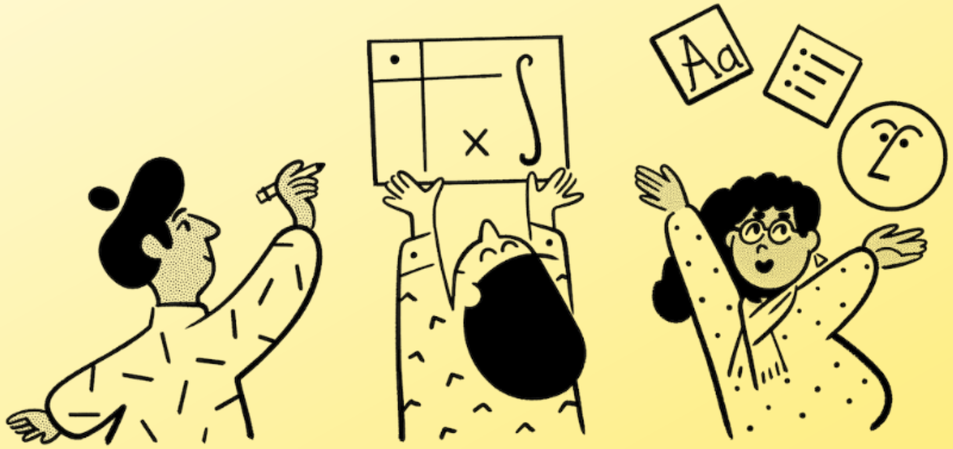
Mahidol University
Faculty of Science

Stang Mongkolsuk Library
and Information Division

Stang Library Training
Information skills for you

Boost your Productivity with Notion

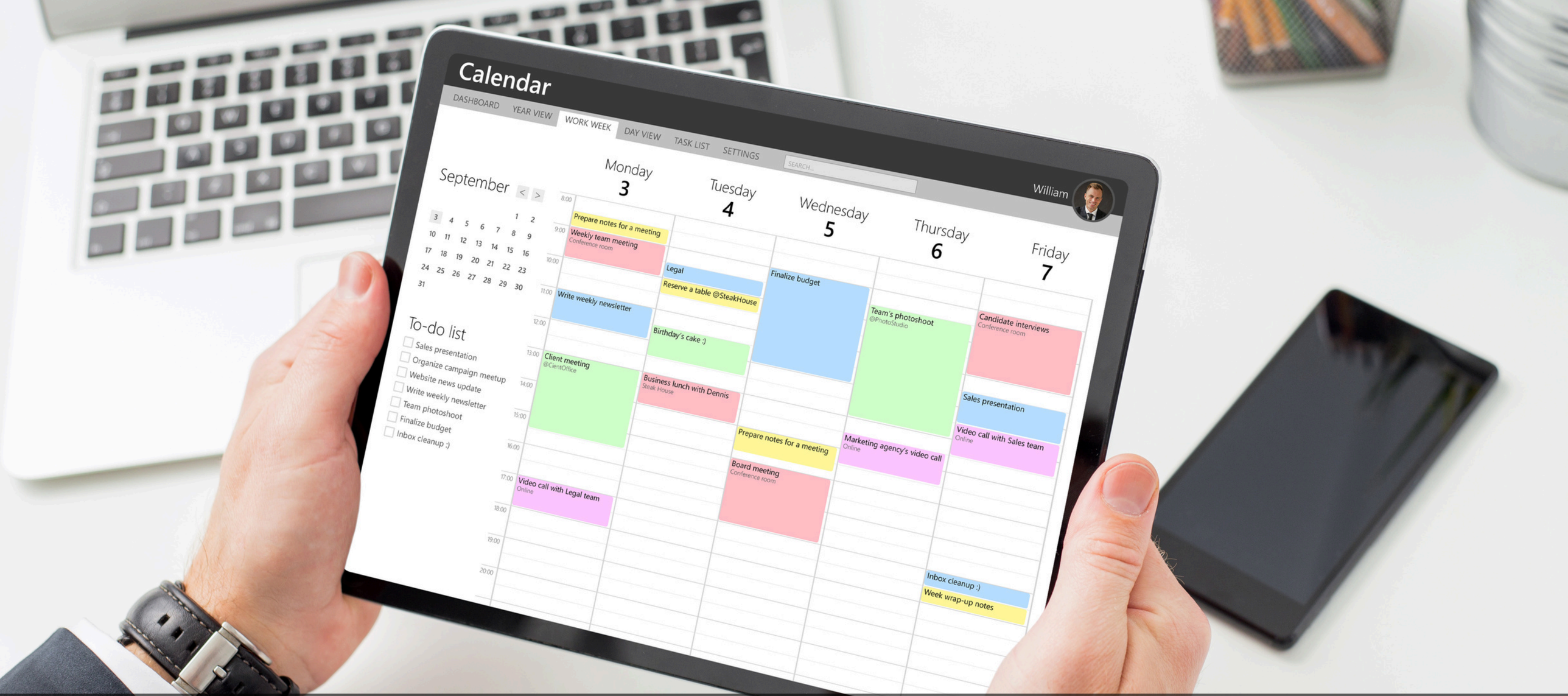


12 March 2025

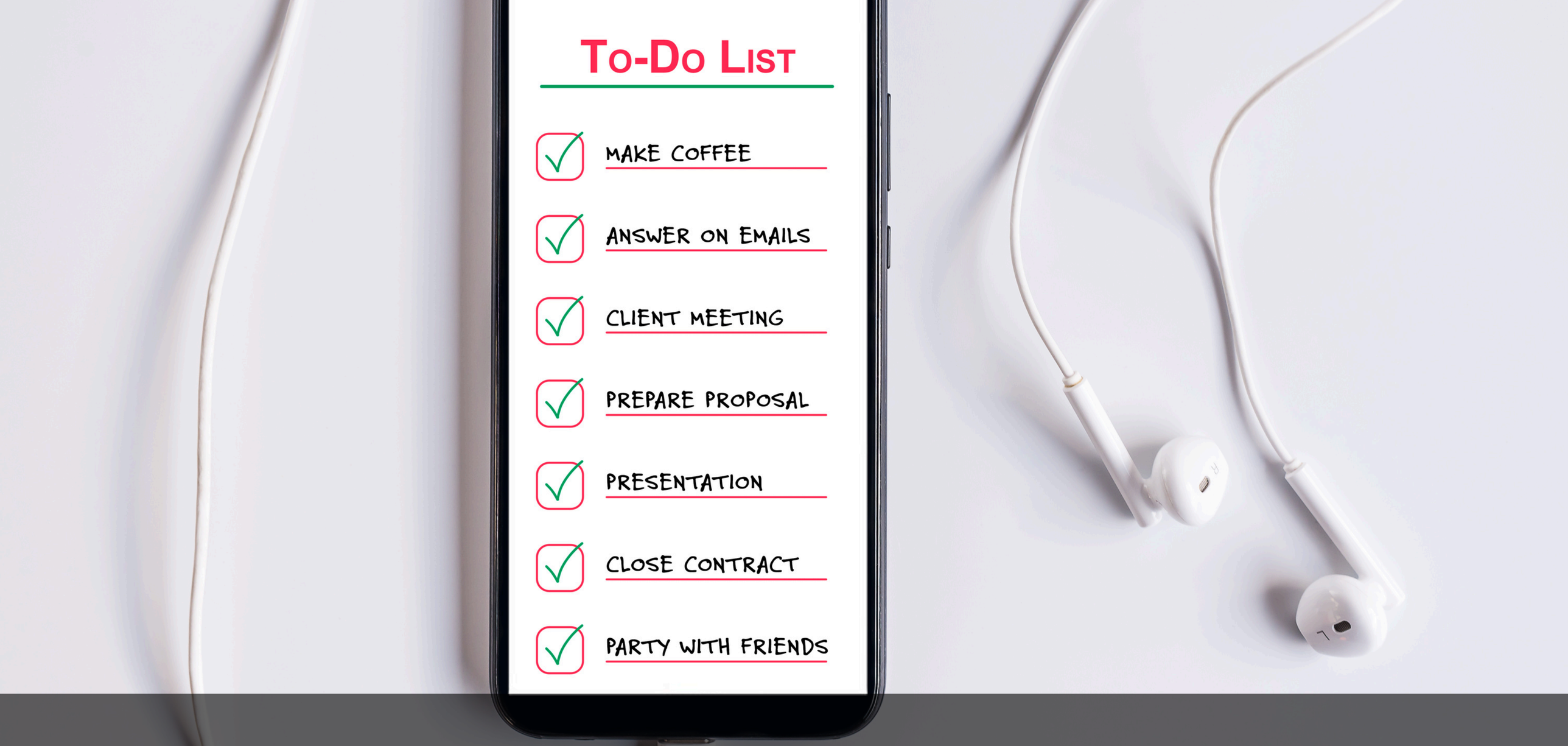
Chalermpan Tatip

Stang Mongkolsuk Library & Information Division, Faculty of Science, Mahidol University

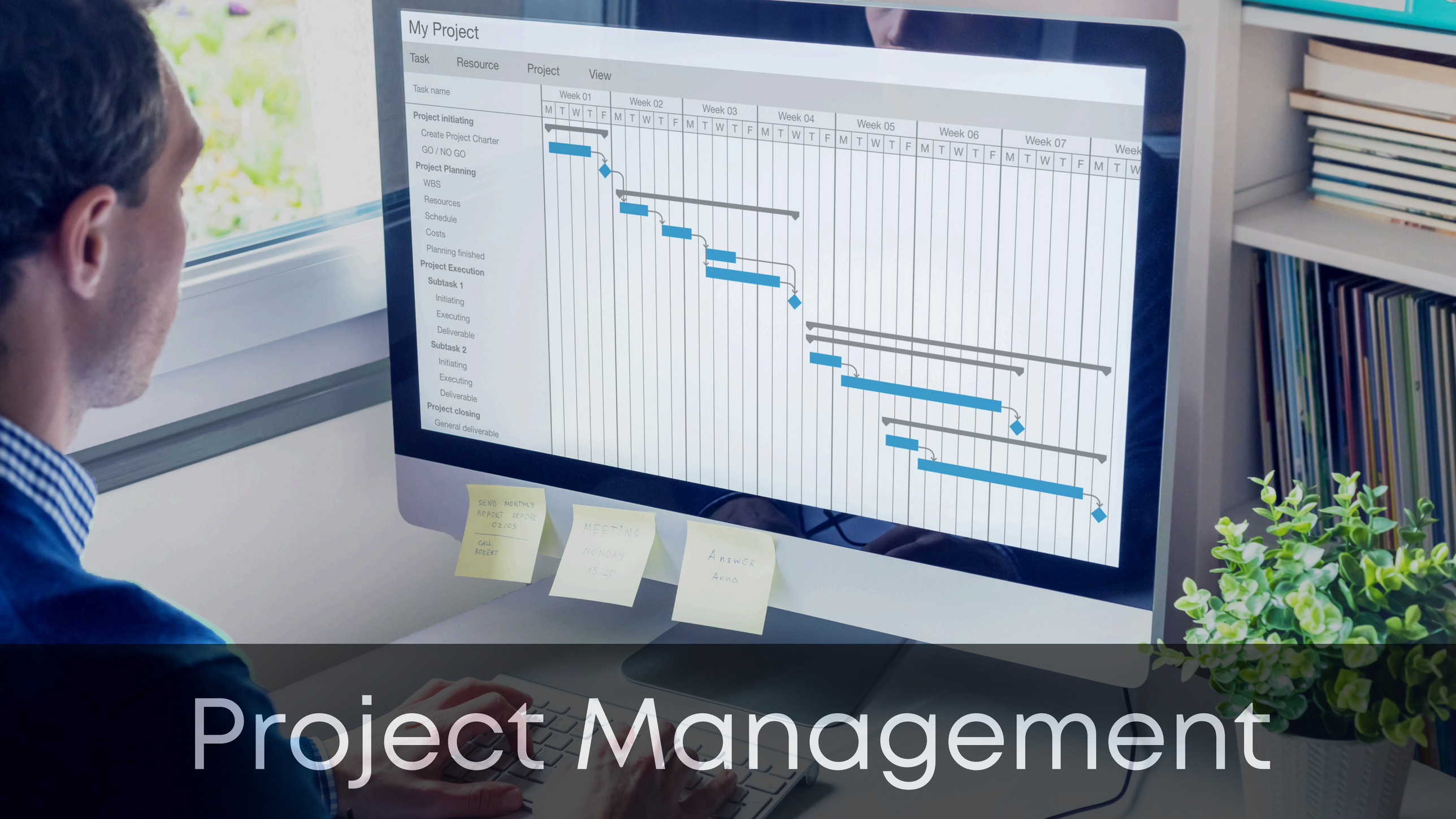
Taking Note



Task Planning



Making To-do List



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.

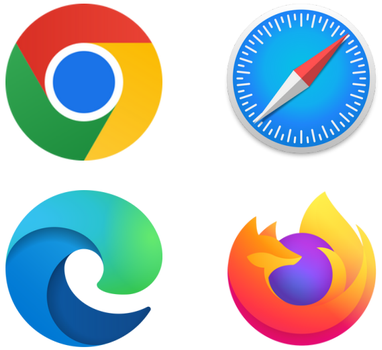
Most importantly, don't worry about not knowing everything you can do right away. We'll discover it together. Read on to dive right in!

Since: March 2013 | Website: https://Notion.com/

Updated: 12/03/2025

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)

Updated: 12/03/2025

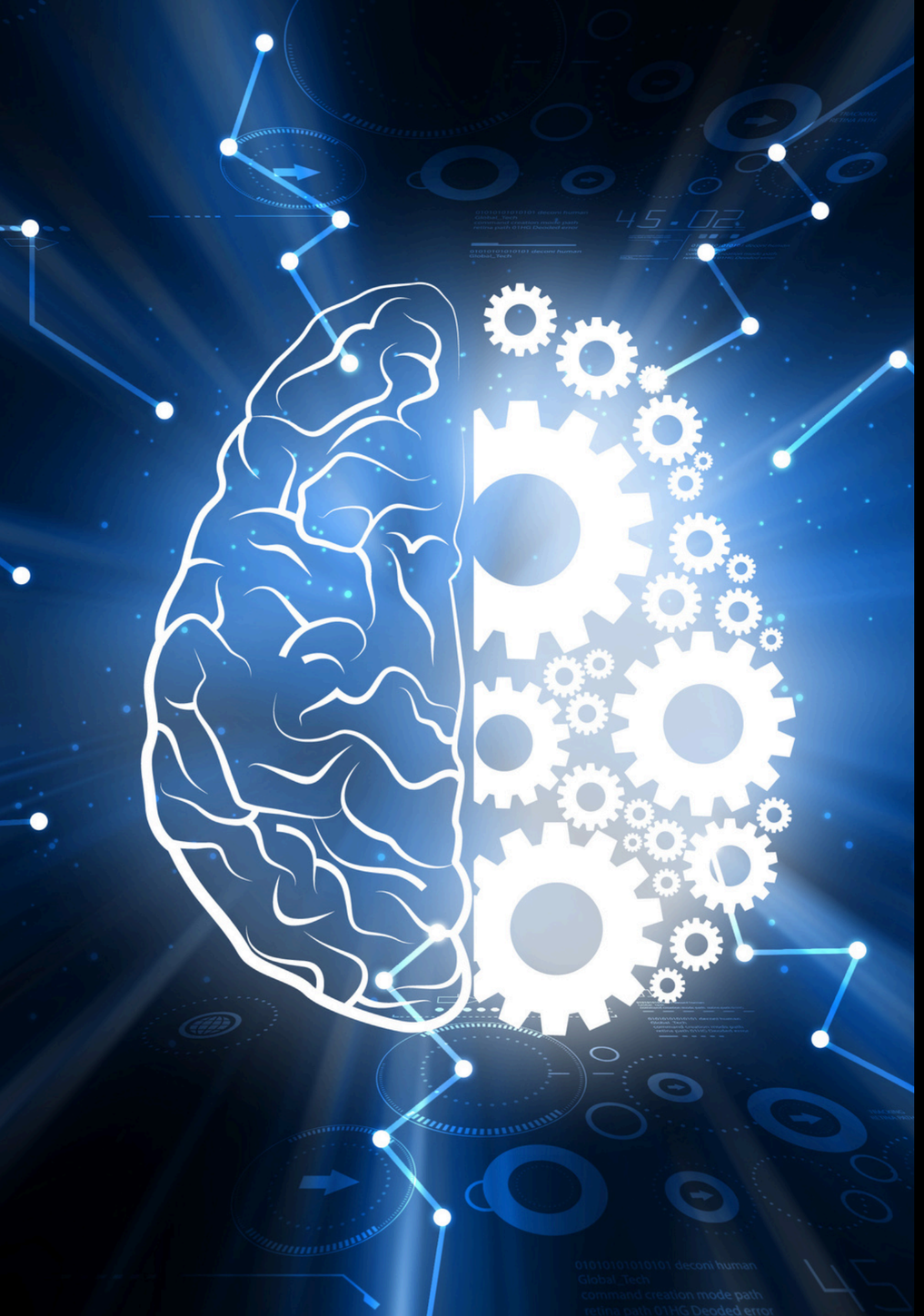
Notion: Pricing

All plans

Interested in a custom demo? Contact Sales

	Free	Plus	Business	Enterprise
	$0 per member / month	$10 per member / month billed annually $12 billed monthly	$15 per member / month billed annually $18 billed monthly	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

Updated: 12/03/2025



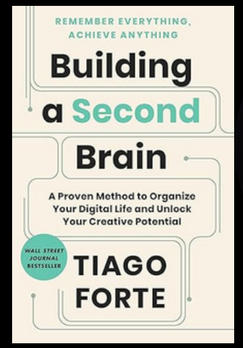
Building a Second Brain!!!

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

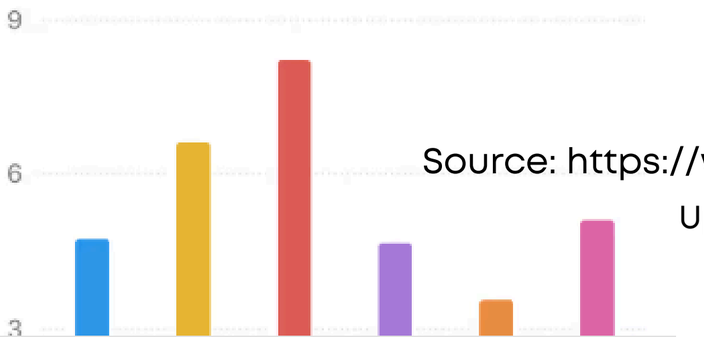
Add a comment...

Action items

- [x] ~~@Keisha Fourier to share survey~~
- [ ] Team update **Roadmap**
- [ ] OKRs due by @Next Tuesday
- [ ] To-do

Q2 Metrics

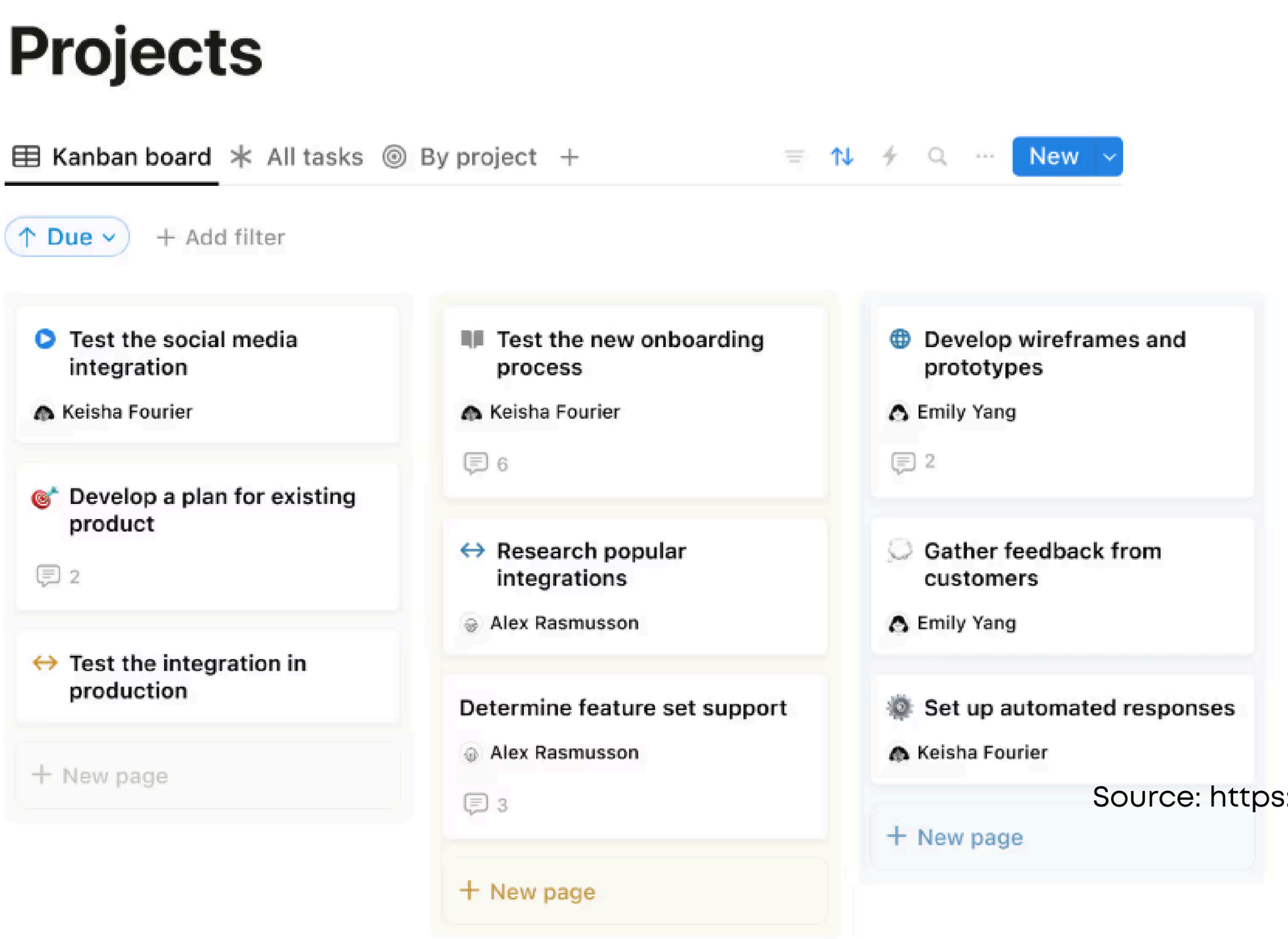
Chart



Source: https://www.notion.com

Updated: 12/03/2025

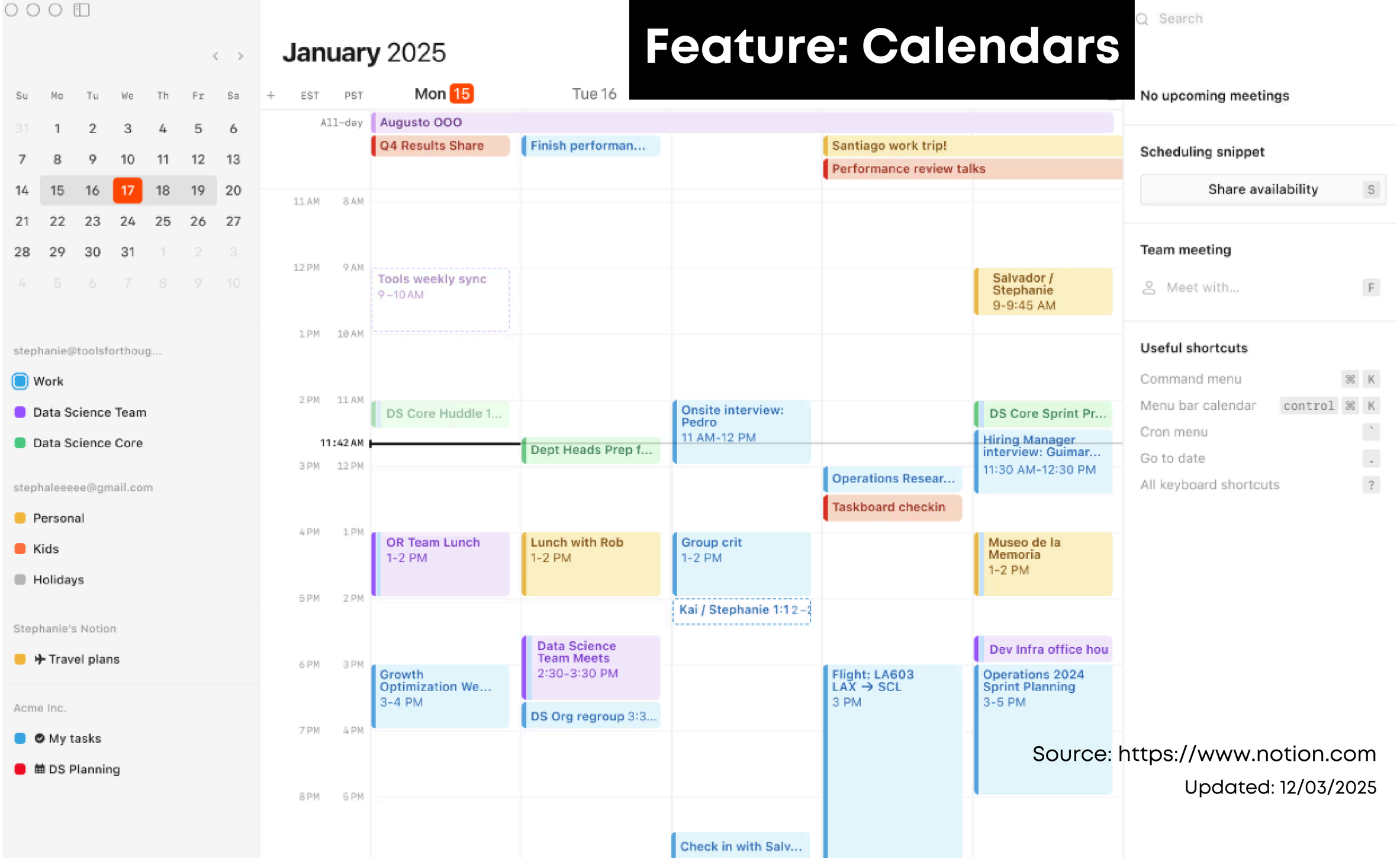
Feature: Projects



Source: https://www.notion.com

Updated: 12/03/2025

Feature: Calendars



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

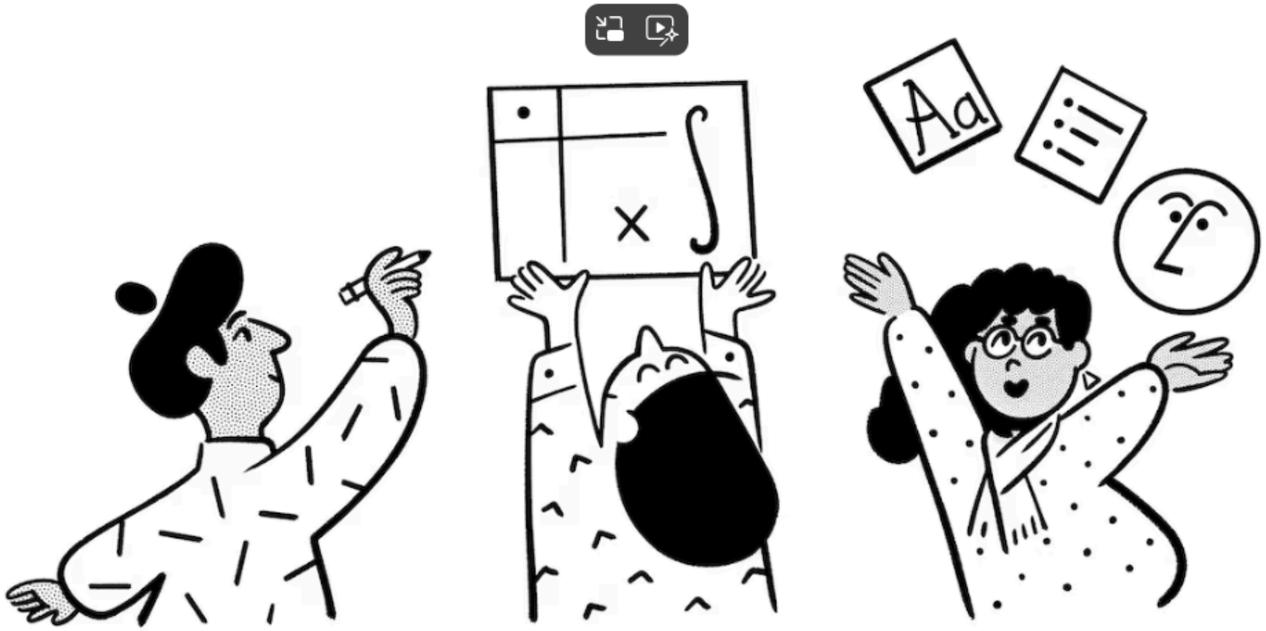
The happier workspace

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

Get Notion free Request a demo

Trusted by teams at

TOYOTA Vercel Figma ramp



https://www.notion.com