

Boost Your Productivity In 90 Minutes Or Less

By Andy Mackow

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Introduction

Earlier this week I received an email from Jackson, it read:

My name is Jackson, and I am an internet marketer and most of my days are spent producing training courses, affiliate marketing and recently I started a PLR side to my business. So I spend a lot of my time learning about online marketing and I am really interested in self-development. Now I will be the first to admit, that I do put on weight easily and so spend a proportion of my time in the gym and keeping fit. I love entertaining my friends through close up magic, especially card tricks. So, as well as being a family man with two kids I am very busy and find it difficult remembering things and juggling my daily activities. Can you advise me on some strategies to help organise my life both at work and at home because I get so mixed up and my productivity is suffering as a result.

So, I replied:

Well Jackson, I know that many individuals can relate to the same issues you are having so what I have done is written a quick guide which will take you through organising your life using an amazing software application called Notion. Notion is free for a personal license and using it will simplify your life and declutter not only your brain but simplify your day to day organisation and simplify your decision making, so without further ado, lets dive into it.

Notion The Beginning

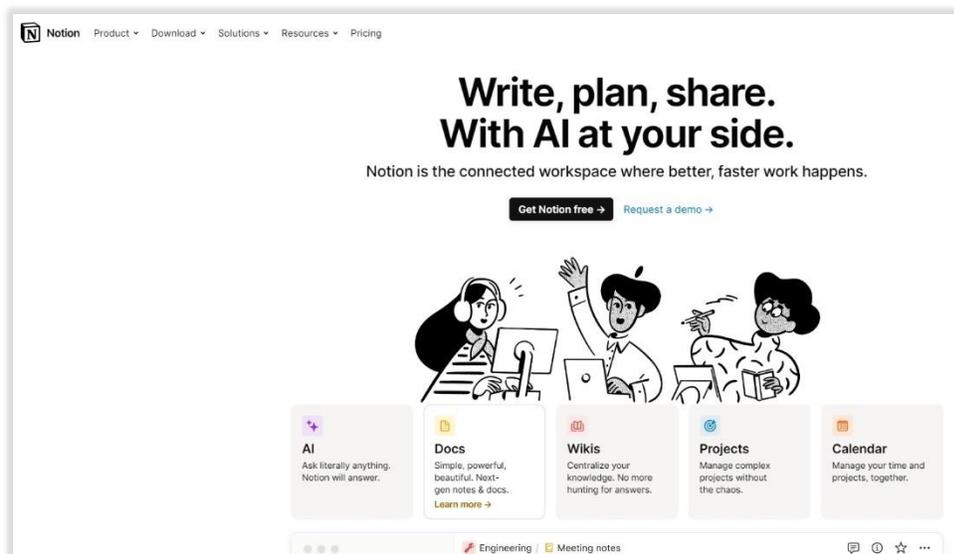
I am going to show you how to get all of your projects, your documents, your files, your folders, in one place, in a streamlined, neat and easy to find way. This is going to free up your mental energy so that you do not have to constantly search for things, so that you are not overwhelmed by all the work that you must do, in as little as an hour it will all be laid out neatly in front of you. If you follow the advice I give, whilst building this out for Jackson you will benefit too.

Ok so lets get into Notion, in this guide I am going to show you some features of Notion and together we are going to use it to organise our work, play and our life. Remember Jackson and his hectic lifestyle, well I am going to show you how to organise his life to make his life a lot easier.

So are you ready, let's go.

Signing Up For Notion

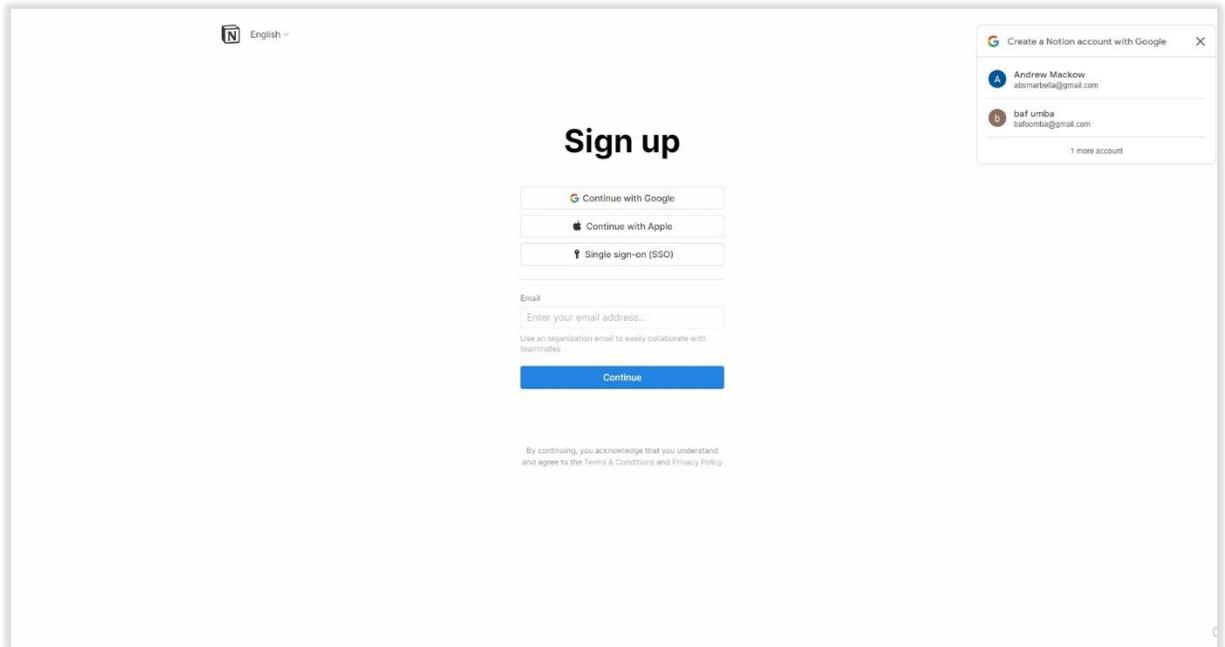
Firstly, we are going to sign up for Notion.



16. Go to notion.so

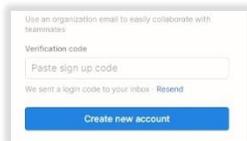
Okay, now let's sign up for Notion.

Click **Get Notion Free**.



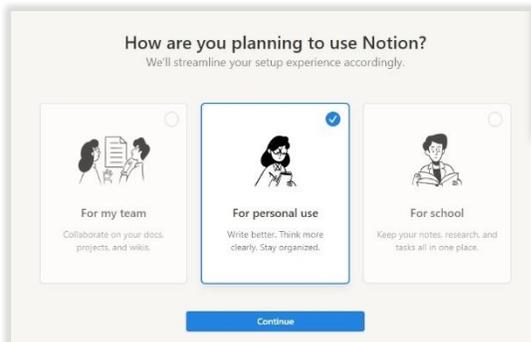
17. Enter Your Email

Go you your email and find the email sent by Notion to your account. Copy the code and input it under verification code and click “Create new account.”



18. Enter Verification Code

Choose a nickname and a password and click **continue**.

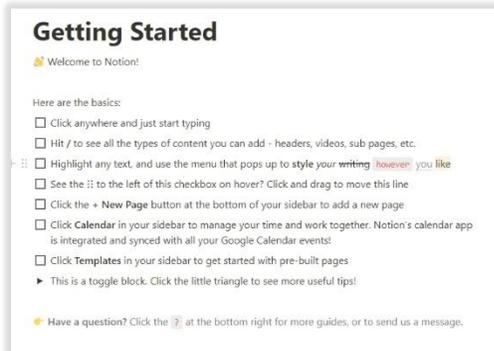


20. Personal Use

Select **For personal use** and click **Continue**.

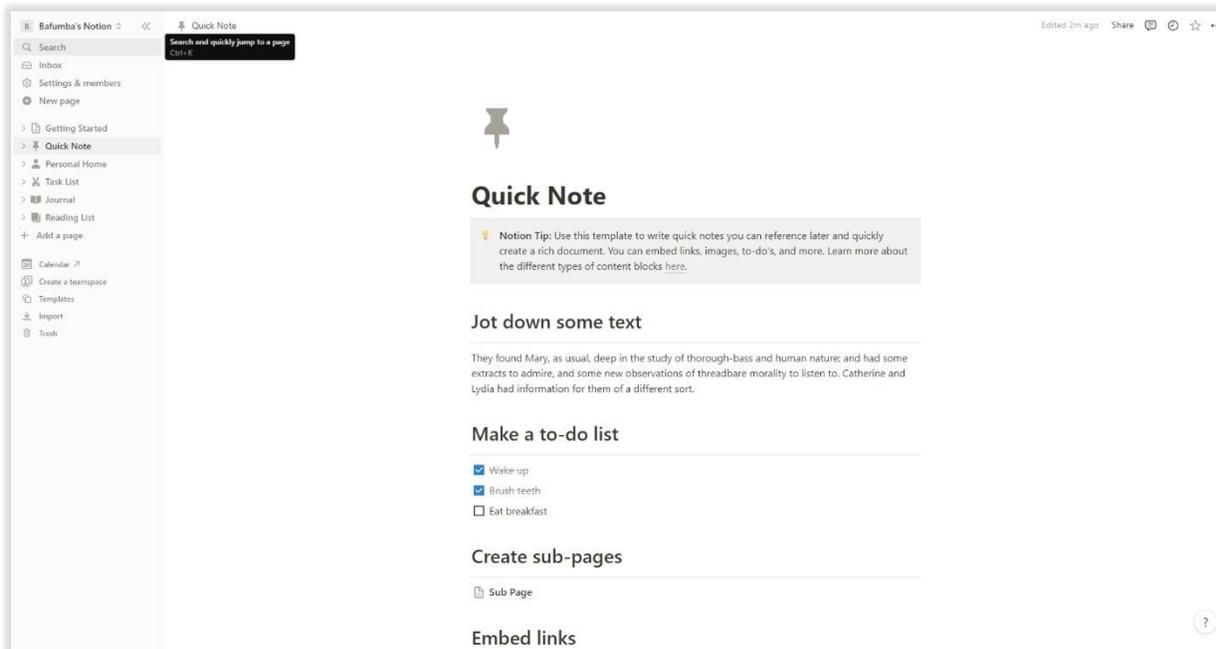
Getting Started With Notion

Once you're signed up for Notion, this is what you will see. This is a page the **Getting Started** page.



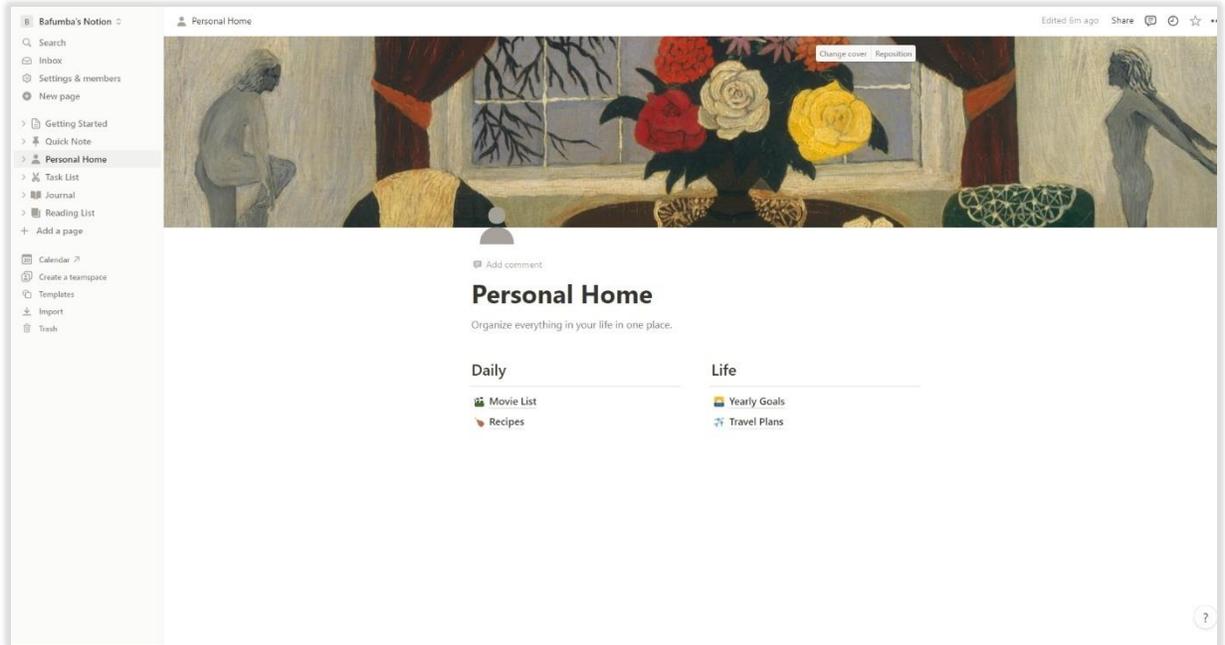
21. Getting Started.

Next let's look at some templates that Notion will give you to give you an idea of what Notion can do.



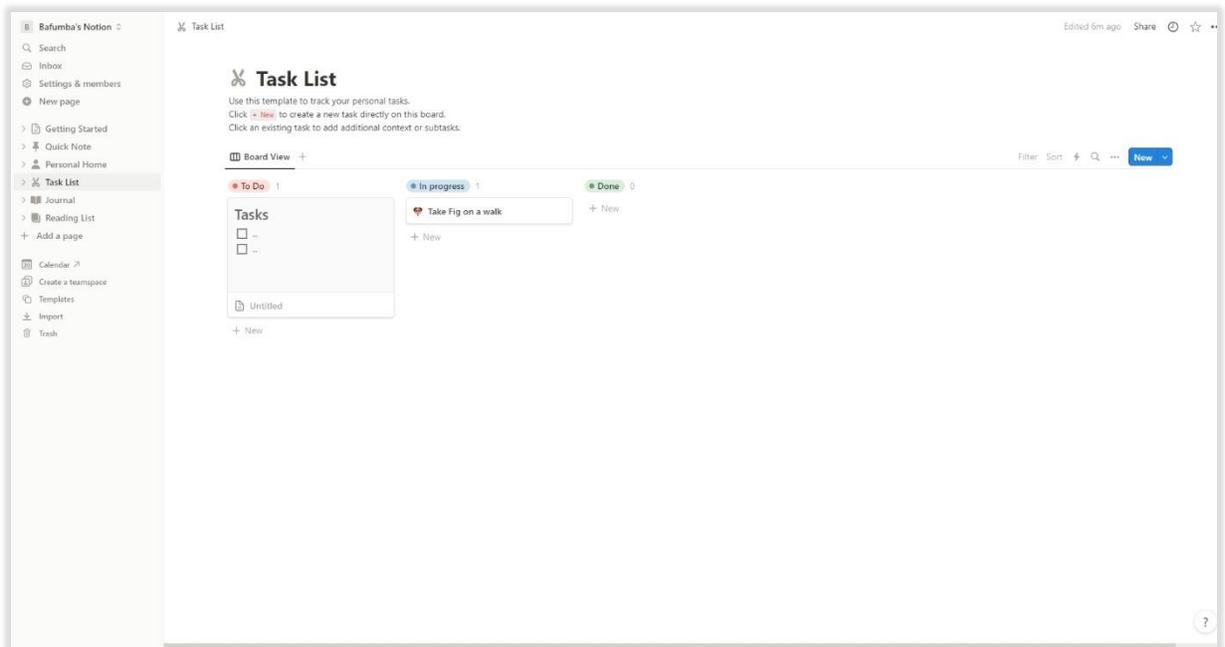
22. Quick Note

This is the **Quick Note** page to make notes.



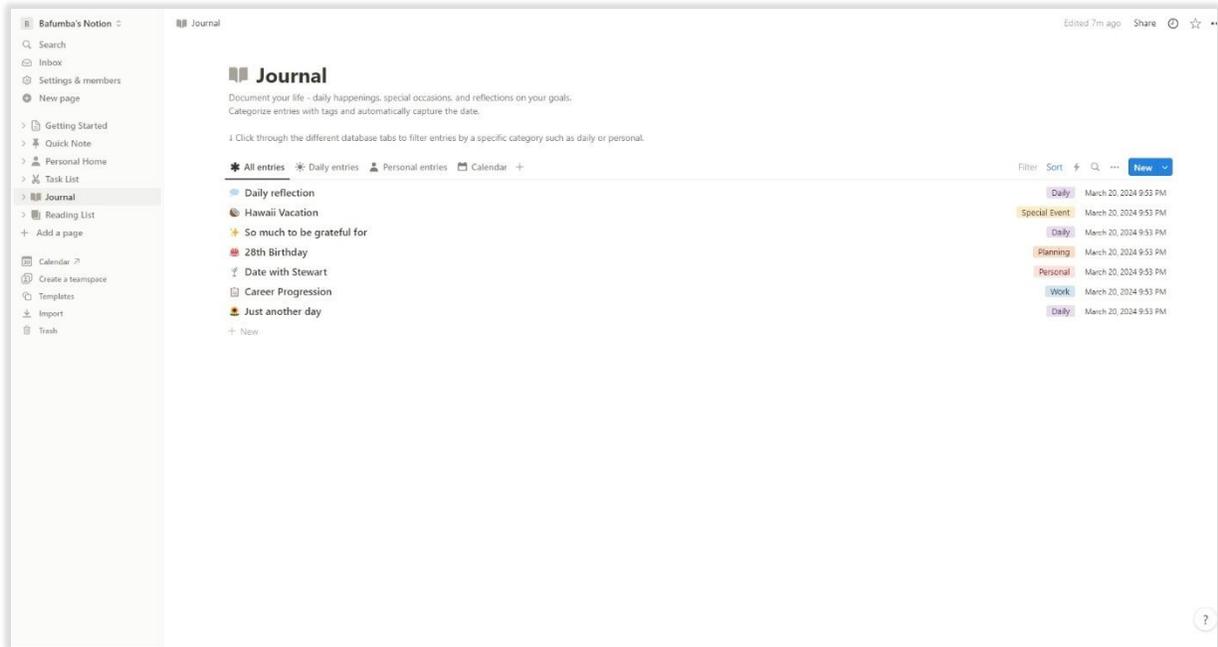
23. Personal Home

This is a **Personal Homepage**.



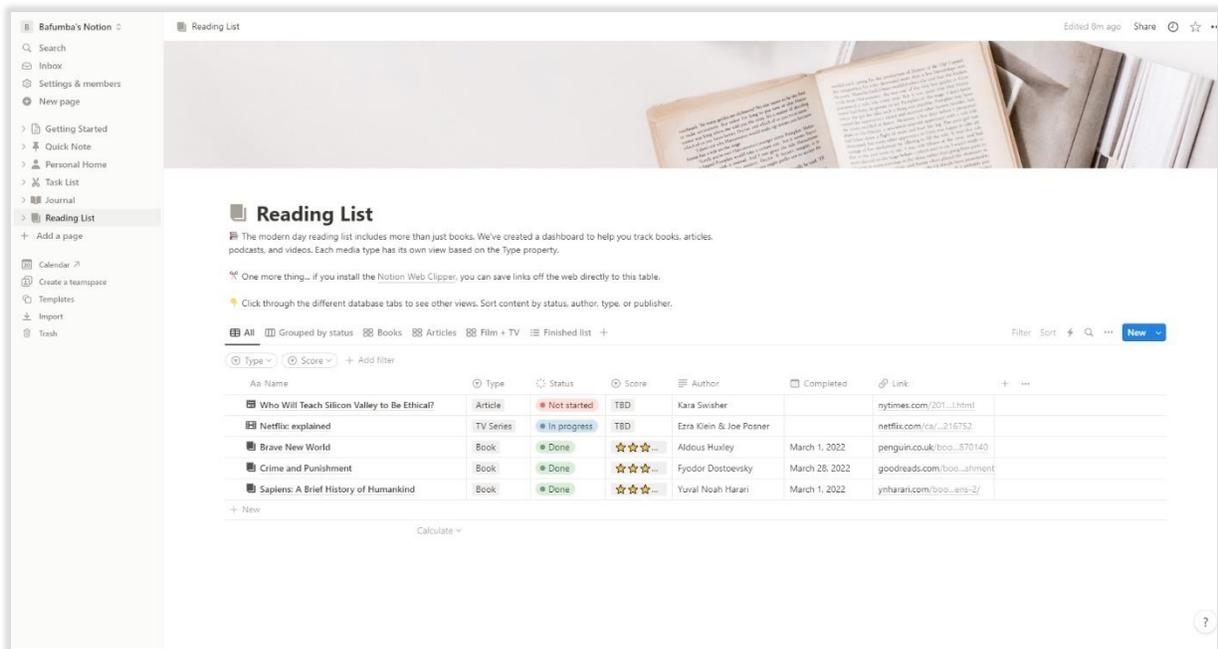
24. Task List

Tracks your **Personal Tasks**.



25. Journal

The **Journal**, documenting your life.

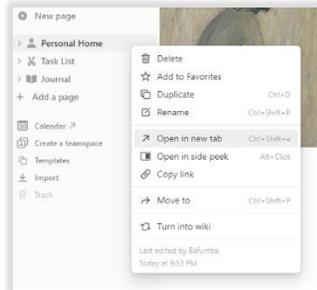


26. Reading List

To track books, articles, podcasts, and videos.

Now Notion has a lot of features, but in this challenge, we are going to restrain ourselves and use the bare minimum, we are going to keep things simple to stay organised.

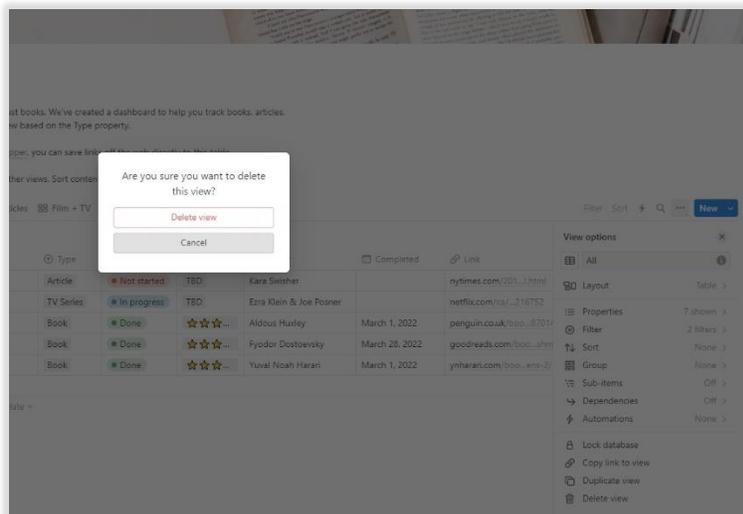
If you use too many features, it will just get as cluttered as your life and after all we are trying to help Jackson simplify his life, remember we are trying to simplify things, so we are going to keep it simple. By keeping it simple and using the tool for your own benefit, your productivity will increase.



27. Click Three Dots

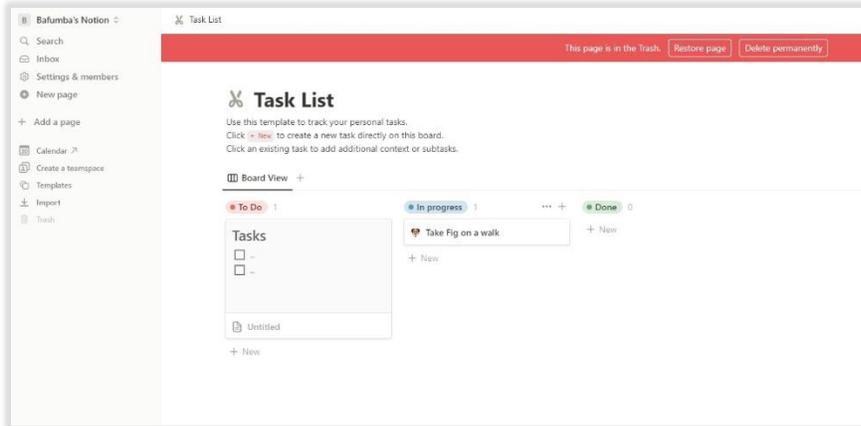
Simplify Your Notion

So, let's simplify, and go ahead and Delete all the preloaded pages. Click on the three dots, the ellipsis (...), and select **Delete**.



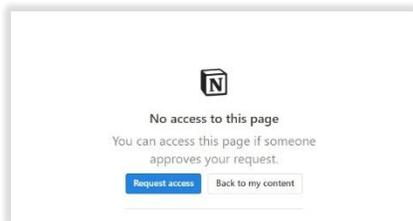
28. Delete

And now we have an empty page list.



29. Delete Permanently

Delete permanently to empty the Trash.



30. Back to My Content.

Now once you have deleted all your pages from the Trash your notion dashboard should look like this.



31. Our Starting Point

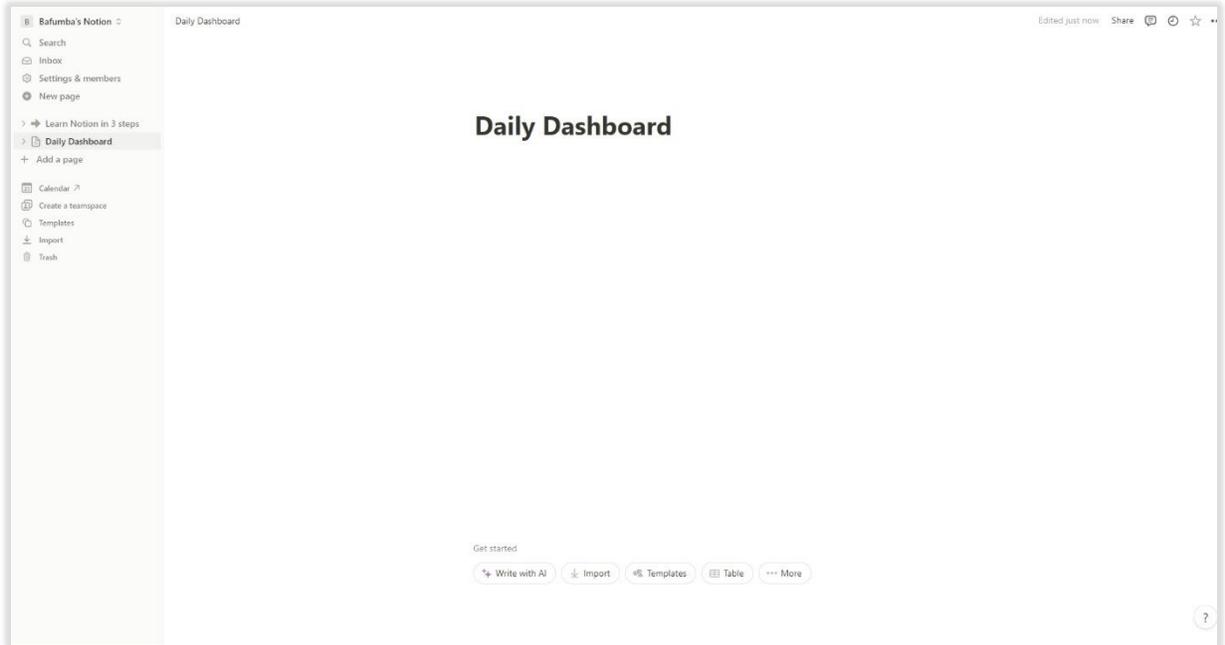
Lets Build Our Notion

Creating Your First Page



31. Our starting Point.

Now once you have deleted all the pages, your notion dashboard should look like this. Now this is what is known as a **Page** in Notion



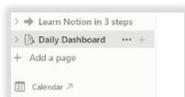
32. Daily Dashboard

Give it a **Page name** for example you can call it “Daily Dashboard”.

From here we will be able to see exactly what we need to do, what's pending, what's ongoing, whatever training we need to cover. All will become apparent as we proceed.

Adding Visual Cues

Lets add some **Visual cues** to our **Page**.



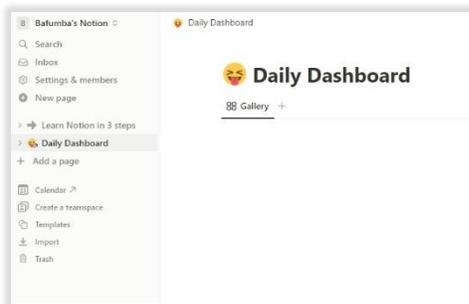
33. Add Icon

Lets add an **Icon**. If you hover above your **Page title** you see two options appear, **Add icon** and **Add cover**. Alternatively you can click on the **Small graphic** that is next to your **Page name** in the **Navigation bar** on the left.



34. *Emojis and Icons*

Now you can just search for **Icons** or **Emojis** if you want, I'm going to use this.



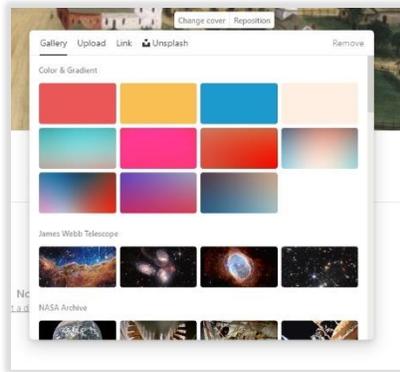
35. *Emoji Selected*

I'm going to add a **Cover**. So I hover above the **Page title** and click **Add cover**, Notion selects a cover for me. Now, if you hover over the cover...



36. *Hover Over Cover*

And click **Change cover...**



37. Cover Galley

You get a variety of options to help you choose a **Cover**, **Colors** and **Gradients** and **Other images**, or you can **Upload** your own, or you can **Add a link** to a cover, or you can use **Unsplash** to add a cover. But I am going to, for simplicity sake just leave the default.



38. Add Comment

Under your **Page title**, type in “To do”.

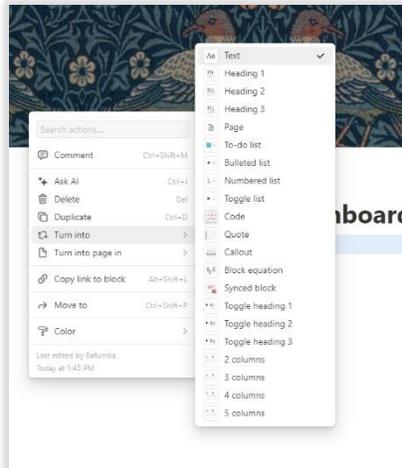
Using Block Handles

To the left of this when you hover over “To do” a + and six dots appear.



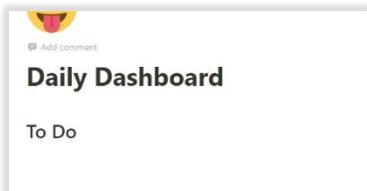
39. Six Dots

Next click on those six dots here, called the **Block handle**. When you hover over “To do” you will see a menu appear.



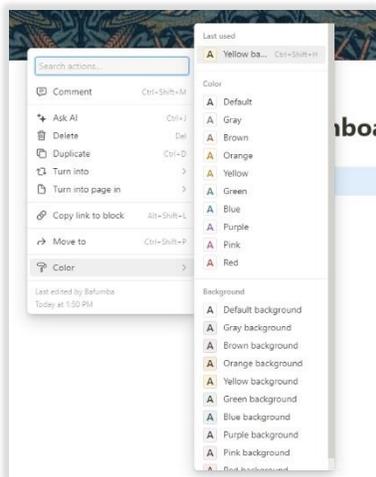
40. Turn Into

Hover over Turn into and then select Heading 1.



41. Heading 1

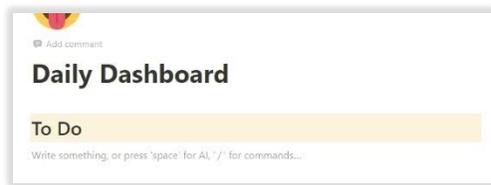
Now, you could turn it into anything that shows up here a **Bulleted list**, **Heading 2**, **Heading 3**, etc.



42. Colour.

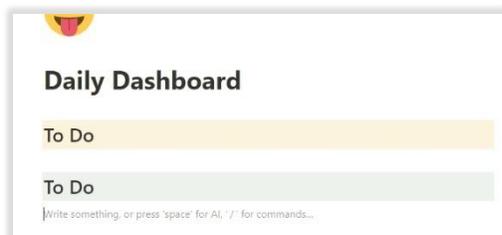
If we click on the **Block handle** again. You see **Colour**, you can choose whatever you want the **Font** to be, I'll leave this as default which is black. Clicking on the **Block handle** again and then

colour you can change the **Background colour** to the text, lets change that to yellow for demonstration purposes. So that's now we have a "To Do" in black that is highlighted in yellow...



43. Text Colours.

Click on the **Block handle** and this time select **Duplicate**, okay. So the same thing to of it, I want you to change the colour to blue.



44. Duplicate And Change Background Colour To Green

Adding To Do Lists

Now if we click on the **Block handle** of the second, the green "To Do" we just duplicated and drag it to the right of the original yellow "To Do", you will see a **Blue line** under the yellow "To Do" and as you drag it to the right the **Blue line** then appears to the right of the yellow "To do". These lines indicate where the **Block** will be positioned when you release the **Block handle**.



45. Two Blocks

We can highlight the text with the green background and call this "Approaching" or whatever you want to call it. So, the "To do" list, that we need to do now, and the "Approaching" list which will show the things that we need to do later, but currently are not as urgent as those in the "To Do" list.



46. Two Lists Renamed

Next, let's create our **To Do list**. Let's go back to our Jackson example and if we hover to the left of "To Do" and click on the **+ handle** a line is added below our **Title**. Type in our first to do for Jackson, Create Introduction Video For Notion Course, hit **Return** and a **New line** is added, Write 3 Articles For Web Site, return, Create Cover For Notion PDF, Create Opt In For Fences PDF.



47. Four To Dos

Now highlight the 4 "To Dos", and click the **Block handle**.



48. Highlight List

When you hover over **Turn into**, you can change this to anything that appears on the **Menu**.



49. Bulleted List

If we choose a **Bulleted list**, it will be a bulleted list.



50. *Numbered List*

If we choose a **Numbered list**...

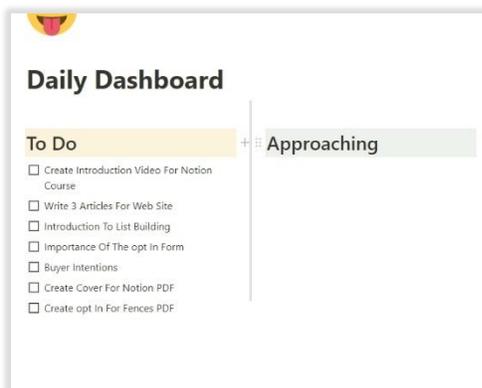


51. *To Do List*

But here we will stick with a **To do list**.

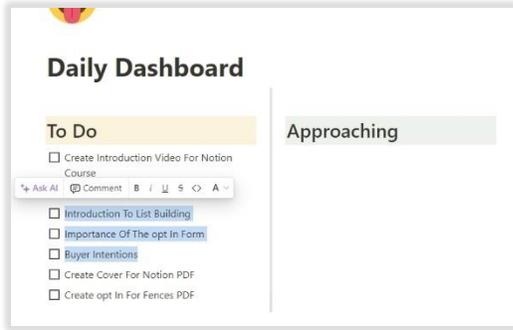
Using Subsets

Now position your cursor at the end of Write 3 Articles For Web Site, and hit **Return**. Next type in your first article, let's say Introduction To List Building, **Return**, Importance Of The Opt In Form, **Return** and Buyer Intentions.



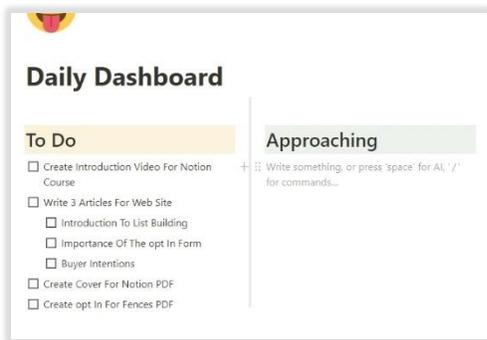
52. *Three Articles*

Highlight all three articles



53. *Highlight Articles*

Hit the **Tab** button



54. *Hit Tab Button To Make subset*

Now these are a **Subset** of this main “To Do”.

Then you click on the **Block handle** next to Write 3 Articles For Web Site and **Turn into a Toggle list**.



55. *Toggle List*

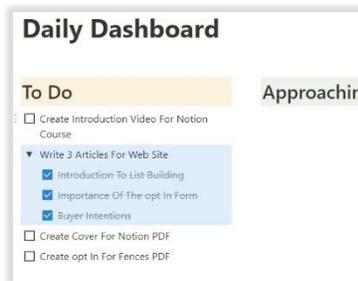
So now you hit the **Toggle arrow**.



56. Toggle Hide

And you activate the **Toggle hide** and it's all neat and tidy.

Click on it again, and then you can check off these articles one by one.

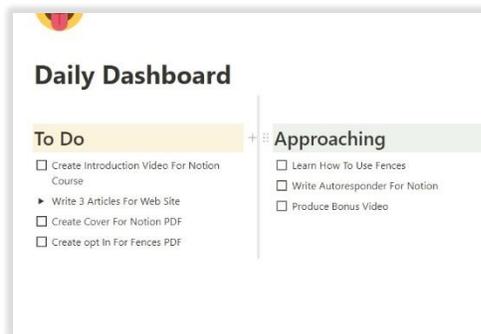


57. Check off each article

So if you're doing a launch, or producing some sort of training with a number of modules, you can list the modules down here and check them off as you complete each of them.

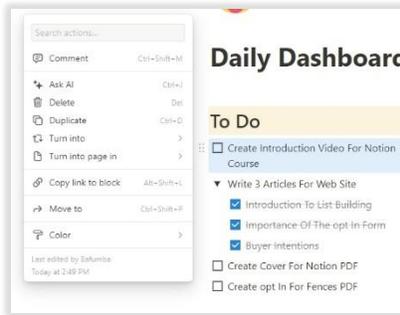
You can either **Check it off** or **Delete it** using the **Menu** that appears by clicking on the **Block handle**, whatever your preference may be.

Now lets move onto "Approaching" and lets add 3 **Tasks** there... Learn How To Use Fences, **Return**, Write Autoresponder For Notion, **Return**, Product Bonus Video, and **Turn into a To do list**.



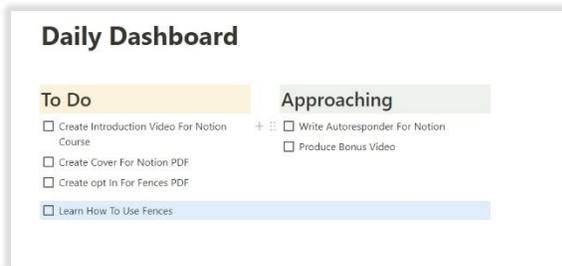
58. Approaching Added

Now, once I have **Checked off** or **Deleted** a task after completing it.



59. Articles deleted

I can move what's on the “Approaching” list to the left side.



60. Learn How To Use Fences Moved

In the right column, “Approaching”, click on the **Block handle** for chosen task and **Drag to “To Do”**, the **Blue line** appears to show you where you can **Drop it**. So, let’s **Move** Learn How To Use Fences.

Now, if whilst dragging the task over you see a small **Break** in the **Blue line** here. Now if there is a **Break** and you release the mouse button, the task will become a **Sub task** of the **Main task**.

Keyboard Shortcuts Build Pages Even Faster

If you make a mistake, a **Keyboard shortcut** exists that is worth remembering, **Ctrl z**, its basically **Undo**, and the mistake is reversed.

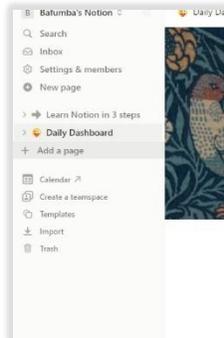
So now you know how to **Create a page**, **Change the cover**, **Add an icon**, **Use headers**, **Create a to do list**, **Create a toggle list**. You must admit that is not bad for a quick introduction.

Now there are a whole host of **Keyboard shortcuts** covering all the commands in Notion. If you wanted to use a shortcut, you can just type for example **/Page** for a new page. Its simple.

Creating Pages And Sub Pages

Sub Pages Within Pages

In this part you will learn how to **Create Pages** and **Sub pages**, you will also understand the mechanics of Notion, and that will give you full flexibility to create exactly the type of **Dashboard** that you need and want.



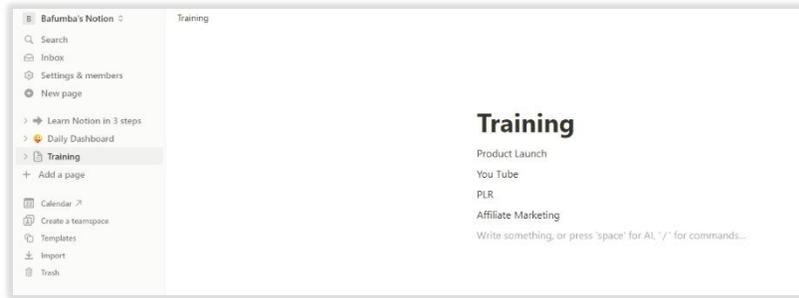
61. Add A Page

The next step that we will explore will be to **Add Pages**, so each time you click the **+Add a page**



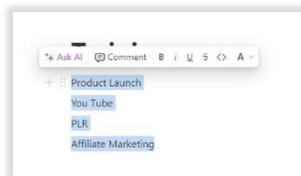
62. New Page

Let's call this "Training". Hit **Return** and type in "Product Launch", **Return**, "You Tube", **Return**, "PLR", **Return**, "Affiliate Marketing". Now Jackson, if you remember is in all these niches.



64. Training Page

So now what we have is a “Training” Page.



65. Highlight All

Highlight all of the niches. Click **Block handle** and **Turn into Pages**



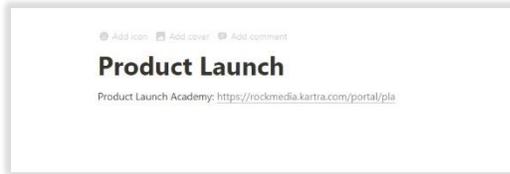
66. All Are Pages

So now all these are pages on this main “Training” Page. So if you click “Product Launch”, you are taken to the “Product Launch” Page.



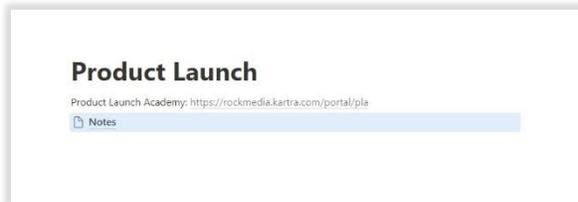
67. Product Launch Sub Page.

Look at the top of the **Page** to the left and you will see **Training/Product Launch**. The Product Launch Page is a sub page of the Training page. It is similar to a breadcrumb on a website.



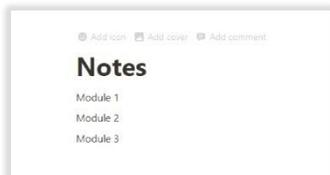
70. Product Launch Academy Login

So let's say Jackson is taking a course called Product Launch Academy, I can just put the **Login Page Link** here, so anytime he needs to go back to this **Page**, come to "Training" **Page**, click on "Product Launch" then you will see the login for Product Launch Academy.



71. Notes

Now, even in this page, you can create a **Sub page**, call the line "Notes", and hit the **Block handle** and **Turn into Sub page**.



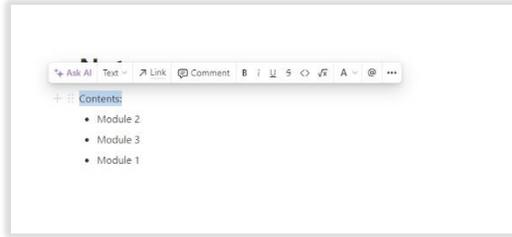
72. Course Modules

Let's see what is in the Product Launch Academy... "Module 1", **Return**, "Module 2", **Return**, "Module 3". **Highlight** them all and **Turn into Bulleted list**.



73. Bulleted List

Highlight the **Text** "Contents" and you will see the **Formatting box** appear.



74. Formatting Box

Click on **Bold**.



75. Notes With Bold Contents

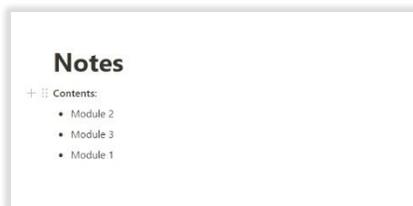
Embedding Assets In Pages

So if we now click on Product Launch in the **Breadcrumbs** at the top i.e. Training / Product Launch / Notes, on the Product Launch Page, you can have the Product Launch Academy login:



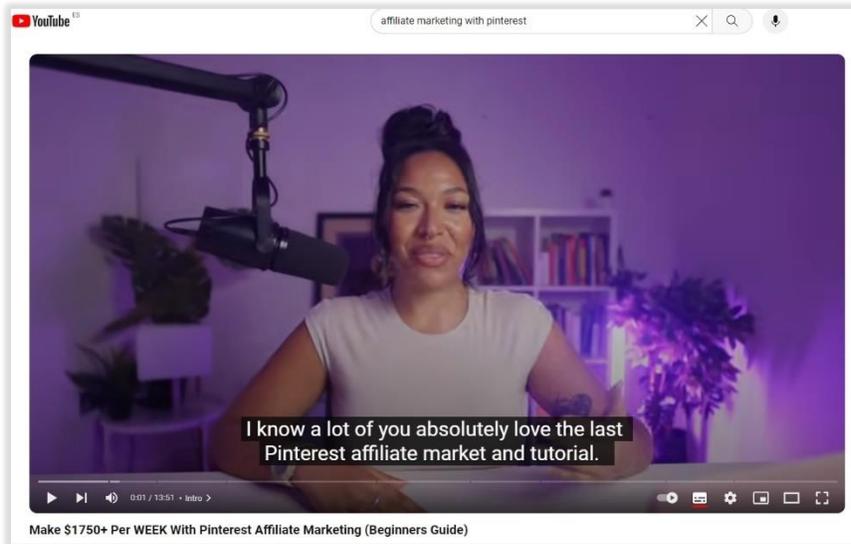
76. Product Launch Academy Login

And the “Notes” that you took down.



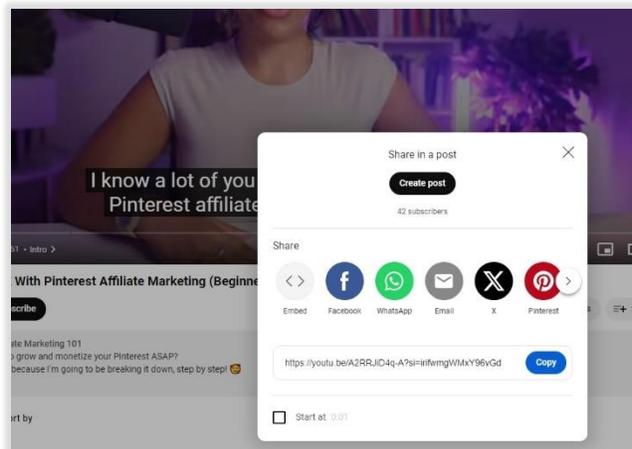
77. Notes For Product Launch Academy

So same thing, let's talk about “Affiliate Marketing”. Now, let's assume you found the video on YouTube showing you How To Use Pinterest For Affiliate Marketing.



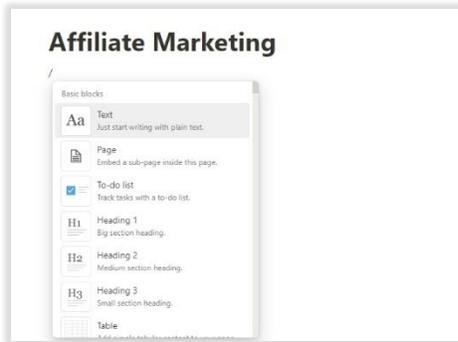
78. How To Use Pinterest For Affiliate Marketing

You **Copy** the **Share Link**



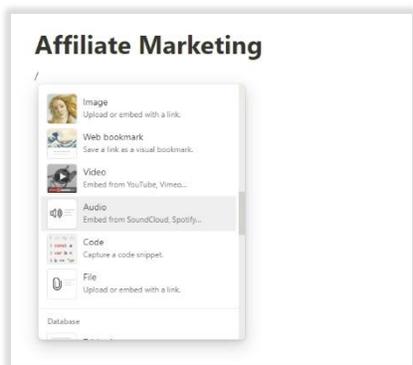
79. Share Link

And we go back to the “Affiliate Marketing” **Page** in Notion. In the **Comments** type / and a **Menu** will appear entitled **Basic Blocks**.



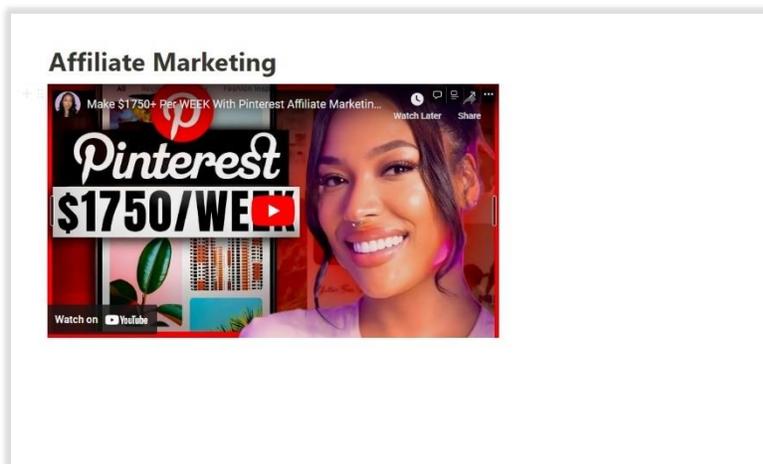
80. Basic Blocks

Scroll down until you find **Video – Embed** From YouTube, Spotify...



81. Embed Video

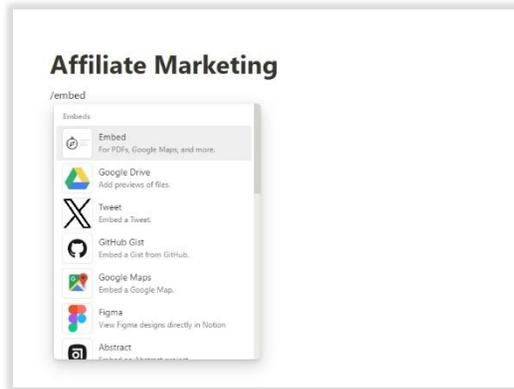
When the **Embed link** pops up you can **Add your YouTube link** and click Embed video and the video will be embedded onto the page.



82. Embedded Video.

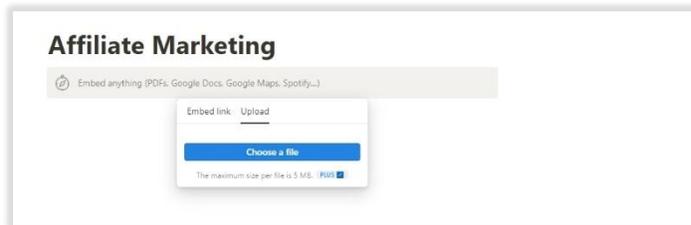
So now we have a link to this video on YouTube that is on your Notion **Page** and you can watch it any time you want just by coming to the “Affiliate Marketing” **Page** and clicking on the **Play icon** and you can watch it directly here in Notion.

You could also do the same just using the **Embed block** if you type “/embed”



83. Embed Block

But this time lets **Upload a PDF** so I click on Choose a file.



84. Choose File

Find the file to **Upload** on your hard drive and **Upload** the file.

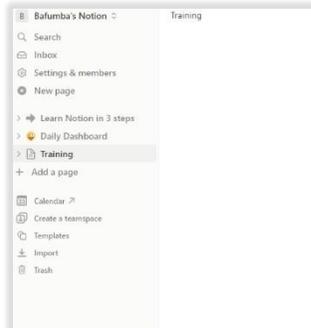


85. Upload PDF

Now you can **Embed** images, PDFs, etc but please be careful avoid uploading files if your files are large as that will force you to register for a paid account due to using up more bandwidth, just something to be aware of.

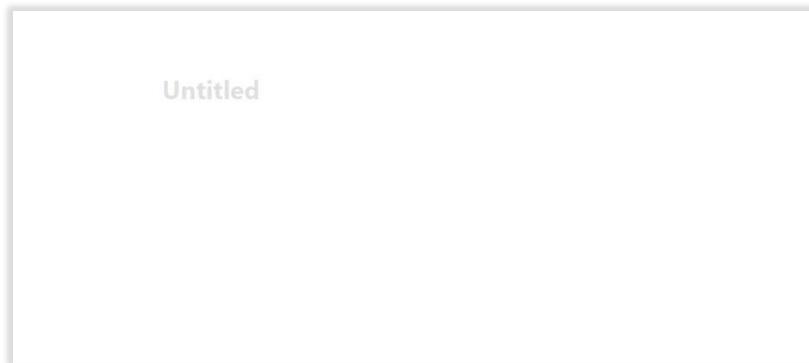
Embedding Other Pages

Lets **Add** another **Page**, Jackson says he is starting a PLR business. Click on **+Add a page** under the “Training Page” here:



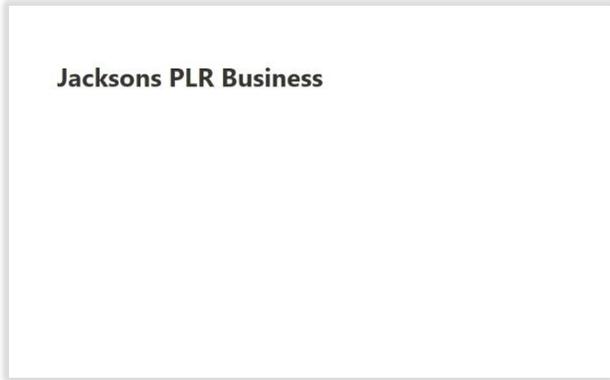
86. Add Page

This gives us a **Blank page**.



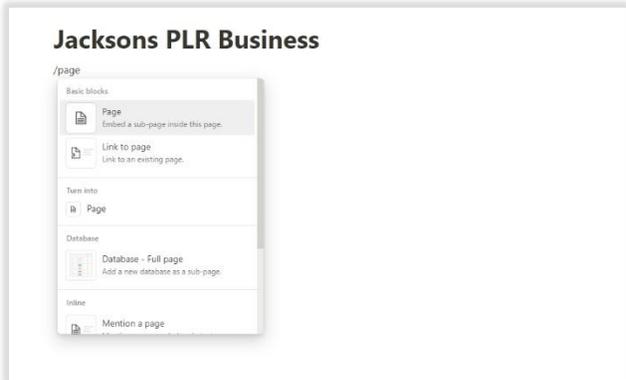
87. Page Added

Let us call this page “Jacksons PLR Business” we can **Add** another **Subpage** as we did before, but we will just stick with this **Page** for now.



88. Page Name

Now if we add in the next line **Comments** section /page



89. Embed Page

Click on **Page - embed a sub-page** inside this page.



90. Page

Lets call this "IM PLR". Go back into "Jacksons PLR Business" and **Embed** another **Page** calling it "Self Development PLR", and another called "Colouring PLR".



91. Three Sub Pages

So now he has three potential different parts of his PLR business or websites all under the single umbrella page, “Jacksons PLR Business”.

Now we can **Add** another **Page**, another part of Jacksons business, “Affiliate Marketing Course”, and you can **Add** a list of the videos you are going to make.



92. Affiliate Marketing Course

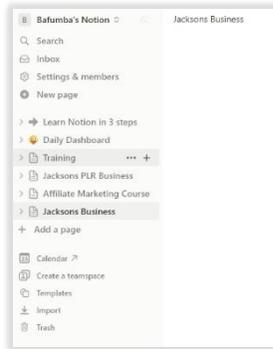
Creating An Umbrella Page

Now, let’s add one umbrella business **Page** and simply call that “Jacksons Business”.



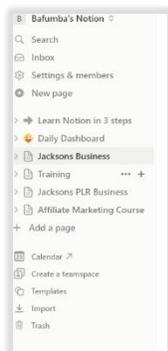
93. Jacksons Business

Click on the **Page** in the **Left navigation** bar.



94. Jacksons Business Navigation

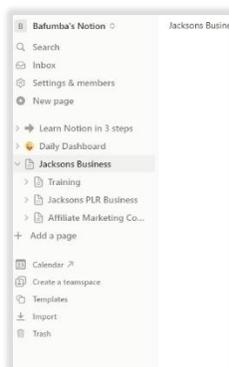
Now **Drag** it above “Training”.



95. New Order Navigation

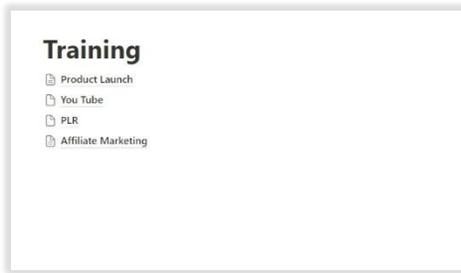
Whilst in Jacksons Business, **Drag**, one by one, “Training”, “Jacksons PLR Business” and “Affiliate Marketing Course”, onto “Jacksons Business” and you will see each one appear on “Jacksons Business” **Page**.

If you click to the side of “Jacksons Business” on the **Arrow** you will see all the **Subpages** listed.



96. Sub Pages Listed.

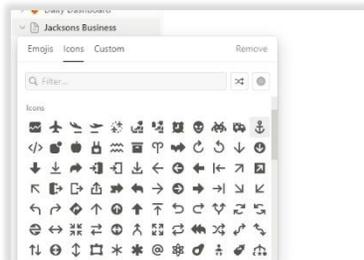
So now back onto “Jacksons Business”, click on “Training” and you have all the training we added earlier.



97. Training

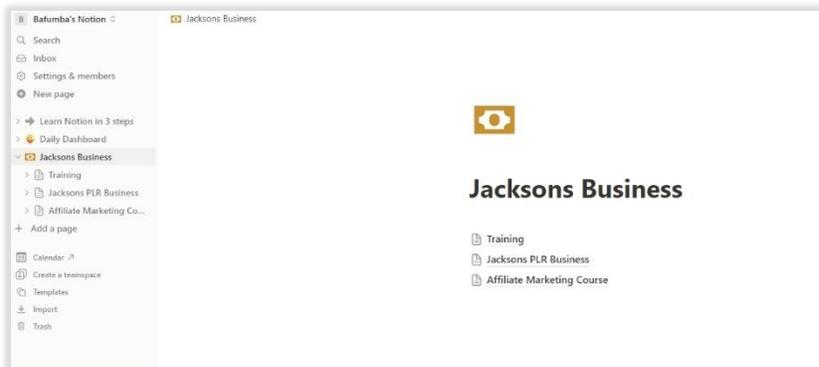
If we click on “Jacksons PLR Business”, we see the different PLR niches that make up his business. He can also add whatever notes he wants in each page. So, everything is getting organised for him.

Next to “Jacksons Business”, now we can **Add an Icon**.



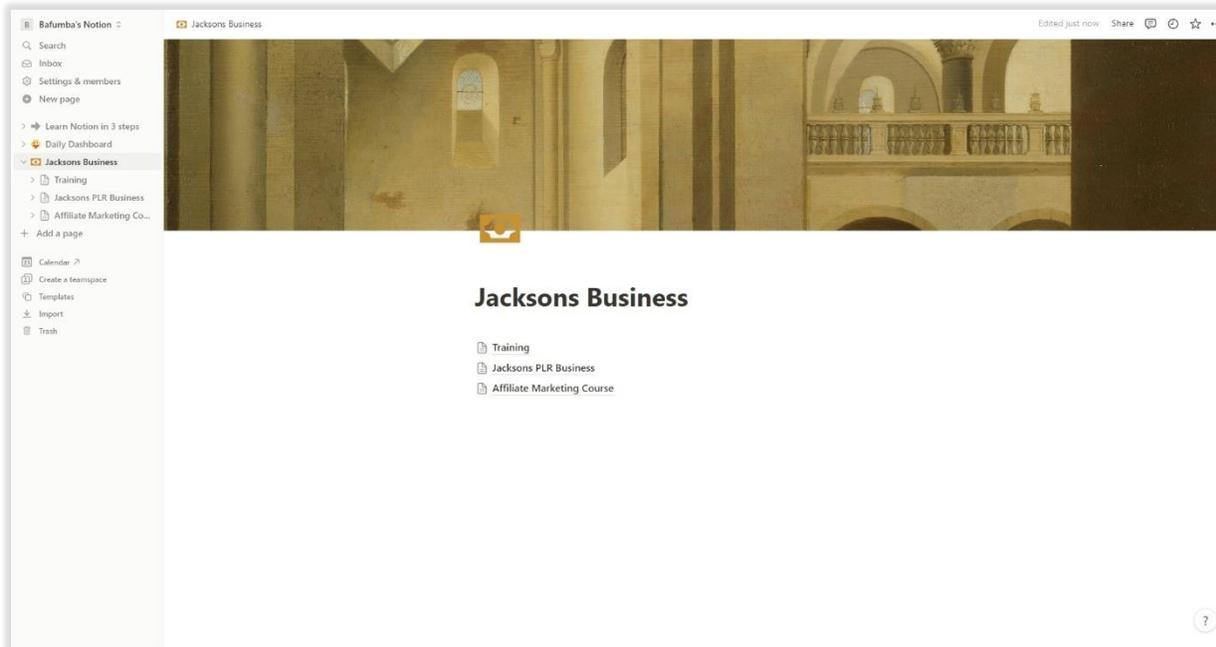
98. Choose Icon

Let's choose **Yellow Currency**.



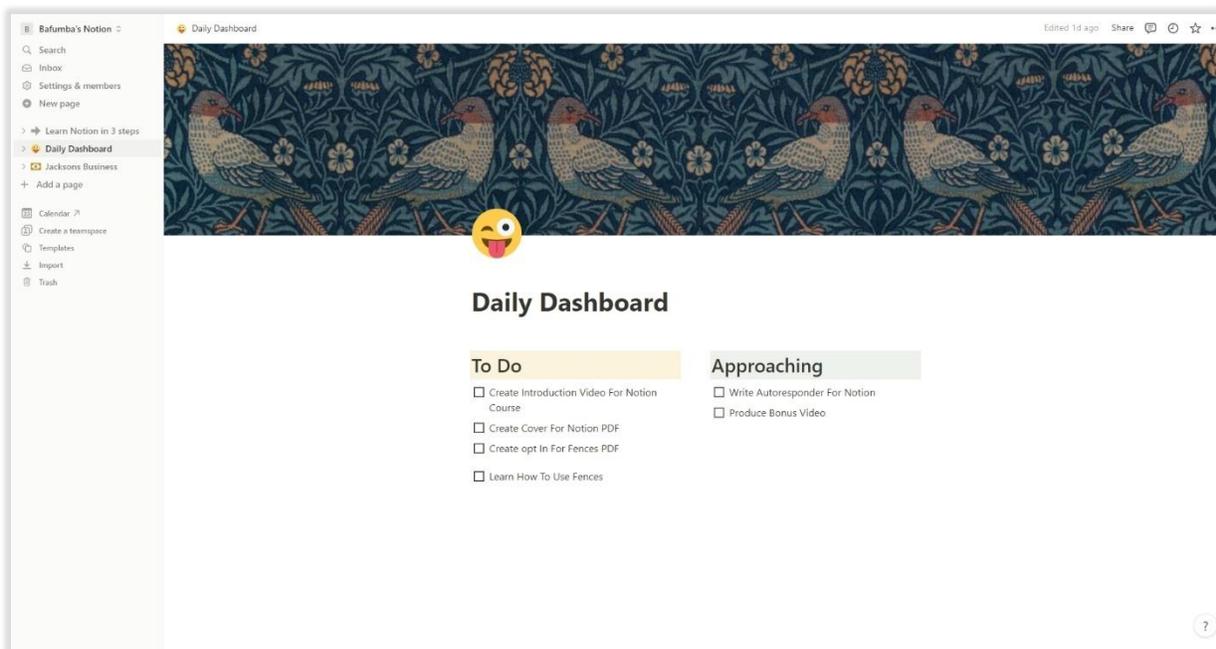
99. Page With Icon

Now if I hover above the **Page title**, I can click **Add cover** and **Add a Cover** if I wanted.



100. Add A Cover

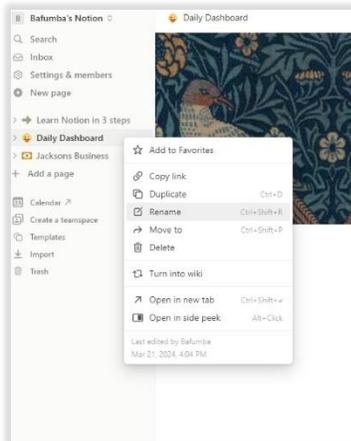
Okay, so now we have two Pages “Daily Dashboard” and “Jacksons Business”.



101. Two Pages

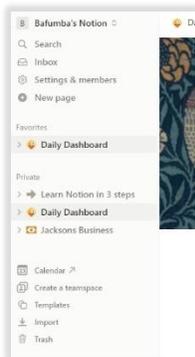
Adding Pages To Favourites

Let’s **Add** the “Daily Dashboard” to **Favourites** as it’s the most important page. First click on the ellipsis (...) to the left of “Daily Dashboard” to show the **Page menu**.



103. Add To Favourites

Then select **Add to Favourites**.

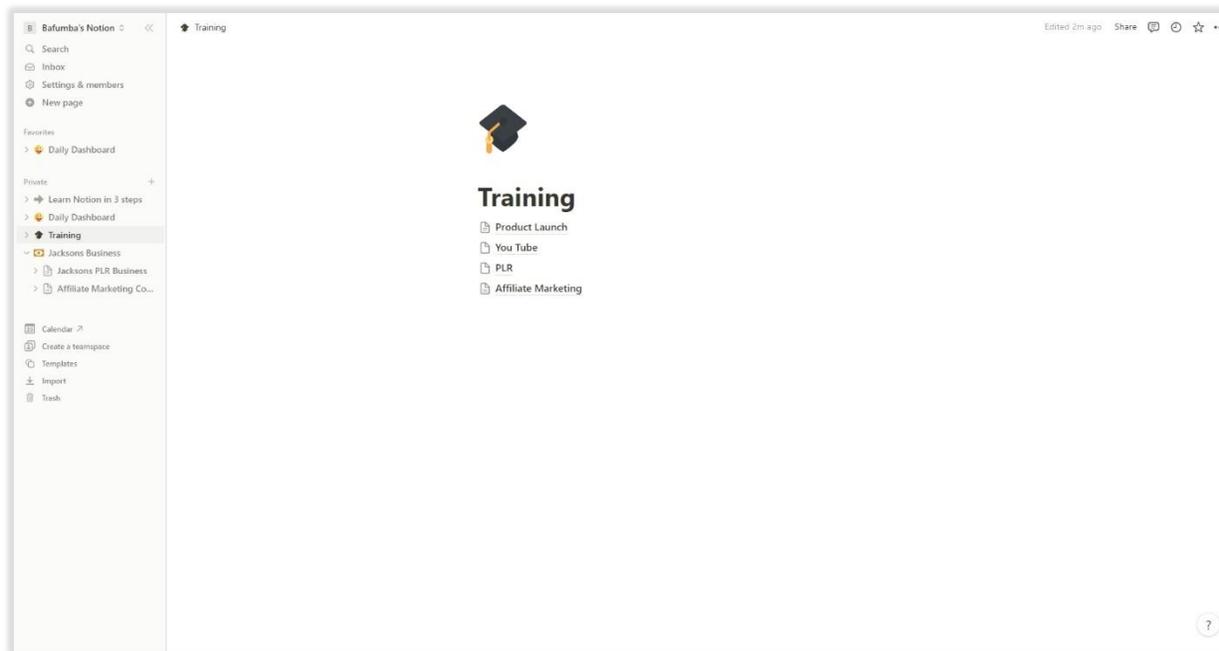


104. Page Added To Favourites

So back in Notion we can see in the **Left navigation bar** “Daily Dashboard” is under **Favourites** and if we click on “Daily Dashboard” under **Favourites**, Jackson will see everything that he needs to, everything he has to do immediately and everything that’s not as urgent, under “Approaching”.

Find A system That Suits You

Now that you know how to **Create** the **Pages** in Notion, it is just a matter of finding a system that suits you. We you could have the training as a separate **Page** by simply **Dragging** it until the **Blue line** appears where you want it. Add its own **Icon**, a **Mortar board hat** for example. As you can now see it is a **Page** on its own, and now its separate from your business stuff.



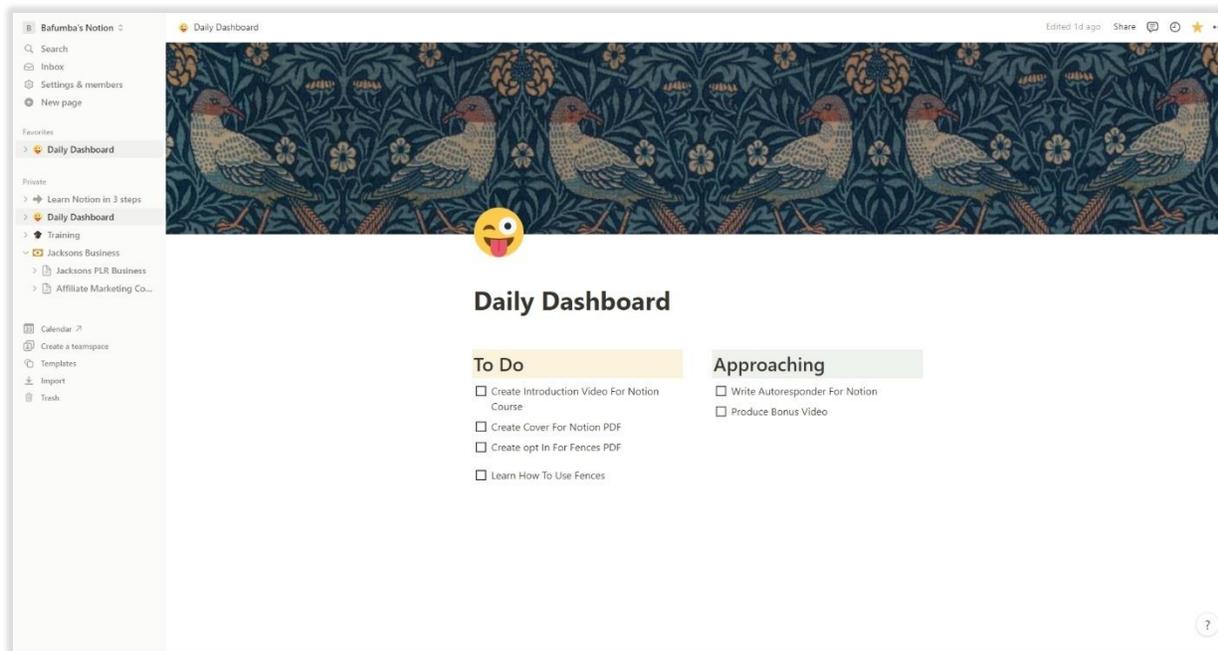
106. Training

As demonstrated you can create any number of **Pages** but keep at the forefront of your mind that you are using Notion to simplify your life and mind. Keep it manageable and don't over complicate things and get too messy. Simplicity is key.

Perfecting Your Notion

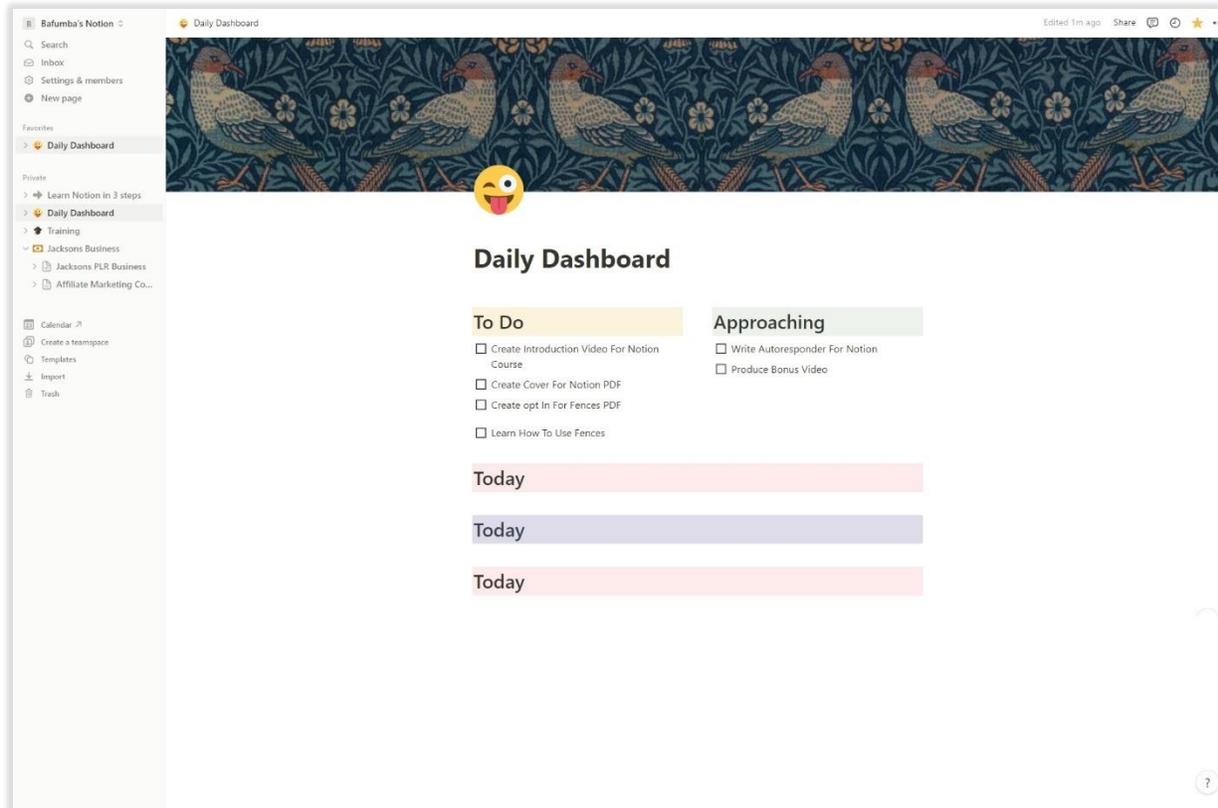
Adding To The Daily Dashboard

Now we are going to continue creating Jacksons “Daily Dashboard”, in the last section, we were at the stage of completion for our main page:



107. The Daily Dashboard So Far...

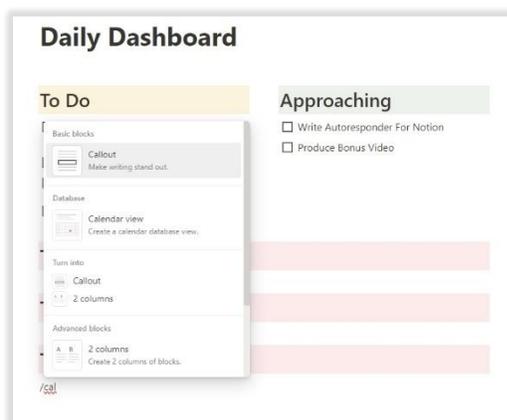
Next In the **Comment type** “/head” and select **Heading 1** and add the title “Today”. Hit the **Block roogle** and select **Colour** then **Red background**. Hit **Toggle block** and then **Duplicate** twice so we have three instances of “Today”.



108. Three Instances Of Today

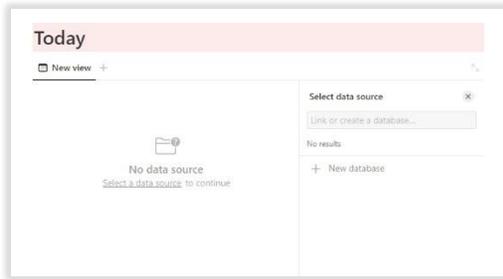
Creating Your Calendar

On the next **Comment** line, we will **Create** a **Calendar**, so type in “/calendar” and click **Calendar view**.



109. Calendar View

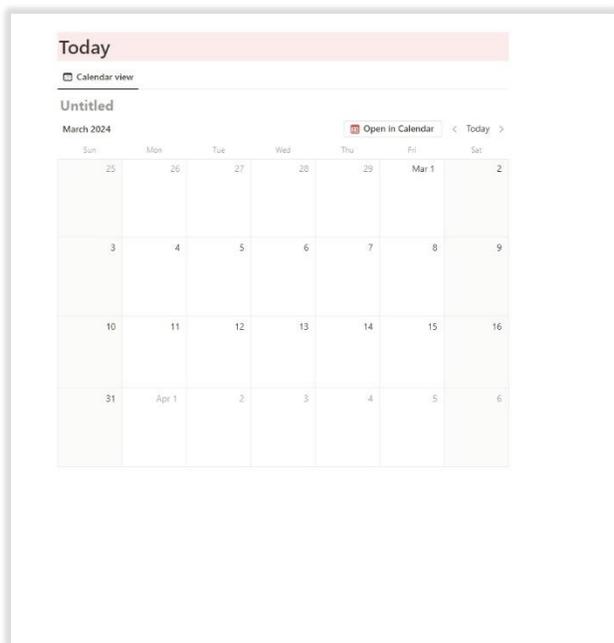
Click on **+New Database**



110. New Data Source

This will add a **Calendar view** in the “Daily Dashboard”.

Give it a name, we will call it “Jacksons Calendar”.

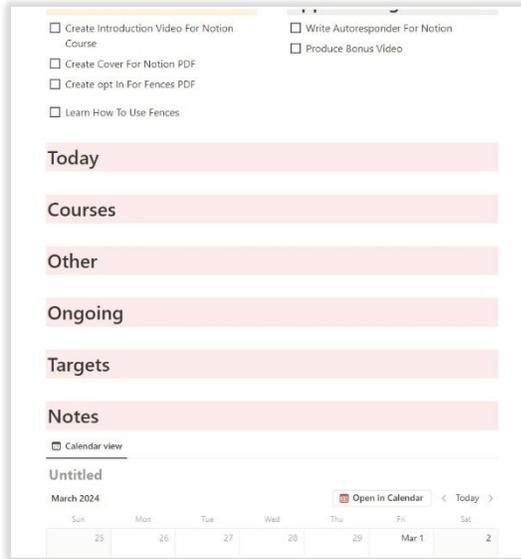


111. Jacksons Calendar

We will come back to this in a while.

Adding More Sections

Now where we added the three instances of “Work”, lets Add another three and call them “Work”, “Courses”, “Misc.”, “Ongoing”, “Targets”, “Notes”.



112. Each Instance

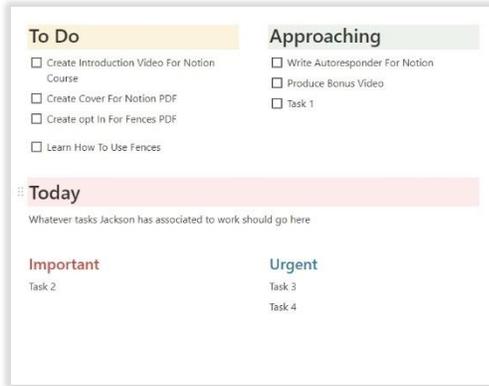
Now each one has its own specific use. Under “Today” Jackson should add all his tasks associated with work.

You can even **Create two Heading 2**, “Important” and “Urgent”. **Drag “Urgent”** to the right by holding **Block toggle** and **Drag** it to the right of “Important” so you have 2 **Columns**. Now you can put all the work tasks under these. **Change the Text colour** as well.



113. Today's Important & Urgent

So now Jackson can see all the tasks that are related to his work okay and from here he can **Drag** them up to the “To Do” **List** or to the “Approaching” **List** and so on, and then **Turn into a To do list**.



114. Drag Important To Ongoing

And now everything is on one **Page** without Jackson having to go backwards and forwards all the time, alternatively we could **Create** another **Page** for him and have all those on that **Page** if he prefers, but remember, keep it simple.

Adding Your Courses

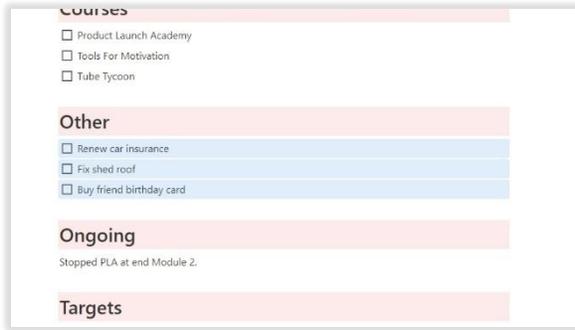
Under “Courses”, you can list down all the courses that he has bought Product Launch Academy, Tools For Motivation, Tube Tycoon, etc, and even **Turn** them **into** a **To do list**.



115. Courses

So, let's say Jackson is going through the Product Launch Academy. Let's say After watching all the videos in Module 1 and Module 2, he stops at the start of Module 3, he can come to his Notion and under the “Ongoing” section he can type “stopped PLA at end Module 2”. This is strictly for his reference and so the next time when he comes back to the PLA course, he will know exactly where he needs to continue from. He can see exactly what's going on with both his business and his life in general.

... which is why we have the “Other” section up here. So, let's say, he needs to “renew his car insurance”, “fix shed roof”, “buy friend birthday card” and again, we **Turn** into a **To do list**.

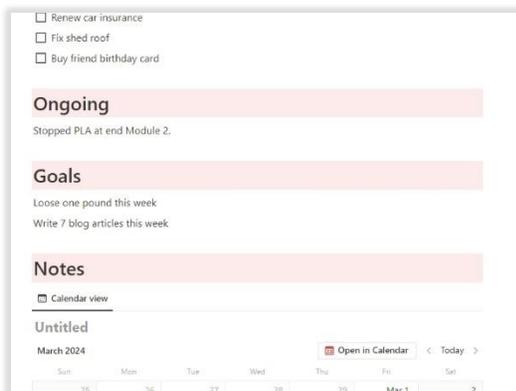


116. Other

So, this can be a **To do list**, if he likes checking them off, alternatively, once he has renewed his insurance he can just click on the **Block handle** and **Delete** it. But the important point being put across here is that he should have it all listed out on one **Page**, so that his mind is clear and his life organised.

Listing Your Goals

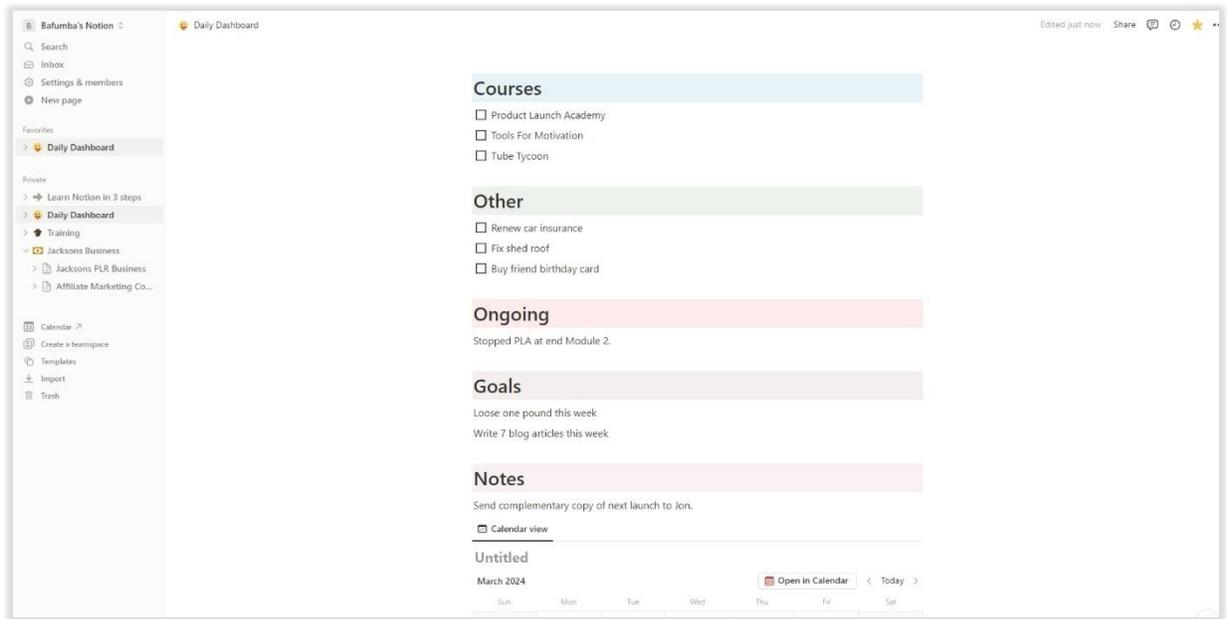
The “Targets” are his goals. Let’s actually rename that to “Goals”. Now, he says he gains weight easily and so he may have a weight loss goal such as “loose one pound this week”, or that he needs to “write 7 blog articles this week”. Again, **Turn into a To do list**. So he should have a list of goals, not too many have too many will keep them at the forefront of your mind.



117. Goals

Now for “Notes”. These are things you want to keep at the forefront of your mind such as “send complimentary copy of next launch to Jon”. Because the note is now on the “Daily Dashboard” it’s not in his head.

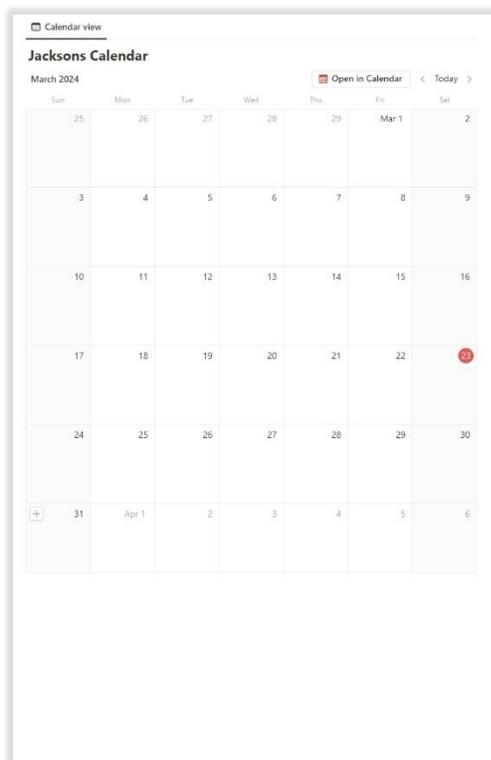
So now **Colour** code your different headings by changing the **Highlighting**.



118. Colour Headings

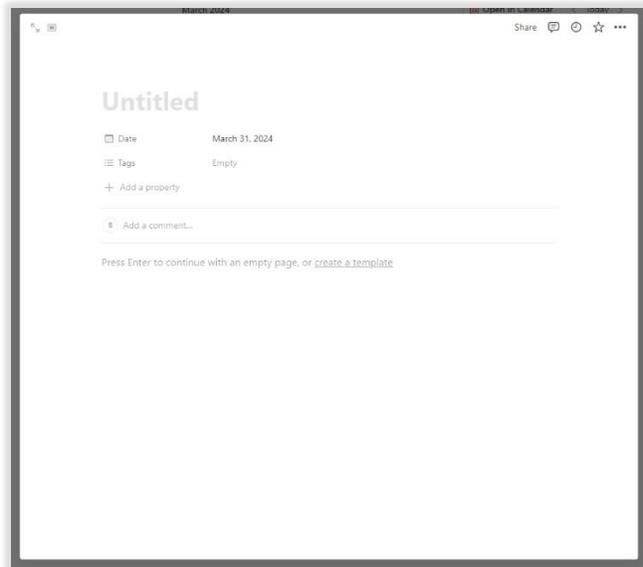
The Calendar Revisited

Now let's talk about the **Calendar**. This is a great tool. You can see this month, next month, and so on, and you can place all your notes and reminders on this page.



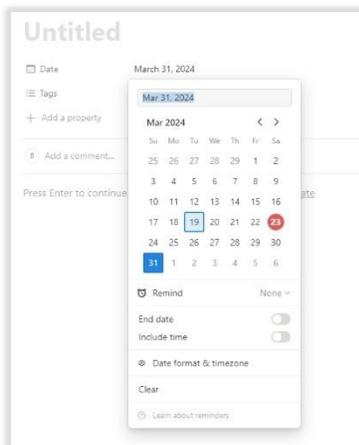
119. Calendar

So go to any **Date** and hover over that date, and a + appears, if you **Click** on that you get a **Form** appear.



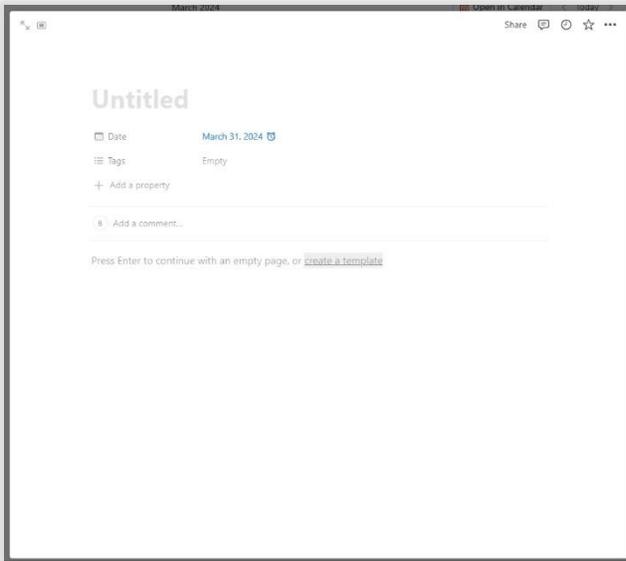
120. Day Form

where you can complete various **Details** for that day, **Date, Tags, Property, Add a Comment**. If you click on **Date**, you can **Click** on **Remind** on the day of event, 1 day before, 2 days before or 1 week before. If we select **On day of event**, when you log into your Notion there will be a reminder that its Easter Sunday, etc.



121. Reminder Set

Here is an example of the **Reminder** in action.



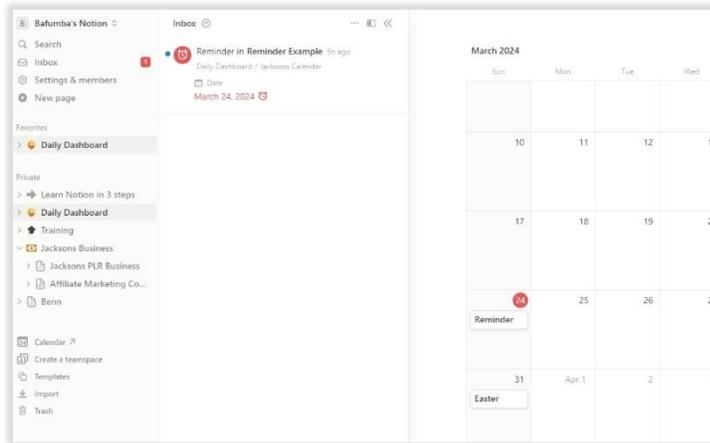
122. *Reminder In Action*

Now Jackson will not miss anything important as he will see the **Reminder** in his “Daily Dashboard”.



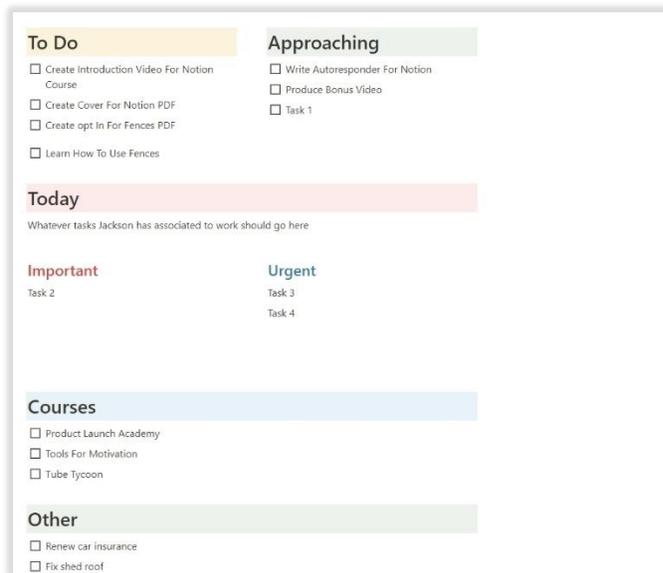
123. *With Reminders*

So, every single day, he only needs to log into his Notion, and he will know exactly what he needs need to do.



125. Reminder Example In Calendar

And once these are done, you know what's next, and you can move them from here.



124. Know Whats What At A Glance

For his work-related tasks, he knows what's important, what's urgent, and he can move these between the two.

For his courses, he knows exactly what he bought and which he needs to complete watching to get his money's worth.

Hasta La Vista!!

So there we have it Notion simplified, hope you enjoyed it and learnt a lot, I know that Jackson did, he is now all sorted!!!