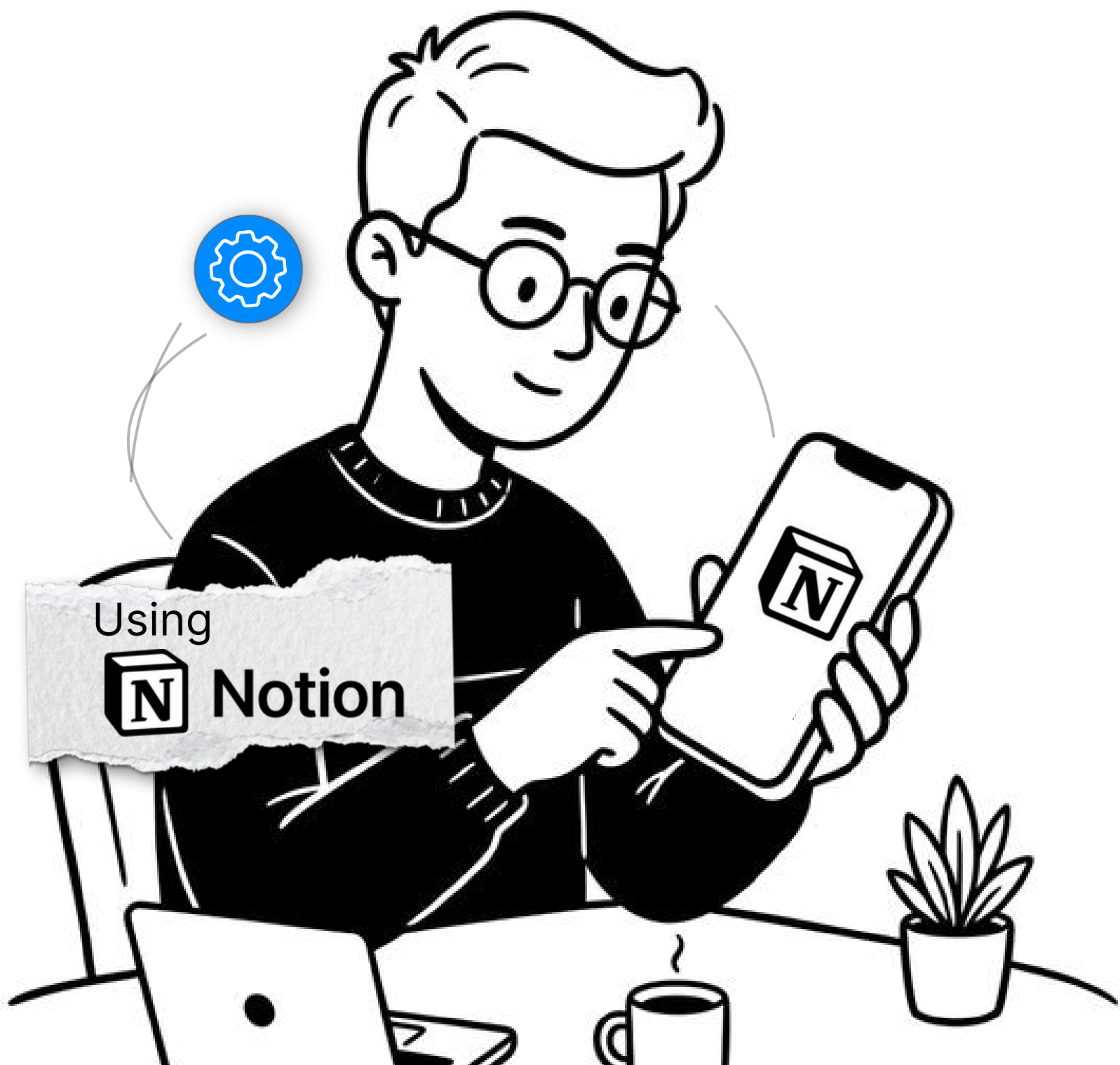


BUILD YOUR FIRST

NOTION

DASHBOARD





Notion is too complicated

- That's what most people think
- But that's **simply not true**



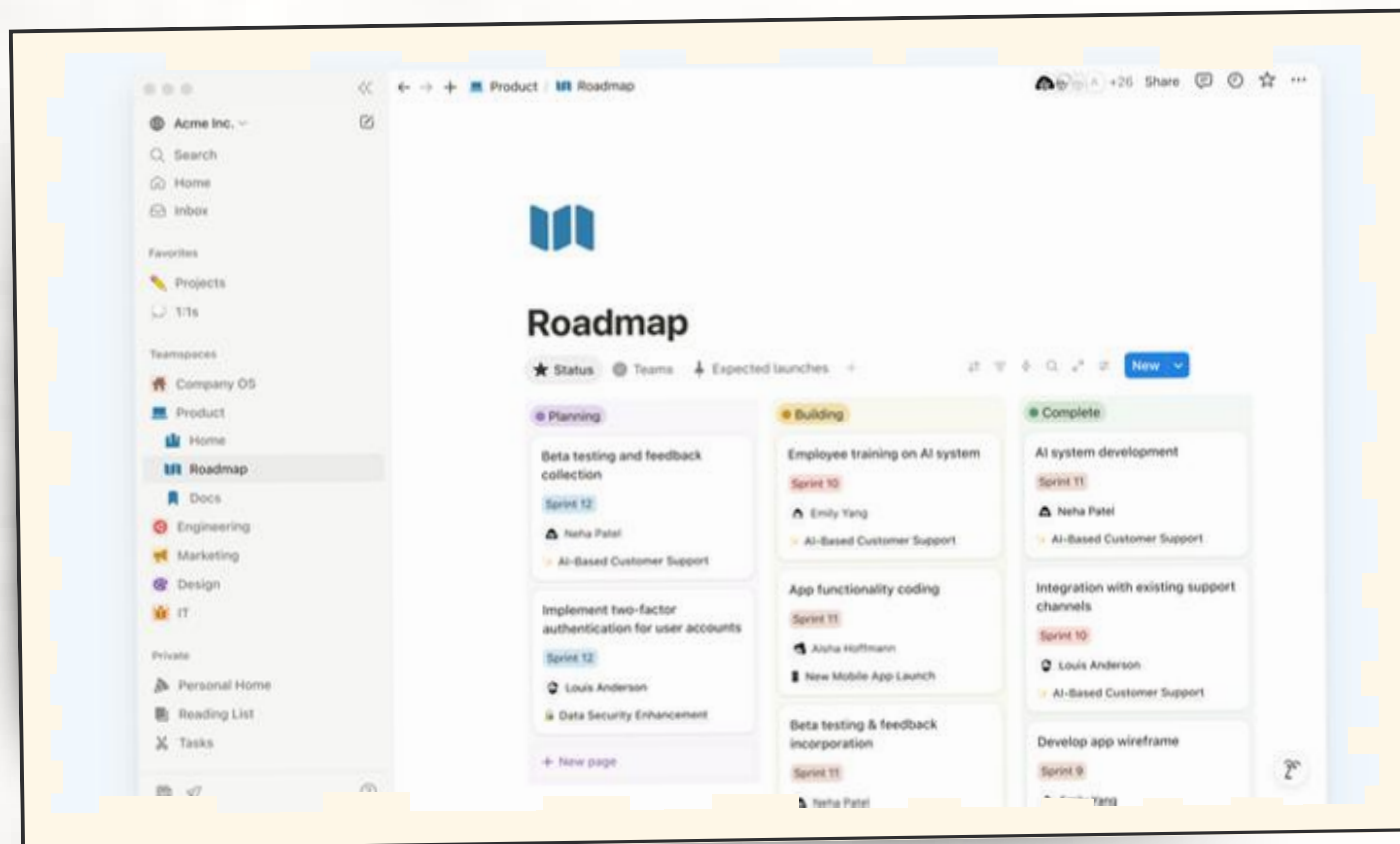
Create a [full dashboard in minutes](#)





A great Notion dashboard isn't about looking pretty

- It's about seeing everything that matters in one place without clicking around



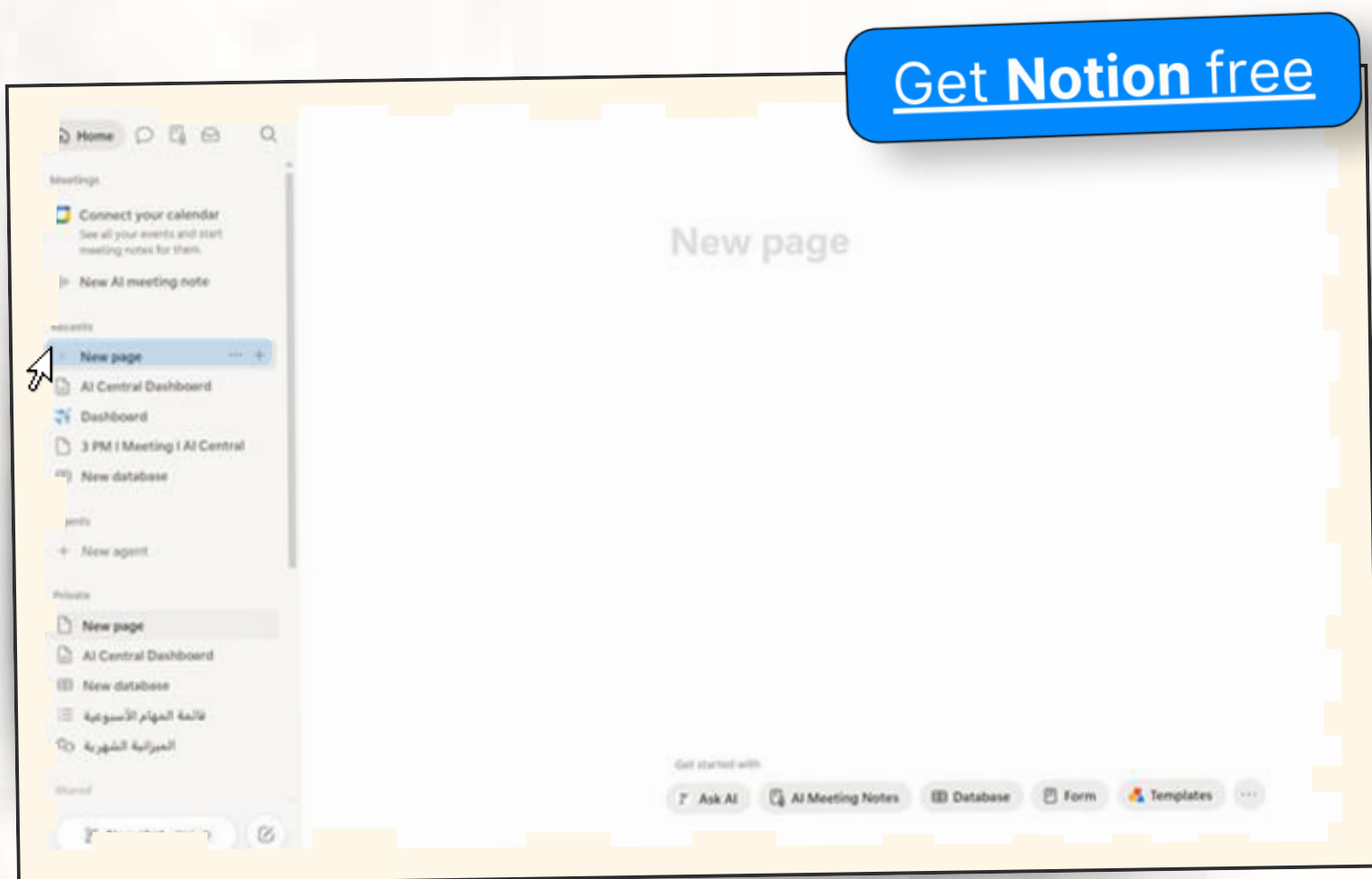
Swipe left [to learn how >>](#)





Open Notion

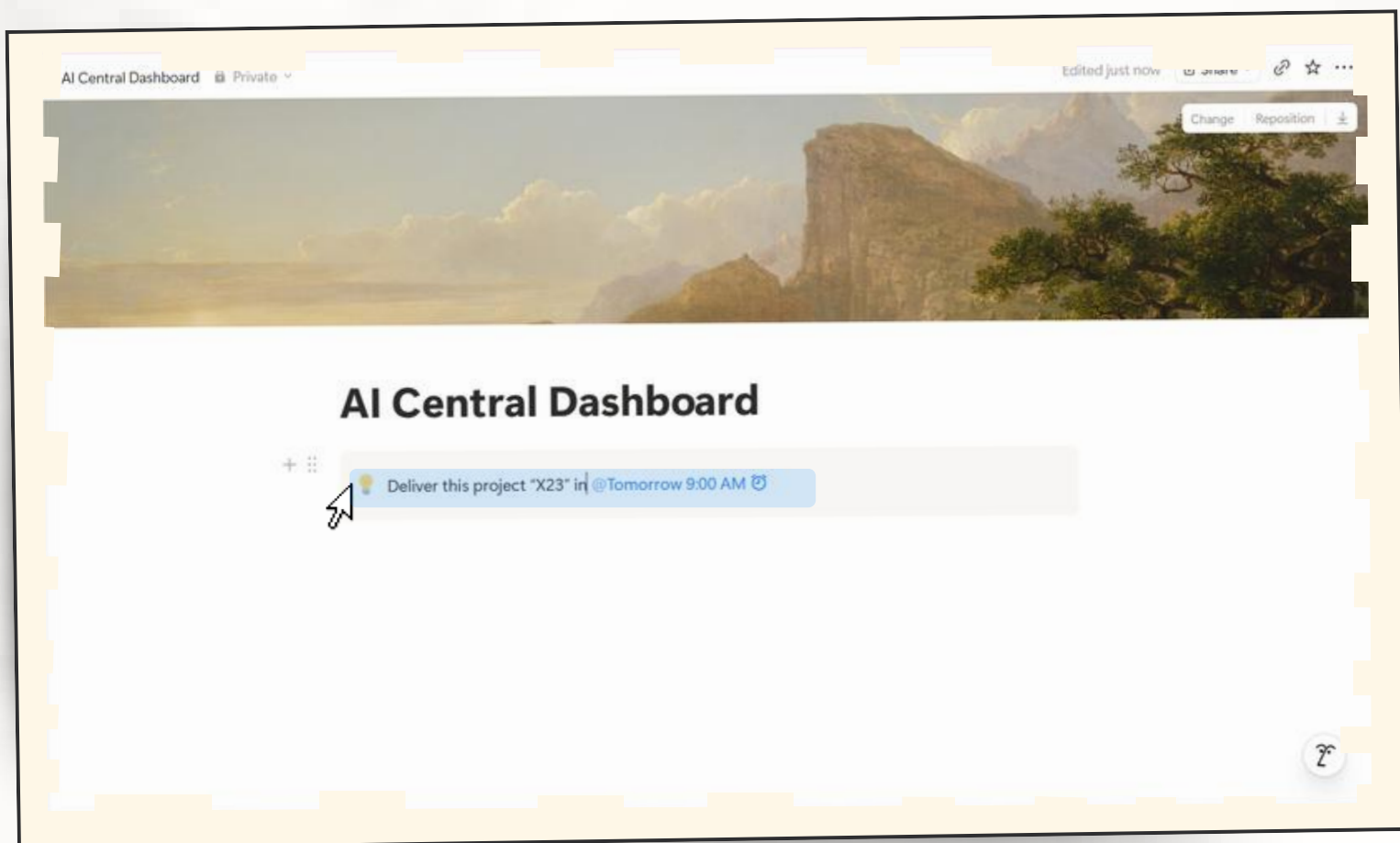
- Create a new page, name it "**Home**" or "**Dashboard**"
- This is your command center





Create a Clean Top Section

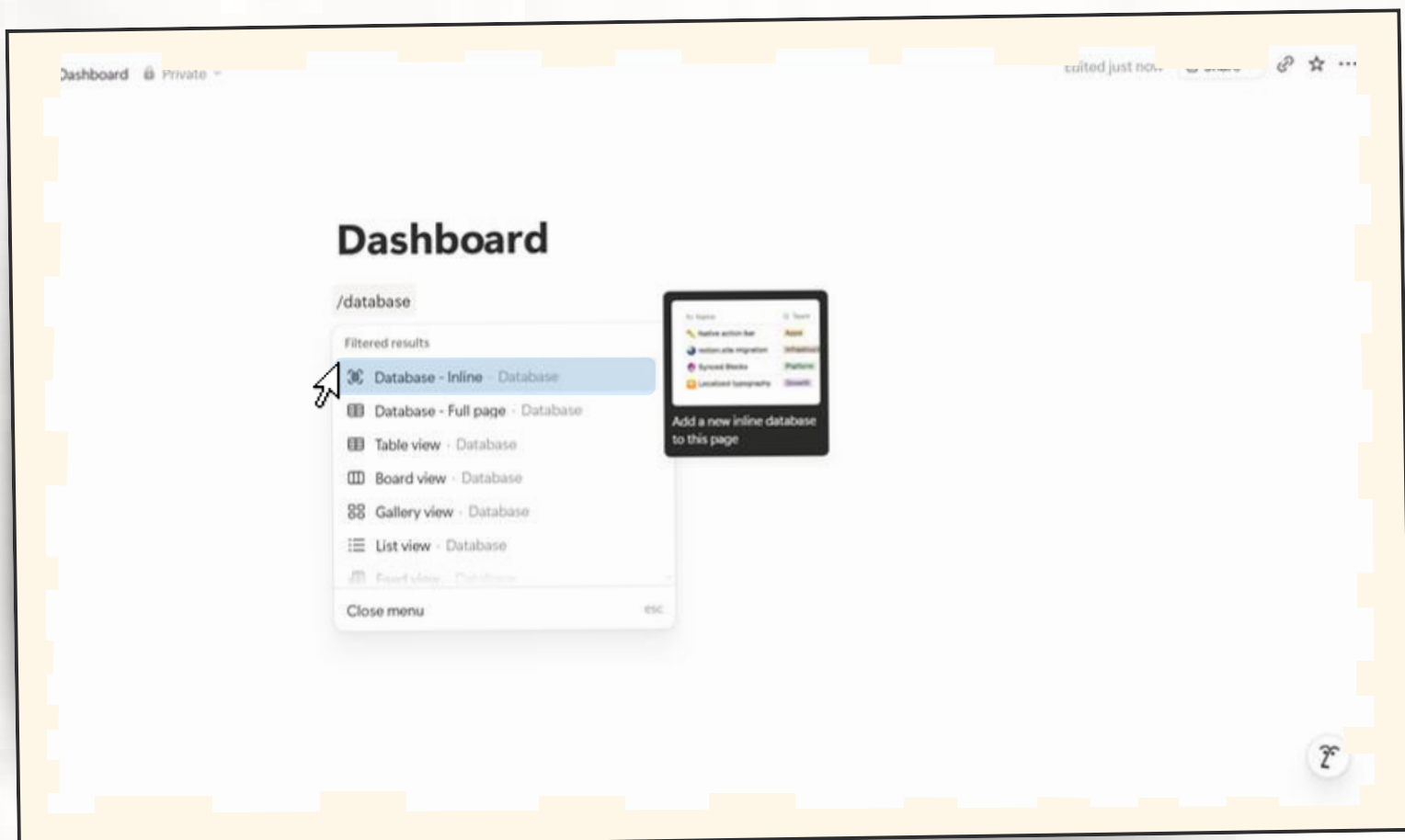
- A heading with your name or workspace title
- A **callout block** with your current priority
- Today's date **using /date**





Create your Database

- Build it from scratch or use a template
- Filter to show tasks due today or this week





Build your **SMART** WORKSPACE

[Start Now with Notion for FREE](#)



More productivity. Fewer tools.

Bring all your tools and teams under one roof. Calculate savings below.

[See pricing plans →](#)



- AI Search
- AI Writing Assistant
- Calendar Scheduling
- Basic CRM

- AI Chatbot \$20/user
- AI Email App
- Team Wiki \$10/user
- Site Builder

- AI M...
- AI P...
- Pro...
- For...

Team size

Monthly savings

\$340

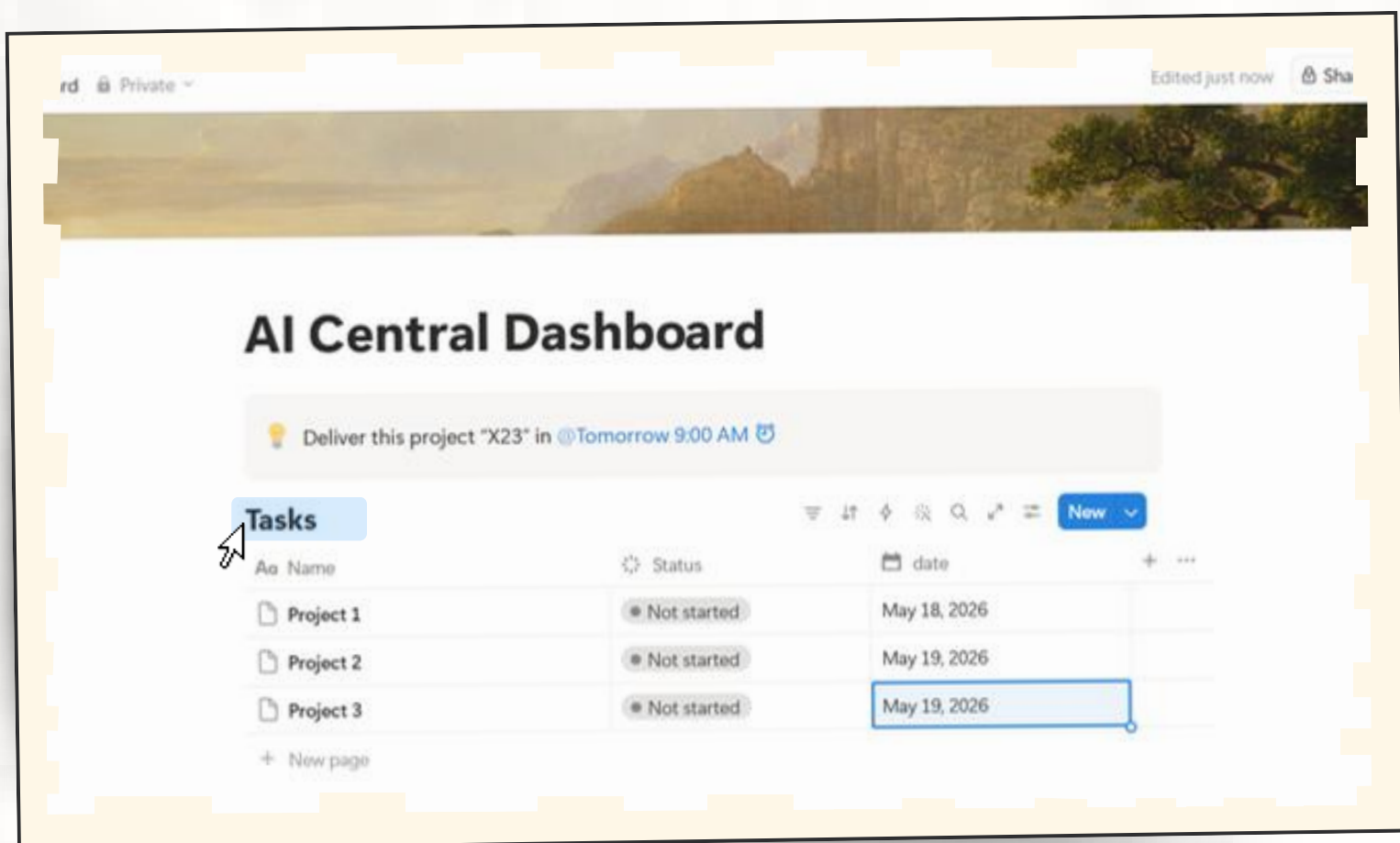
Ann...

\$



Add your Active Projects

- Linked database in board view
- See every project's status at a glance





Build your task area with a linked database

- Type `/linked` → “Create linked view of database.” Select your Tasks database.
- Create these properties:
 - Status
 - Priority
 - Due Date
 - Project
 - Assignee (optional)
- Then add filters:
 - Due date → “Within next week”
 - Status → “Not Done”





Add a Quick Capture System

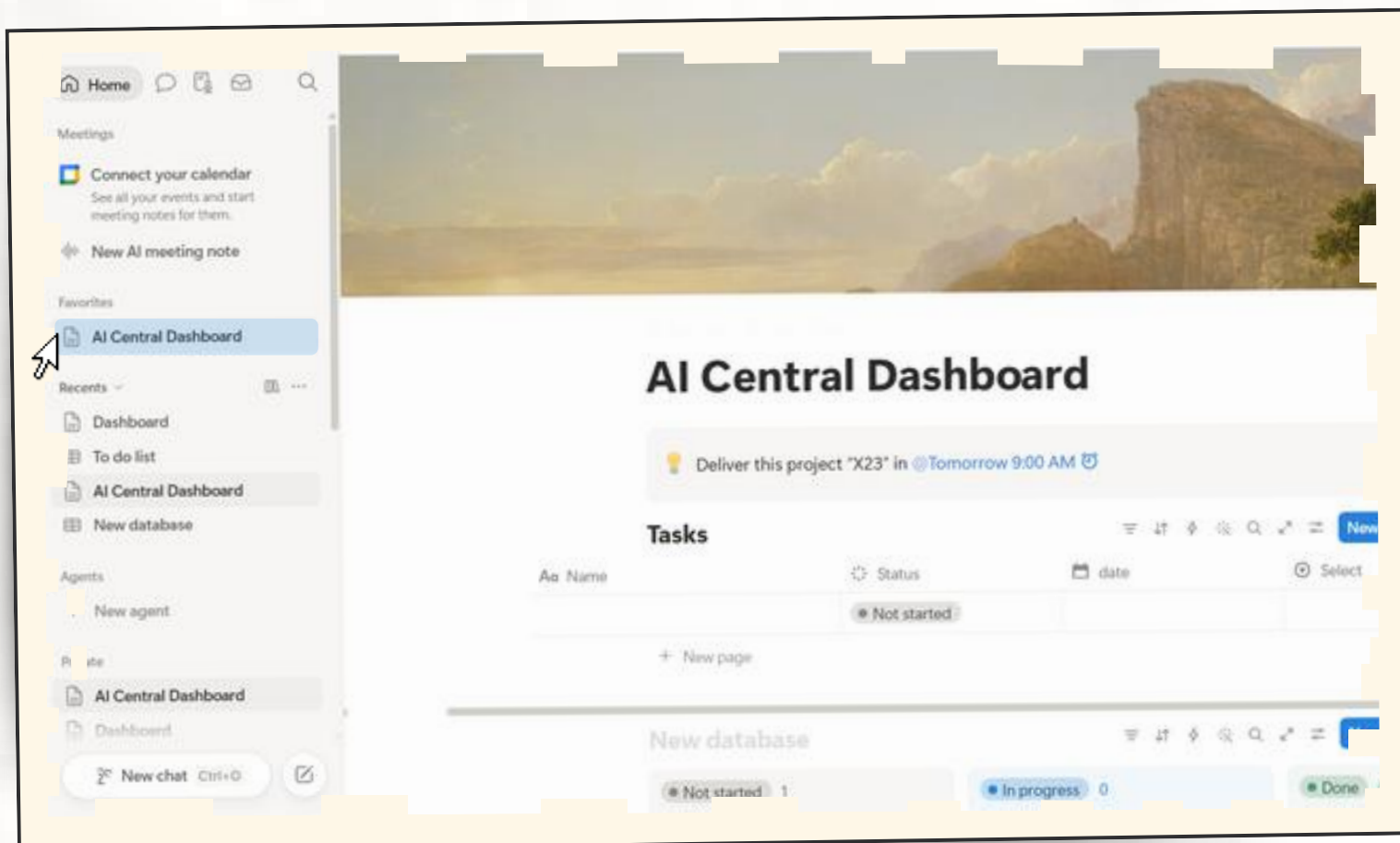
- Create a simple section called:
 - Brain Dump
 - Quick Notes
 - Inbox
 - Ideas





Pin your Dashboard

- Drag it to the top of your sidebar
- Add it to Favorites





Review and improve weekly

- Every week ask:
 - What section do I ignore?
 - What takes too many clicks?
 - What information is missing?
 - What creates distraction?



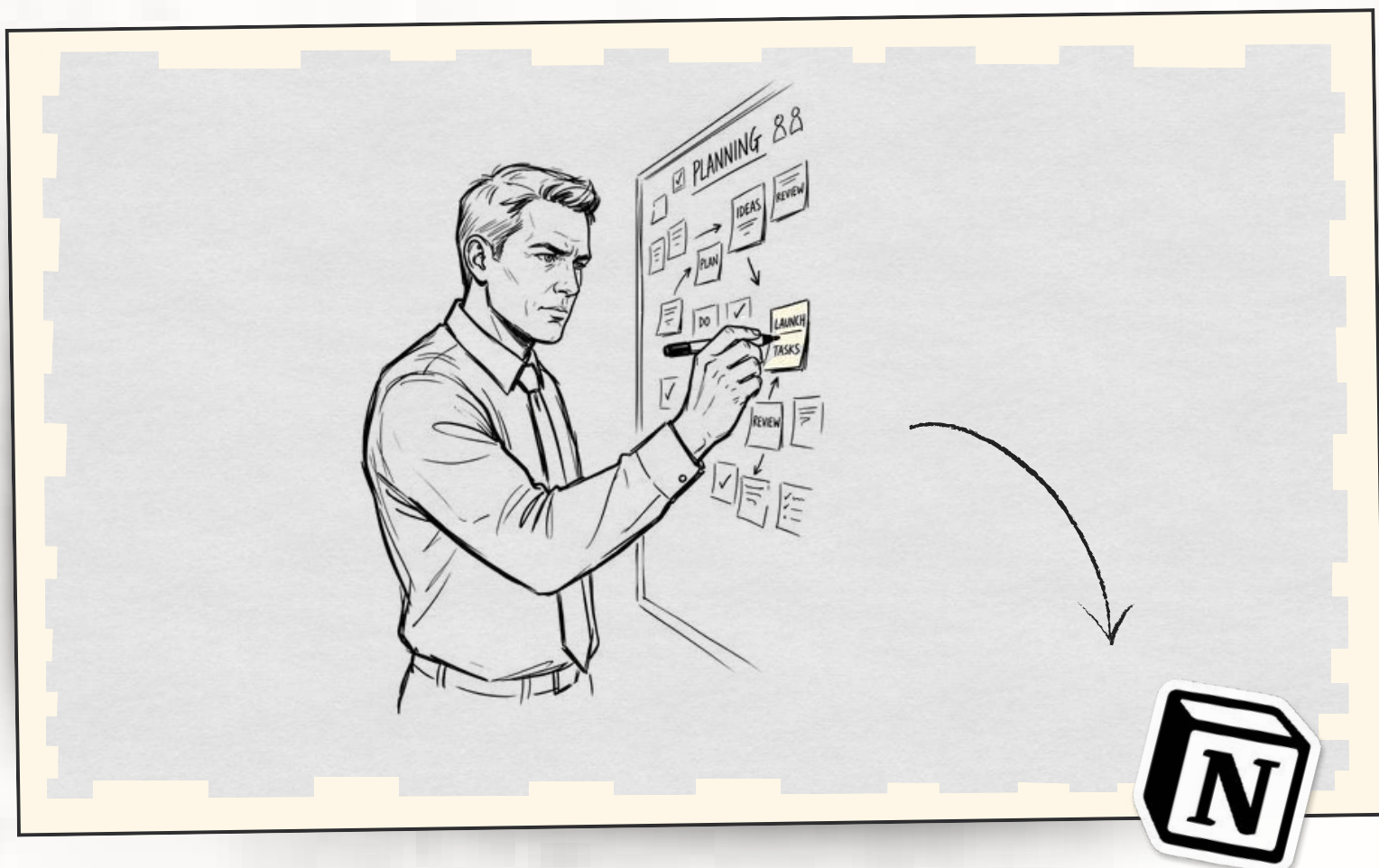
Your dashboard should [evolve with your workflow](#)





Stop juggling tabs, apps, and sticky notes

- **Notion** puts everything in one place
 - Your tasks
 - Your projects
 - Your ideas
 - Your links



[One dashboard](#), one morning check





You've got the process Now, put it into work

Don't wait for inspiration

- Open Notion
- Your Second Brain Starts Here
- Plan, Write, and Organize Faster



BUILD YOUR PRODUCTIVE WORKSPACE
GET NOTION FREE

