

Abhishek Katta: Technical Writing Samples

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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.

Start 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. Define your motivation, identity and goals.

The screenshot shows a Notion page titled "Sample North Star". At the top, there are icons for "Tags" and "Last edited time", with a tag labeled "Identity" and a timestamp "Today 4:51 PM". The page content is organized into three main sections:

- Why do I write?**
For myself, to live my life with clarity and intention.
- Why did I start this newsletter?**
To connect with and inspire readers to notice the little things.
- Identity Overview** (indicated by a green square icon):

Newsletter Name	Elsewhere, Home
Newsletter Bio	Stories of stillness and longing.
Niche	Reflective memoirs and stories.
Target audience	People who regularly read novels.
- Goals** (indicated by a yellow square icon):

Goal	Frequency / Target
Build writing habit	2h daily (morning)
Publish newsletter	Weekly
Grow audience	100 subscribers in 6 months

Figure 1: Sample North Star page on Notion with motivation, identity, and goals.

You will have a personal dashboard that 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—each bullet you type out is a new idea.
3. If you decide to work on an idea, learn how to convert a bullet into a page [here](#).

To put this two-step process into action, watch [this](#) video:

Your workflow to capture your ideas is 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 with additional metadata like deadlines or publishing dates.

Your Kanban planner is now ready.

Newsletter Planner

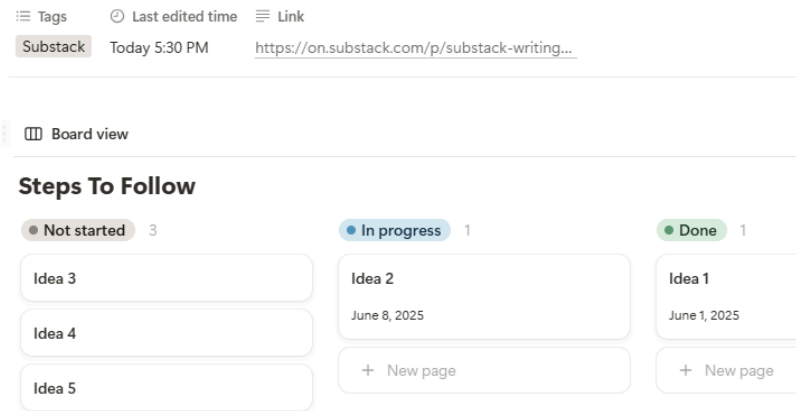


Figure 2. Sample Planner with Ideas, Status and Publication Date.

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

Newsletter Planner

Tags Last edited time Link

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

Board view Calendar

Steps To Follow

June 2025

Open in Calendar

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jun 1	2	3	4	5	6	7
			Idea 1 Published			
8	9	10	11	12	13	14
				Idea 2 To Review		

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. Release Note

Intermediate Bug Fix

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:

Attribute	Value
Description	Users were unable to visualize the threshold.
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:

Attribute	Value
Description	Users were unable to visualize the values for specific days.
Impact	The Live data widget on the Asset insight page now includes a label indicating the last 7 days when visualizing the data.
Impacted Client	xxx
Jira ID	ISSUES-94

3. Asset Insight – Live Data:

Attribute	Value
Description	Users unable to set threshold values in asset monitoring.
Impact	Users can now set both lower and upper threshold values on the Live data widget in Asset for effective asset management.

Attribute	Value
Impacted Client	xxx
Jira ID	ISSUES-93

4. Sustainability – Energy Consumption Mix:

Attribute	Value
Description	Users were unable to identify exact values during pie chart visualization when values are <10%.
Impact	In the Energy consumption mix section, users can now see values in a more readable format during pie chart visualization.
Impacted Client	yyy
Jira ID	ISSUES-82

5. Sustainability – Common Calendar:

Attribute	Value
Description	A common calendar was missing in the sustainability module.
Impact	Users can utilize the calendar feature in the sustainability module for improved 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. AssetInsight – Insight graph:

- a. The Asset insight graph visualization now correctly displays all Y-axis values on both Y-axes.
- b. Impacted Client: All
- c. Jira ID: ISSUES-75

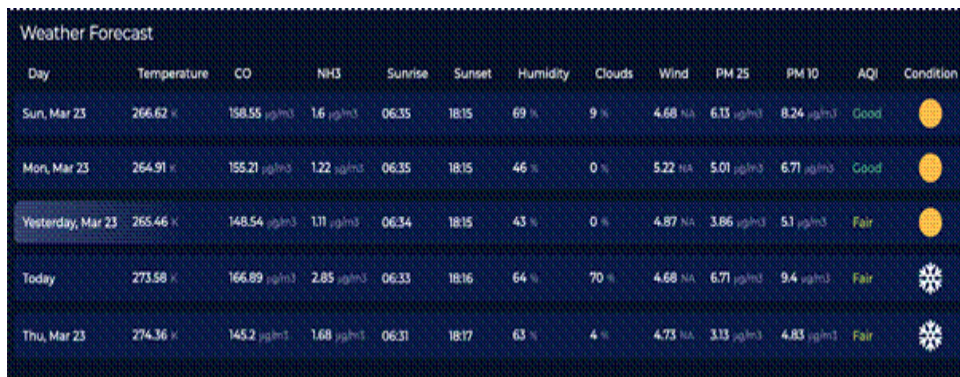
Chapter 3. Client Release Note

Feature Release

7th March 2023

1. **Feature:** Weather API

Status: Completed full integration with ABC API.



Day	Temperature	CO	NH3	Sunrise	Sunset	Humidity	Clouds	Wind	PM 25	PM 10	AQI	Condition
Sun, Mar 23	266.62 K	158.55 µg/m3	1.6 µg/m3	06:35	18:15	69 %	9 %	4.68 NA	6.13 µg/m3	8.24 µg/m3	Good	☀️
Mon, Mar 23	264.91 K	155.21 µg/m3	1.22 µg/m3	06:35	18:15	46 %	0 %	5.22 NA	5.01 µg/m3	6.71 µg/m3	Good	☀️
Yesterday, Mar 23	265.46 K	148.54 µg/m3	1.11 µg/m3	06:34	18:15	43 %	0 %	4.87 NA	3.86 µg/m3	5.1 µg/m3	Fair	☀️
Today	273.58 K	166.89 µg/m3	2.85 µg/m3	06:33	18:16	64 %	70 %	4.68 NA	6.71 µg/m3	9.4 µg/m3	Fair	❄️
Thu, Mar 23	274.36 K	145.2 µg/m3	1.68 µg/m3	06:31	18:17	63 %	4 %	4.73 NA	3.13 µg/m3	4.83 µg/m3	Fair	❄️

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.



Off	Idle	On
0 h 0 m	15 h 13 m	2 h 12 m

What's new?

- a. Users can now track On, Idle and Off time for each equipment.
- b. Fully customizable parameters and ranges according to 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 gCO₂/kWh for each day

What's new?

- a. Powered by ML algorithm to forecast carbon intensity and generation mix 96+ hours ahead for the 14 geographical regions that comprise Great Britain.
- b. Clients can now schedule and minimise CO2 emissions at local level.
- c. Applies to electricity generation only. It includes emissions from all large-metered power stations, interconnector imports, transmission and distribution losses, and accounts for national electricity demand, embedded wind, and solar generation.