planner is now ready.

Newsletter Planner

☰ Tags   ⌚ Last edited time   ☰ Link

`Substack`   Today 5:30 PM   https://on.substack.com/p/substack-writing...

▯▯ Board view

Steps To Follow

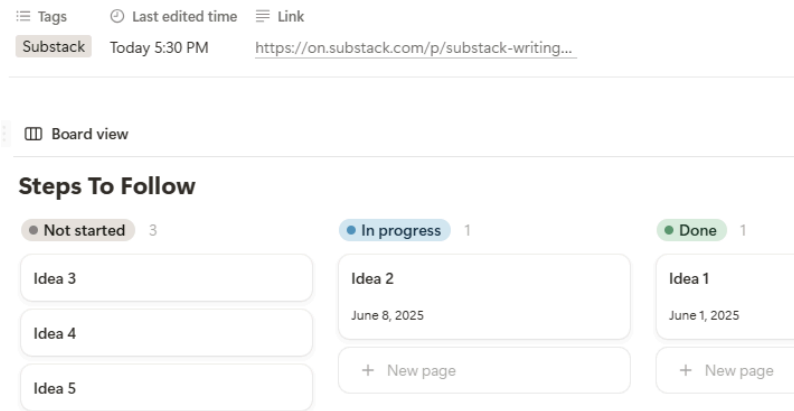| ● Not started 3	● In progress 1	● Done 1
Idea 3	Idea 2	Idea 1
Idea 4	June 8, 2025	June 1, 2025
Idea 5	+ New page	+ New page

Figure 2. Sample Planner with Ideas, Status and Publication Date.

By following a repeatable writing process, you will build a sustainable writing habit.

4. Managing a Content Calendar

Set up a Notion calendar to plan and track publishing dates.

Follow these steps to set up a "Calendar View" from your Kanban board:

1. Next to 'Board view' on your Newsletter Planner page, click on the "+" button.
2. Select "Calendar View" as your type.
3. View existing tasks with "Publication Date" or Add new

Figure 3: Sample content calendar.

Quickly switch between board and calendar views depending on what you're looking for.

Your Newsletter workflow on Notion is now ready. Start Writing!

Chapter 2. Internal Release Note

Bug Fix Summary

26th June, 2023

A. Business Impact: Bugs Impacting Value Delivery

The following points have been released to streamline the gaps in value delivery to the client:

1. Asset Insight – Insight Graph Threshold Issue:

Attribute	Value
Issue Description	Users cannot visualize the threshold in the Insight Graph.
Solution Impact	The insight graph now displays a threshold line after clicking on a red dot for specific days.
Impacted Client	All
Jira ID	ISSUES-161

2. Asset Insight – Live Data Threshold Issue:

Attribute	Value
Issue Description	Users unable to set threshold values in asset monitoring.
Solution Impact	Users can now set both lower and upper threshold values on the Live data widget in Asset for effective asset management.
Impacted Client	xxx
Jira ID	ISSUES-93

3. Sustainability – Energy Consumption Mix Readability Issue:

Attribute	Value
Issue Description	Users unable to identify exact values on the pie chart visualization when values are <10%.

Attribute	Value
Solution Impact	Users can now see values in a more readable format on the pie chart visualization.
Impacted Client	yyy
Jira ID	ISSUES-82

4. Sustainability – Common Calendar Missing:

Attribute	Value
Issue Description	The sustainability module does not have a common calendar.
Solution Impact	Users can access the calendar feature in the sustainability module for better coordination and activity tracking.
Impacted Client	All
Jira ID	ENGG-268

B. Business Impact: User Experience Enhancements

The following enhancements have been implemented to improve the product user experience (UX).

1. Asset Insight – Insight Graph:
    a. Users can now see the Y-Axis values on both the primary and secondary Y axes on the Asset insight graph.
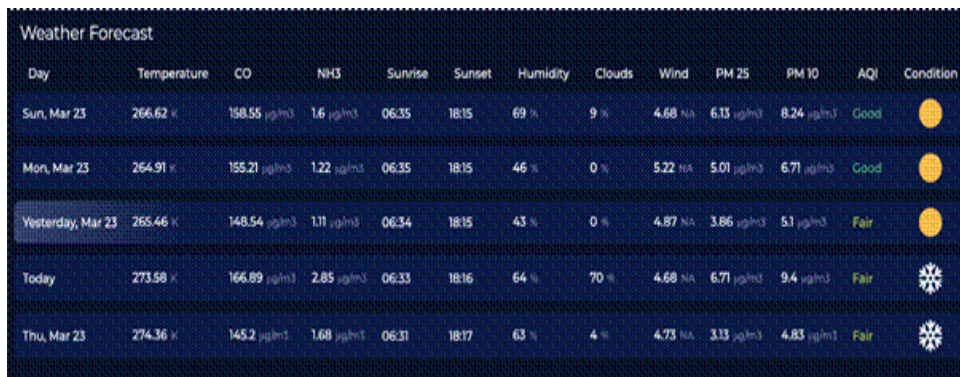   b. Impacted Client: All
    c. Jira ID: ISSUES-75

Chapter 3. Client Release Note

Feature Updates

7th March 2023

1. **Feature:** Weather API

   Status: Completed full integration with ABC API.

   What's new?

   a. Air quality metrics: AQI, PM10, PM2.5, NO2, SO2, CO, O3, NH3, NO and pollen level.

   b. Atmospheric conditions: Temperature, Humidity, Wind Gusts, Wind Speed, Wind Direction.

2. **Feature:** Table Widget

   Status: Parameters can now be tracked at an equipment level.

   What's new?

    a. Users can now track On, Idle and Off time for each piece of equipment.

    b. Users can customize parameters and ranges based on client needs.

3. **Feature:** Carbon Intensity API

Status: Completed API integration with UK regional Carbon Intensity forecast.

2-Day Carbon Intensity Forecast

+ Today	☉ 248	↑ 289	↓ 202
+ Wed	☉ 253	↑ 276	↓ 209
+ Thu	☉ 215	↑ 255	↓ 154

Values are the average, max, and min Carbon Intensity in gCO_2/kWh for each day

What's new?

    a. Forecasts carbon intensity and generation mix 96+ hours ahead for each of the 14 geographical regions in Great Britain.

    b. Clients can now schedule and minimise CO2 emissions at regional level.

    c. Powered by state-of-the-art machine learning and sophisticated power system modelling.

    d. Applies to electricity generation only. Accounts for national electricity demand, embedded wind, and solar generation.

    e. Includes emissions from all large-metered power stations, interconnector imports, transmission and distribution losses.