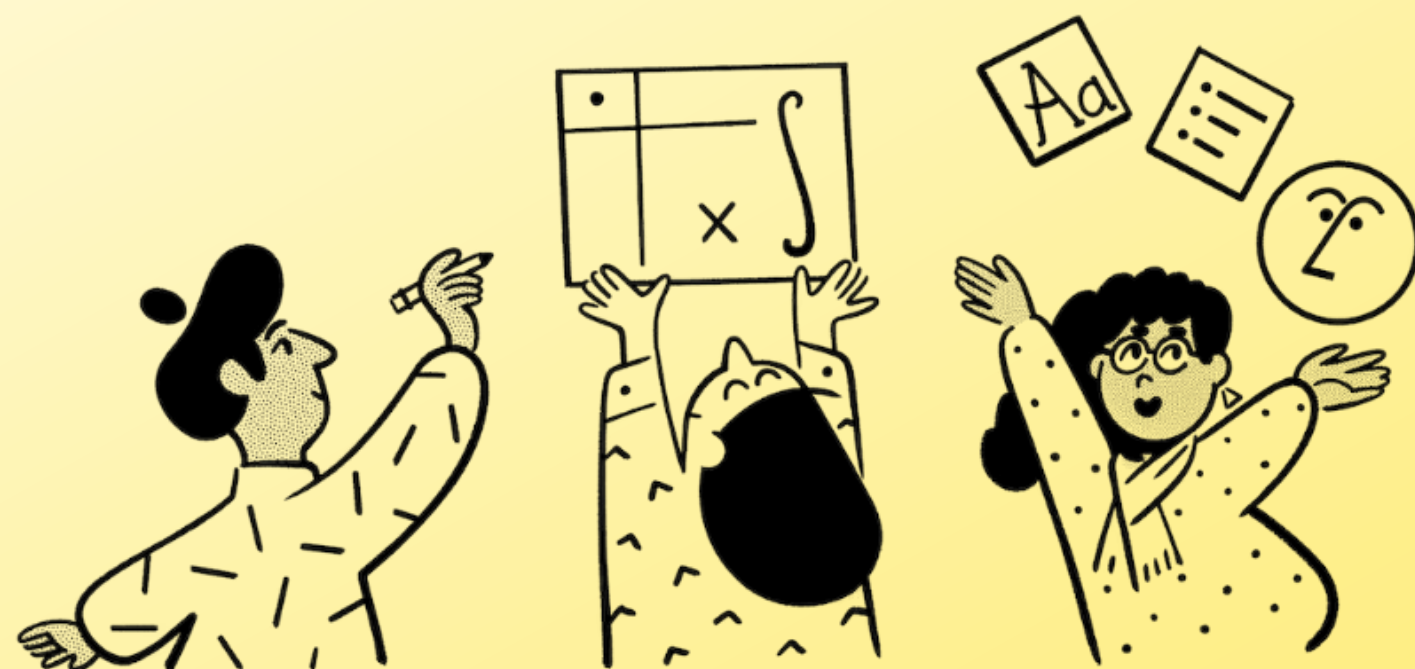




Boost your Productivity

with

Notion



12 March 2025



Taking Note

Calendar

DASHBOARD YEAR VIEW WORK WEEK DAY VIEW TASK LIST SETTINGS SEARCH

September < > Monday 3 Tuesday 4 Wednesday 5 Thursday 6 Friday 7

William

Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
8:00 Prepare notes for a meeting				
9:00 Weekly team meeting Conference room	Legal			
10:00 Write weekly newsletter	Reserve a table @SteakHouse	Finalize budget		
11:00	Birthday's cake :)		Team's photoshoot @PhotoStudio	Candidate interviews Conference room
12:00				Sales presentation
13:00 Client meeting @ClientOffice	Business lunch with Dennis Steak House			Video call with Sales team Online
14:00				
15:00		Prepare notes for a meeting	Marketing agency's video call Online	
16:00		Board meeting Conference room		
17:00 Video call with Legal team Online				
18:00				
19:00				
20:00				Inbox cleanup :) Week wrap-up notes

To-do list

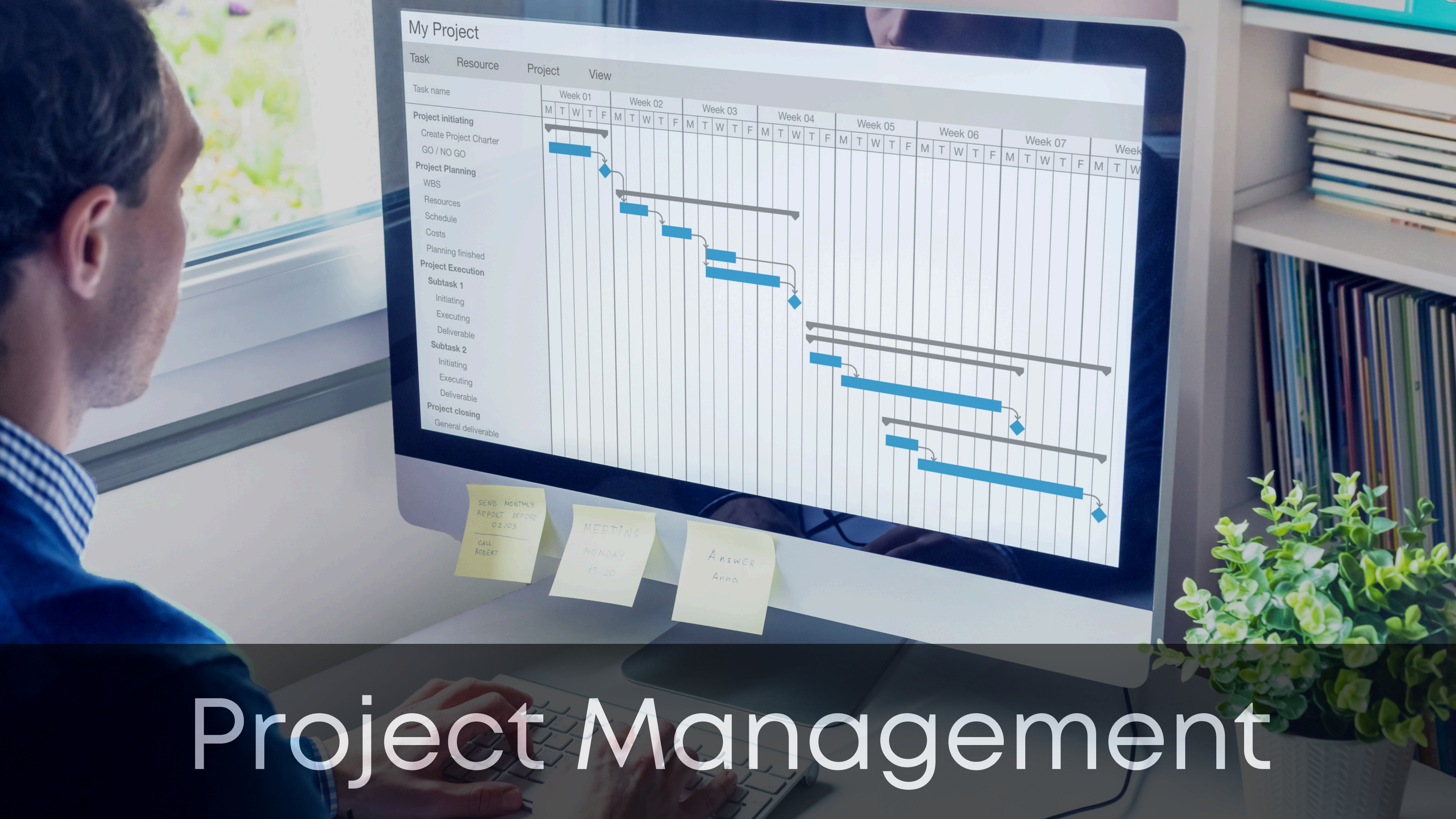
- Sales presentation
- Organize campaign meetup
- Website news update
- Write weekly newsletter
- Team photoshoot
- Finalize budget
- Inbox cleanup :)

Task Planning

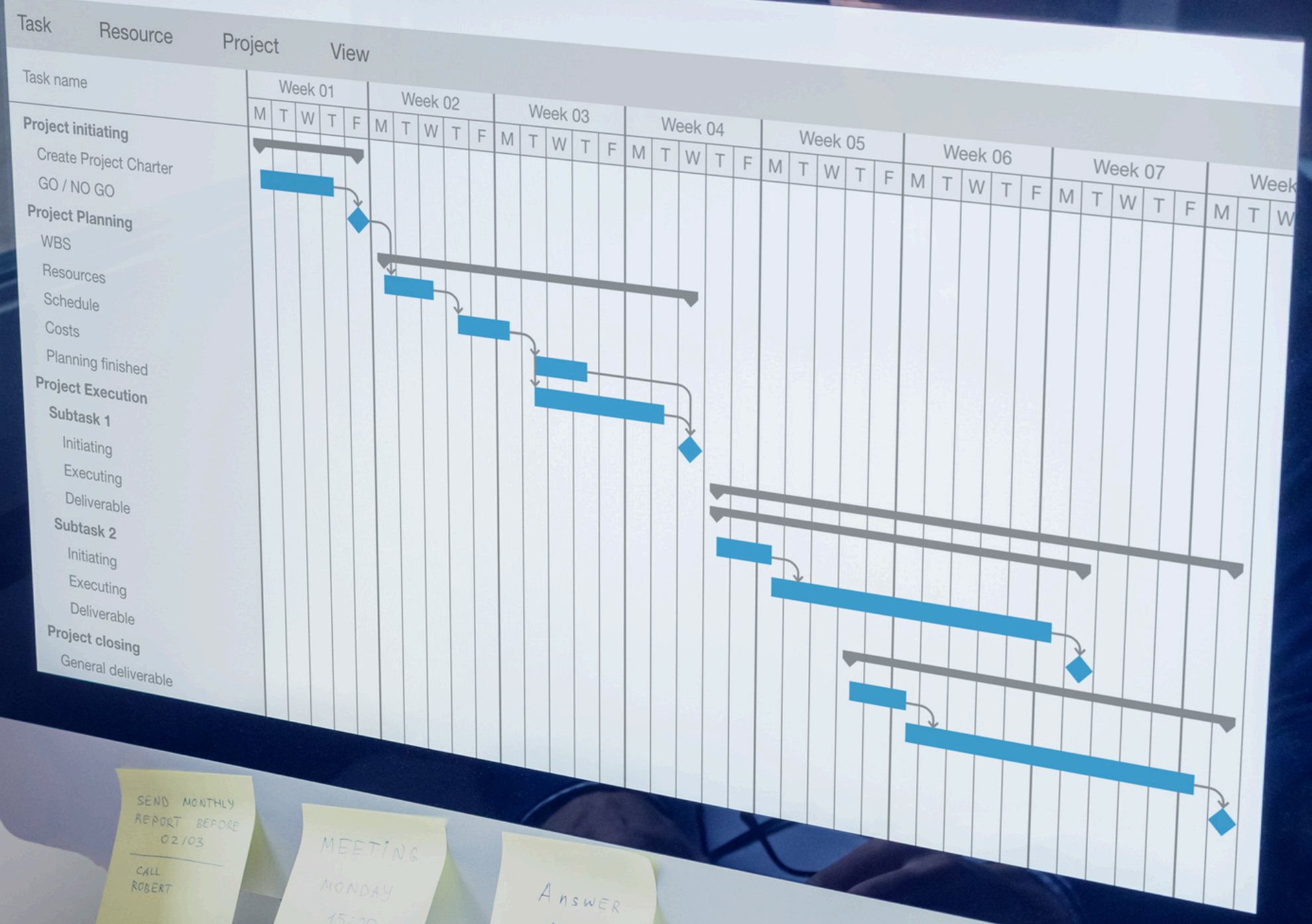
To-Do List

- MAKE COFFEE
- ANSWER ON EMAILS
- CLIENT MEETING
- PREPARE PROPOSAL
- PRESENTATION
- CLOSE CONTRACT
- PARTY WITH FRIENDS

Making To-do List



My Project



SEND MONTHLY
REPORT BEFORE
02/03
CALL
ROBERT

MEETING
MONDAY
15:20

ANSWER
ANNA

Project Management

What is Notion ?

Notion as a set of building blocks for creating things you love to use on your computer, such as:

- Documents
- Databases
- Public websites
- Knowledge bases
- Project management systems

Notion is different from other software in a few ways. And once you master these basics, you can pretty much build whatever you want.

Most importantly, don't worry about not knowing everything you can do right away. We'll discover it together. Read on to dive right in!

Devices for Notion

Browser



Mobile App.



Desktop App.

Mac & Windows

🍏 Download for macOS (Universal)

🍏 Download for macOS (Apple Silicon)

🍏 Download for macOS (Intel-based Macs)

🪟 Download for Windows (x64)

🪟 Download for Windows (Arm / Arm64)

Notion: Pricing

All plans [?]

Interested in a custom demo? [Contact Sales](#)

Free

\$0 per member / month

Plus

\$10 per member / month
billed annually

\$12 billed monthly

Business

\$15 per member / month
billed annually

\$18 billed monthly

Enterprise

Recommended

Contact Sales for pricing

Upgrade

Upgrade

Contact Sales

Highlights

- Up to 10 guests
- 7 day page history
- 70+ integrations

- Up to 100 guests
- 30 day page history
- Unlimited blocks
- Unlimited file uploads
- Unlimited charts

- Up to 250 guests
- 90 day page history
- Private teamspaces
- SAML SSO
- Verify any page

- Custom guest limits
- User provisioning
- Workspace analytics
- Audit log
- Advanced security

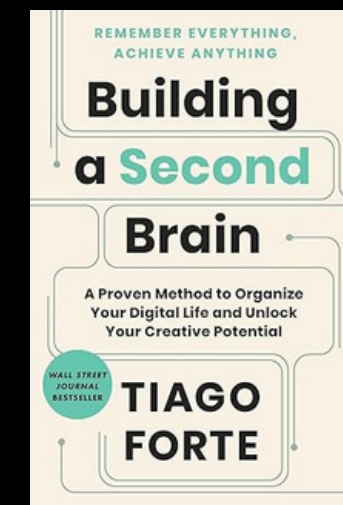
Building a Second Brain!!!

The Building a Second Brain system helps you harness the full potential of what you know.

It will help you to:

- Find anything
- Organize your knowledge and use it to move your projects and goals forward consistently
- Save your best thinking
- Spend less time looking for things and more time doing the best
- Create a digital environment
- Turn work “off” and relax

Source: <https://www.buildingasecondbrain.com/>



Tiago Forte

Notion For?

Source: <https://www.notion.com/about>

Updated: 12/03/2025

Users

Personal

Students

Teachers

Creators



Contents

Product

Engineering

Design

Marketing

IT











Startups

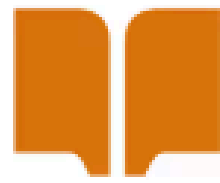
Enterprise

Customer stories



Products

-  **AI**
Integrated AI assistant
-  **Docs**
Simple & powerful
-  **Wikis**
Centralize your knowledge
-  **Projects**
For every team or size
-  **Calendar**
Time and work, together
-  **Mail** Coming Soon
Email that works for you
-  **Sites**
Publish anything, fast
-  **Forms**
Capture responses and requests
-  **Marketplace**
Templates to get you started
-  **Integrations**
Connect your tools to Notion



Feature: Wikis

Onboarding


Owner

 Emily Yang

Verification



 Until October 15, 2025

Hello, and welcome to Acme Labs!

My name's Emily and I'm from the  Operations team. Our team is responsible for stewarding our company planning process where we set mid and long-term strategy and near-term (e.g. 6-month) priorities.

Today's goal

Create general literacy around:

-  Our Mission
-  Our Operating Values
-  Our Strategy
-  Our Teams

Source: <https://www.notion.com>

Updated: 12/03/2025



Feature: Docs

Stand-up @Today

Participants Keisha Fourier Alex Rasmusson Emily Yang

+ Add a property

Add a comment...

Action items

@Keisha Fourier to share survey

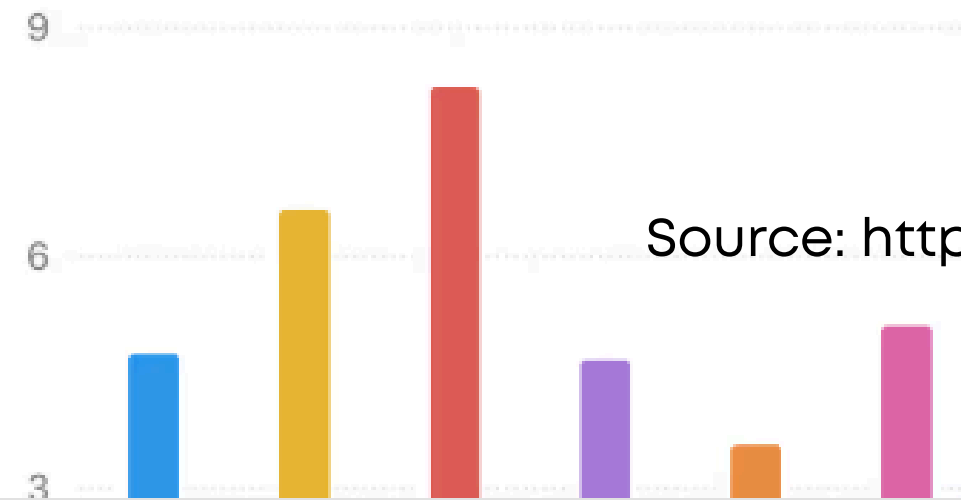
Team update **Roadmap**

OKRs due by @Next Tuesday

To-do

Q2 Metrics

Chart



Source: <https://www.notion.com>

Updated: 12/03/2025



Feature: Projects

Projects

Kanban board All tasks By project +

New

Due + Add filter

- Test the social media integration**
 Keisha Fourier
- Develop a plan for existing product**
 2
- Test the integration in production**
- + New page

- Test the new onboarding process**
 Keisha Fourier
 6
- Research popular integrations**
 Alex Rasmusson
- Determine feature set support**
 Alex Rasmusson
 3
- + New page

- Develop wireframes and prototypes**
 Emily Yang
 2
- Gather feedback from customers**
 Emily Yang
- Set up automated responses**
 Keisha Fourier
- + New page

Source: <https://www.notion.com>

Updated: 12/03/2025

Feature: Calendars

Calendar navigation and month view for January 2025. The month view shows dates from 1 to 31, with the 17th highlighted in red. Navigation arrows are present at the top.

Calendar sidebar for user 'stephanie@toolsforthoug...'. It lists various calendars: Work (blue), Data Science Team (purple), Data Science Core (green), Personal (yellow), Kids (orange), and Holidays (grey).

Calendar sidebar for user 'stephaleeeee@gmail.com'. It lists 'Stephanie's Notion' with a 'Travel plans' calendar (yellow) and 'Acme Inc.' with 'My tasks' (blue) and 'DS Planning' (red) calendars.

Main calendar view for January 15, 2025 (Monday). The view shows a grid of time slots from 8 AM to 5 PM. Key events include: 'Augusto OOO' (all-day), 'Q4 Results Share' (8-10 AM), 'Finish performan...' (10-11 AM), 'Santiago work trip!' (11 AM-12 PM), 'Performance review talks' (12-1 PM), 'Tools weekly sync 9-10 AM' (dashed box), 'DS Core Huddle 1...' (11 AM-11:42 AM), 'Dept Heads Prep f...' (11:42 AM-12 PM), 'Onsite interview: Pedro' (11 AM-12 PM), 'Hiring Manager interview: Guimar...' (11:30 AM-12:30 PM), 'Operations Resear...' (12-1 PM), 'Taskboard checkin' (1-2 PM), 'OR Team Lunch 1-2 PM' (purple), 'Lunch with Rob 1-2 PM' (yellow), 'Group crit 1-2 PM' (blue), 'Museo de la Memoria 1-2 PM' (yellow), 'Kai / Stephanie 1:12-3' (dashed box), 'Data Science Team Meets 2:30-3:30 PM' (purple), 'Dev Infra office hou' (purple), 'Growth Optimization We...' (3-4 PM), 'DS Org regroup 3:3...' (blue), 'Flight: LA603 LAX -> SCL 3 PM' (blue), 'Operations 2024 Sprint Planning 3-5 PM' (blue), and 'Check in with Salv...' (4-5 PM).

Search bar with 'Search' text and a magnifying glass icon. Below it, a status message reads 'No upcoming meetings'.

'Scheduling snippet' section with a 'Share availability' button and a small 'S' icon.

'Team meeting' section with a 'Meet with...' button and a small 'F' icon.

'Useful shortcuts' section listing keyboard shortcuts: Command menu (⌘ K), Menu bar calendar (control ⌘ K), Cron menu (.), Go to date (.), and All keyboard shortcuts (?).

Source: <https://www.notion.com>
Updated: 12/03/2025

Getting Started!!!



Notion

Product ▾

Teams ▾

Individuals ▾

Download ▾

Pricing

Request a demo

Log in

Get Notion free

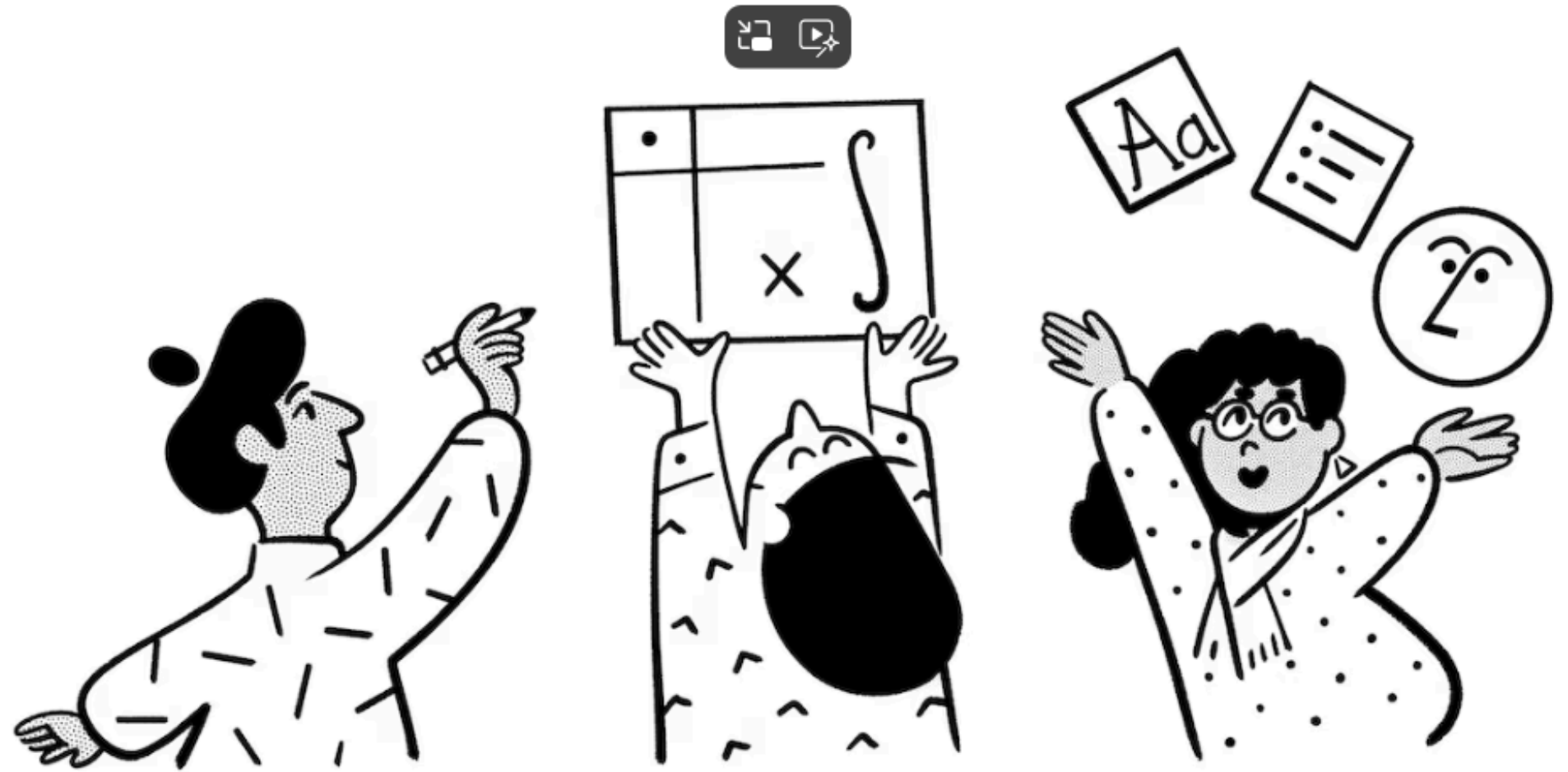
The happier workspace

Write. Plan. Collaborate. With a little help from AI.

Get Notion free

Request a demo

Trusted by teams at



<https://www.notion.com>