# 🧠 Notion Beginner’s Guide – Version 4.11.1

Created for Dustin Walker | Updated: May 2025

## 🔰 What is Notion?

Notion is an all-in-one workspace for notes, tasks, wikis, and databases. You can build powerful systems like job trackers, habit planners, and financial dashboards using blocks, pages, and properties.

## 📦 Notion Structure Overview

• Page – The basic container for everything  
• Block – Individual content unit (text, image, list, etc.)  
• Database – A collection of data you can view as a table, board, calendar, or gallery  
• Property – Field on each database item (e.g., status, date, tags)

## 🛠️ How to Import a CSV and Create a Kanban Board

1. Go to Notion → “+ Add a page”  
2. Name your page (e.g., Job Tracker)  
3. Choose “Import” → Select CSV → Upload your CSV file  
4. Notion creates a Table database  
5. Click “Table” dropdown → Add View → Select “Board”  
6. Group by “Status” or “Stage” column

## 🎨 How to Style Statuses for ADHD-Friendliness

1. Click into any card → click the “Status” property  
2. Choose “Edit property”  
3. Switch to property type: Select (for custom values)  
4. Add new options with emojis and colors:  
 - 🚀 Leads → Blue  
 - ✍️ Applied → Yellow  
 - 💬 Interviewing → Orange  
 - ✅ Offer → Green  
 - 🗃️ Archived → Grey

## 🧩 Useful Properties to Add

• Job Title (Text)  
• Company (Text)  
• Job Link (URL)  
• Date Found (Date)  
• Date Applied (Date)  
• Recruiter Name (Text)  
• Notes (Text)  
• Job Status (Select)

## 💡 Tips for Workflow

• Drag and drop job cards between columns  
• Use filters to hide Archived jobs  
• Add a “Last Touched” Date to show which jobs are going stale  
• You can duplicate cards for fast entries

## 📁 Saved Views to Consider

• Board view by Status  
• Table view for sorting by Date  
• Calendar view (optional) for deadline-based visuals

## 📚 Learning More

Visit: https://www.notion.so/help or search YouTube for 'Notion Job Tracker tutorial' for visuals and examples.