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Digital Skills · Book 4

Notion

Organize notes, tasks and projects in one tidy workspace — without getting lost in fancy setups

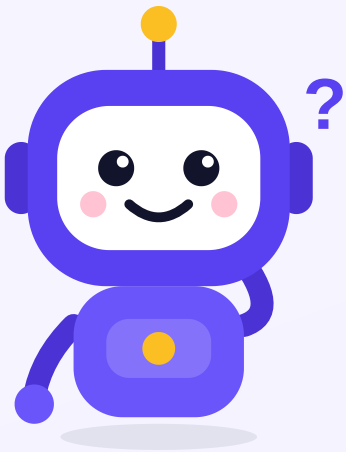
Total beginner · ages 13 and up

About 80 minutes

10 chapters with quizzes

Free

Notes on paper, tasks in chats, dates in your head? Let's put them in one tidy place — and keep it simple.



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Notion

Organize notes, tasks and projects in one tidy workspace — without getting lost in fancy setups

Digital Skills, Book 4 · First edition, November 2026

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What you will learn

- What Notion is and what you can organize with it
- Notion's plans and what the Free plan really includes
- How pages and blocks work, including the slash menu and quick shortcuts
- How databases, properties and views turn lists into a smart system
- How to build a simple Home–Inbox–Tasks system you will keep using
- How to share, publish, work offline and use AI safely

This is **Book 4** of the **Digital Skills** series. You don't need any experience with apps like this. If you can write a to-do list, you can use Notion.

Our honest promise

Online, you will see beautiful Notion setups with dozens of pages. Most people who copy them stop using them in a week. This book teaches you to **start small and build only what you use**. Notion also changes its app often, so a button may look a little different on your screen — look for the same idea.

Age rule

This series is for ages 13 and up. Read Notion's terms when you sign up, and if you are under 18, use it with a parent's or teacher's knowledge. Never put passwords, ID numbers or other people's private details in your pages.

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What you need

Item	Why
A phone or computer	Notion works in the browser and in desktop and mobile apps
An email address	To make your free account
A few real lists	Your tasks, class notes, orders or plans — real lists teach faster
About 20–30 minutes a day	Short practice builds the habit

How to use this book

1 **Keep Notion open while you read**

Build each example as you go. Clicking teaches faster than reading.

2 **Use your own life**

Put your real tasks and notes in, not pretend ones — but leave out private details.

3 **Do the quiz and the task**

Every chapter ends with key takeaways, 3 quiz questions with answers, and a practice task.

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THE END Quick Summary

WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

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CHAPTER 1

Why Notion Skills Matter

Most people's notes and tasks are scattered everywhere. Notion puts them in one place you can search, sort and share.

Think about where your information lives right now: a notebook, sticky notes, phone notes, group chats, screenshots, emails and your memory. When you need something, you search five places. Notion lets you keep notes, tasks, plans and files together — and find them in seconds.

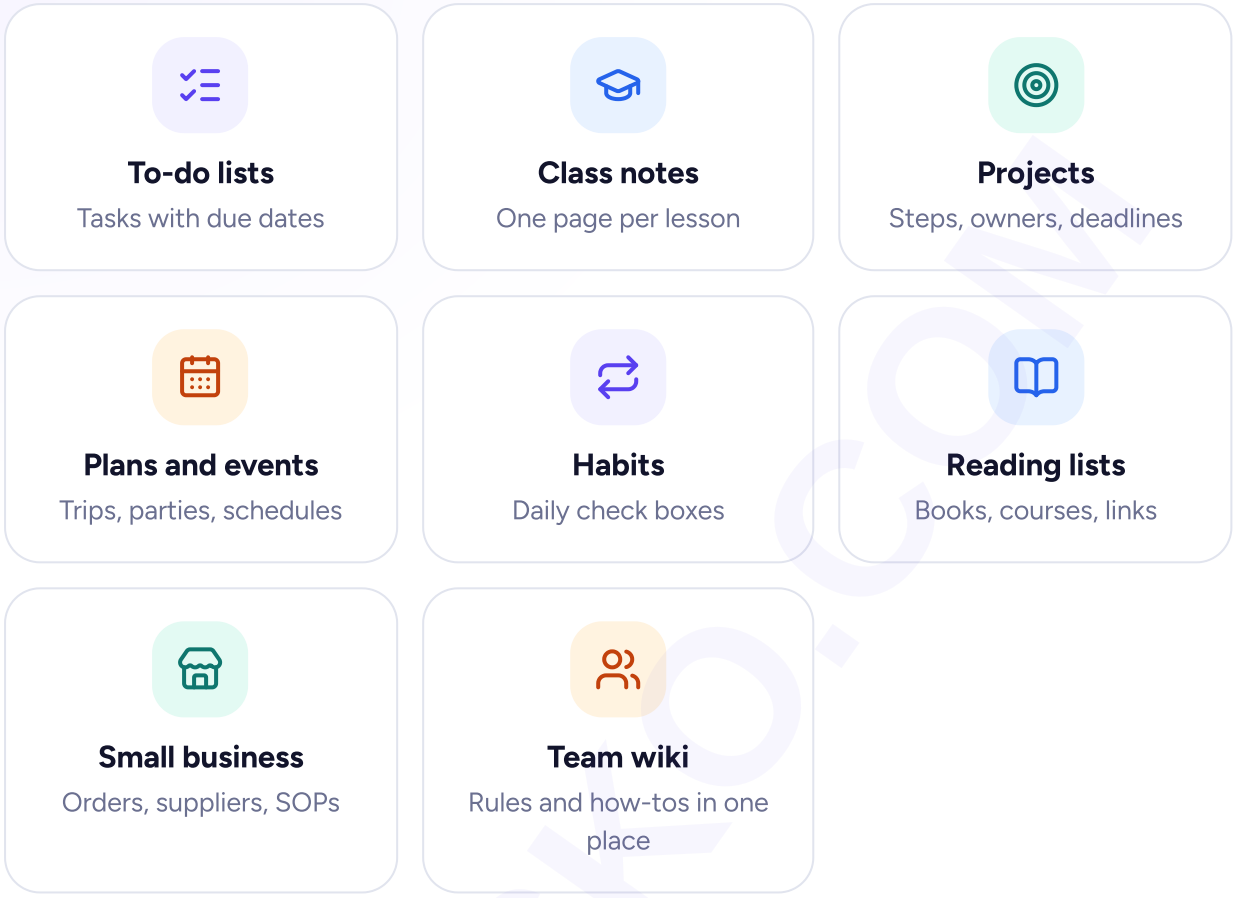
New word: workspace

Notion is an app for notes, tasks and simple databases. Your **workspace** is your own space inside Notion — like a binder that holds all your pages. You can keep it private or invite others into parts of it.

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PICTURE 1 **What people organize in Notion**



If it's a list, a note or a plan, it can live in Notion.

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Myth vs truth

PICTURE 2 **Notion myths vs truths**

MYTH

What social media shows

- "You need a 50-page aesthetic setup."
- "Buy a big template to get organized."
- "More databases = more productive."
- "Set it up once and you're done."

TRUTH

What actually works

- Start with 3 pages: Home, Inbox, Tasks
- Free templates are enough to learn
- One good database beats ten unused ones
- A 10-minute weekly review keeps it alive

The best Notion setup is the one you open every day.

The big idea of this book

Start simple, build only what you use. Add a page or a property only when you feel the need for it — never because someone else's setup has it.

A real-world example

Bea, a college student, kept assignments in her phone notes, class links in a group chat and due dates in her head. She missed a deadline. She made one Notion database called Assignments with a Course, a Due date and a Done checkbox, and a view showing only what's due this week. She now checks one page every morning.

QUICK RECAP

Notion keeps notes, tasks, plans and files in one workspace you can search and share. Big setups look nice but rarely last. Big idea: start simple, build only what you use.

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TRY IT NOW

Find your scattered information

1. List every place you keep notes and tasks today.
2. Circle the one that causes the most trouble.
3. Write the one list you want in Notion first.

Key takeaways

- Notion = notes, tasks and plans in one workspace.
- Your workspace is like a binder of pages.
- Simple setups last; huge setups fade.
- Big idea: start simple, build only what you use.

Quiz: 3 quick questions

1. What is a workspace in Notion?

A Your own space that holds all your pages
B A desk you buy
C A kind of email

2. Which setup is more likely to last?

A A 50-page aesthetic template
B Three simple pages you use daily
C Ten empty databases

3. What is the big idea of this book?

A Build everything at once
B Start simple, build only what you use
C Buy templates first

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Answers

1. **A. Your own space that holds all your pages** — It's like a binder for your pages.
2. **B. Three simple pages you use daily** — Simple systems get used; complicated ones get abandoned.
3. **B. Start simple, build only what you use** — Add things only when you need them.

PRACTICE TASK

Your first-list plan

Write the first list you'll put in Notion (assignments, tasks, orders or plans), the 3 pieces of information each item needs (for example: due date, subject, done), and the one question you want it to answer ("What's due this week?").

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CHAPTER 2

Beginner Basics: Plans, Your Account and the Screen

Let's choose the right plan (usually Free), make your account and learn the names of everything on the screen.

Notion's plans

Plan	Price	Good to know
Free	$0	Unlimited pages and blocks when you're the only member; 5 MB per file upload; 7-day page history; up to 10 guests; a trial of Notion AI
Plus	$10 per member per month	For small teams: bigger uploads, 30-day page history, more guests, custom forms and sites
Business	$20 per member per month	Adds Notion AI features like Notion Agent and AI Meeting Notes, private teamspaces and more
Education Plus	Free	For students and teachers at accredited colleges and universities, with a school email (one-member workspace)

From notion.com/pricing and the Notion Help Center, checked November 21, 2026. Prices are in US dollars; yearly billing costs less.

Free is enough for one person

If you use Notion alone, the Free plan has no limit on pages or blocks. If you add other **members** to a Free workspace, Notion gives only a limited block trial — so invite friends as **guests** on specific pages instead.

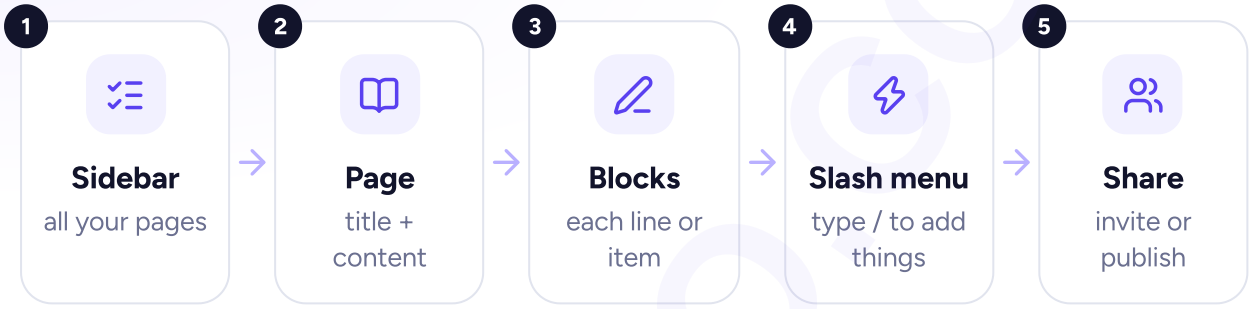
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High school students

The free Education Plus plan is for college and university students and teachers, not K–12. High school students can still use the Free plan.

The parts of the screen

PICTURE 3 **Five parts of the Notion screen**



Pages live in the sidebar. Pages are made of blocks. Type / to add any kind of block.

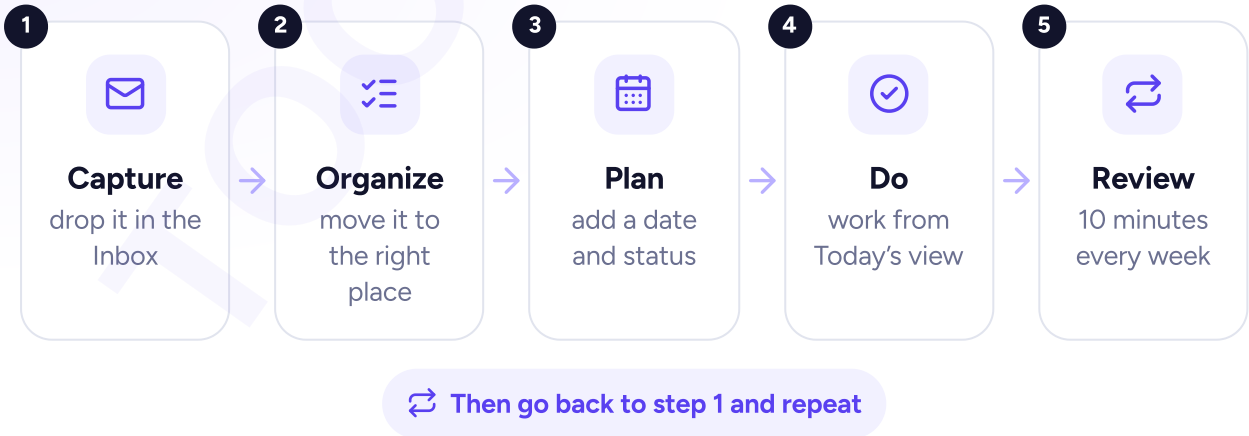
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Words you will use

Word	What it means	Example
Page	A document that can hold anything	“Biology notes”
Block	One piece of content on a page	A paragraph, a to-do, an image
Sub-page	A page inside another page	“Week 1” inside “Biology notes”
Database	A list where every item is its own page	A Tasks list
Property	A label each database item has	Due date, Status, Subject
View	A way of showing a database	Table, board, calendar
Template	A ready-made page or setup you can copy	A weekly planner template
Member / guest	Someone in your workspace / someone invited to one page	A teammate / a client

PICTURE 4 **The Notion loop**



Every simple system follows the same five steps — from homework to a small business.

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QUICK RECAP

Free is enough for one person (unlimited pages, 5 MB uploads, 7-day history, 10 guests). Plus is $10 and Business $20 per member per month. College students and teachers can get Education Plus free. The screen has a sidebar, pages, blocks, the slash menu and Share. The loop: capture, organize, plan, do, review.

TRY IT NOW

Set up your account

1. Make a free Notion account (or Education Plus with your college email).
2. Delete or archive the sample pages you don't need.
3. Make a new page called "Home".

Key takeaways

- Free is enough when you work alone.
- Invite friends as guests, not members, on Free.
- Pages hold blocks; databases hold pages.
- The loop: capture, organize, plan, do, review.

Quiz: 3 quick questions

1. How big can a file upload be on the Free plan?

A Up to 5 MB each
B Up to 5 GB each
C No uploads allowed

2. Who can get Education Plus for free?

A College and university students and teachers with a school email
B Anyone with a Gmail address
C Only K–12 students

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3. What is a database in Notion?

A. A list where every item is its own page

B. A paid add-on

C. A kind of font

Answers

1. **A. Up to 5 MB each** — Free allows uploads up to 5 MB per file (checked November 2026).
2. **A. College and university students and teachers with a school email** — It needs an accredited college or university email.
3. **A. A list where every item is its own page** — Each row or card opens as a full page.

PRACTICE TASK

Your Home page

On your Home page, write three headings: Inbox, Tasks, Notes. Under each, write one sentence about what will go there. You will turn them into real pages and databases in the next chapters.

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CHAPTER 3 · LESSON 1

Pages and Blocks: Write, Organize and Move Anything

Everything on a Notion page is a block. Once you know how to add, move and change blocks, you can build any page.

New word: block

A **block** is one piece of a page — a paragraph, a heading, a to-do box, an image or a list. Think of blocks like LEGO bricks: you can add them, move them, stack them and change their type.

The slash menu

Click on an empty line and type **/** (slash). A menu appears with every kind of block. Keep typing to search — for example, /todo or /heading — and press Enter.

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Block	Use it for	Quick shortcut
Heading 1, 2, 3	Titles and sections	Type #, ## or ### then a space
To-do	Check boxes	Type [] then a space
Bulleted list	Simple lists	Type - then a space
Numbered list	Steps in order	Type 1. then a space
Toggle	Hide details until clicked	Type > then a space
Quote	Important lines	Type " then a space
Divider	Separate sections	Type ---
Callout	Highlighted notes and tips	/callout
Image, file, link	Pictures and attachments	/image, /file, or paste a link

Move and change blocks

1 **Drag to move**

Hover over a block and grab the small six-dot handle on its left. Drag it up or down.

2 **Make columns**

Drag a block to the right side of another block until a blue line appears. Let go to make two columns.

3 **Turn into**

Click the six-dot handle → Turn into, to change a paragraph into a heading, a to-do or a toggle.

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4 **Undo**

Ctrl + Z (Mac: Cmd + Z) fixes almost any mistake.

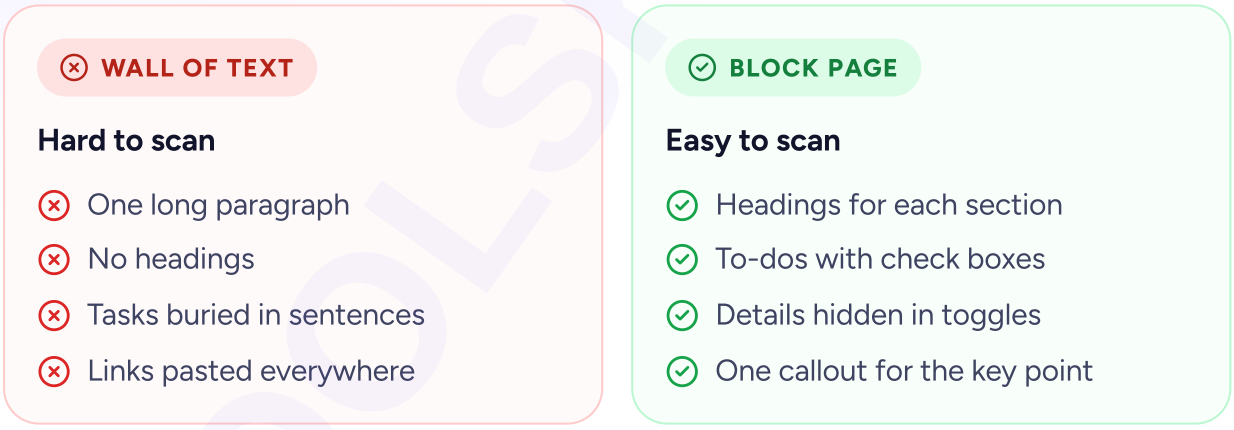
Pages inside pages

Type /page to create a **sub-page** inside the page you're on. A class notes page can hold one sub-page per week. Keep it to two or three levels — deeper than that and you'll forget where things are.

The @ mention

- **@today** or **@tomorrow** inserts a date (you can add a reminder).
- **@ a page name** links to another page.
- **@ a person** mentions a member or guest so they get notified.

PICTURE 5 **Wall of text vs a page made of blocks**



Same information. Blocks make it quick to scan and update.

Try it now

Make a page called "This week". Add a heading, three to-dos, a toggle with extra details, a divider and a callout with your main goal.

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QUICK RECAP

Every part of a page is a block. Type / for the slash menu, or use shortcuts like #, [], - and >. Drag the six-dot handle to move blocks or make columns. Use sub-pages (two or three levels) and @ mentions for dates, pages and people.

TRY IT NOW

Build a block page

1. Make a “This week” page with a heading and three to-dos.
2. Add a toggle and a callout.
3. Drag two blocks side by side to make columns.

Key takeaways

- Blocks are the LEGO bricks of Notion.
- Type / to add any block.
- Drag the six-dot handle to move or make columns.
- Keep sub-pages to two or three levels.

Quiz: 3 quick questions

1. What do you type to open the block menu?

A /
B @
C #

2. Which shortcut makes a to-do box?

A [] then a space
B >> then Enter
C %%

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3. What does @today do?

A Inserts today's date

B Deletes the page

C Shares the page

Answers

1. **A. /** — The slash menu lists every block type.
2. **A. [] then a space** — Two square brackets and a space become a check box.
3. **A. Inserts today's date** — You can also add a reminder to the date.

PRACTICE TASK

A meeting or class page

Make a page for your next class or meeting: a heading, a short agenda as a numbered list, a toggle for notes, and to-dos for action items with @ dates.

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CHAPTER 4 · LESSON 2

Databases: Turn Lists into a Smart System

Databases are Notion's superpower. They look like tables, but every row is a page — with labels you can sort, filter and show in many ways.

New word: database

A **database** is a collection of pages that share the same labels. Think of a box of index cards: each card is one item (a task, a book, an order), and every card has the same fields written on top — due date, status, owner.

PICTURE 6 **The database recipe: D-P-V-F**

D
Database
One list for one kind of thing: Tasks

P
Properties
The labels every item needs: Due, Status, Subject

V
Views
Ways to see it: table, board, calendar

F
Filters & sorts
Show only what matters: due this week, not done

PUT TOGETHER, YOU TYPE:

One list that answers your questions — "What's due?", "What's next?", "What's done?"

Build every database in this order. Most problems come from skipping P or adding too many properties.

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Make your first database

1. **Create it**
   On your Home page, type /database and choose a full-page database (or an inline table). Name it “Tasks”.

2. **Keep the Name column**
   Every item has a Name — the task itself, like “Submit science report”.

3. **Add 3 properties only**
   Due (Date), Status (Status: Not started, In progress, Done) and Area (Select: School, Home, Work).

4. **Add 5 real tasks**
   Type them in. Click any task to open it as a page and add notes or files inside.

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Property types

Property	Holds	Example
Text	Short notes	Supplier phone (no private IDs!)
Number	Amounts, quantities	Price, pages read
Select	One choice from a list	Subject: Math
Multi-select	Several tags	Tags: urgent, group work
Status	Progress steps	Not started → In progress → Done
Date	A date or a date range	Due: Nov 28
Checkbox	Yes or no	Paid?
Person	A member or guest	Owner: Joel
URL / Files & media	Links and attachments	Class link, receipt photo

The three-property rule

Start every database with **at most 3 properties**. Add a new one only when you catch yourself wishing you had it. Ten empty properties make every new item feel like a form to fill in.

Every item is a page

Open any row and write inside it: steps, notes, links, files. Your task list and your task details live together — that's what makes Notion different from a spreadsheet.

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QUICK RECAP

A database is a collection of pages with the same properties. Follow D-P-V-F: database, properties, views, filters and sorts. Start with a Name plus at most 3 properties, like Due, Status and Area. Every item opens as its own page.

TRY IT NOW

Build your Tasks database

1. Create a full-page database named Tasks.
2. Add Due (Date), Status (Status) and Area (Select).
3. Add 5 real tasks and open one to write notes inside.

Key takeaways

- A database is a box of index cards that are pages.
- D-P-V-F: database, properties, views, filters.
- Start with 3 properties at most.
- Every item can hold notes and files.

Quiz: 3 quick questions

1. What is special about a Notion database row?

A It opens as its own page
B It can't be edited
C It's always private

2. Which property shows progress steps like Not started, In progress, Done?

A Status
B Number
C URL

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3. Why start with at most 3 properties?

A Too many make adding items slow, so you stop using it

B Notion allows only 3

C It saves money

Answers

1. **A. It opens as its own page** — Each item can hold its own notes and files.
2. **A. Status** — Status is made for progress.
3. **A. Too many make adding items slow, so you stop using it** — Simple databases get used.

PRACTICE TASK

A second database

Make one more database for something real: Assignments, Orders, Reading list or Expenses. Give it a Name and at most 3 properties. Add 5 items.

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CHAPTER 5 · LESSON 3

Views, Filters and Sorts: See What Matters Today

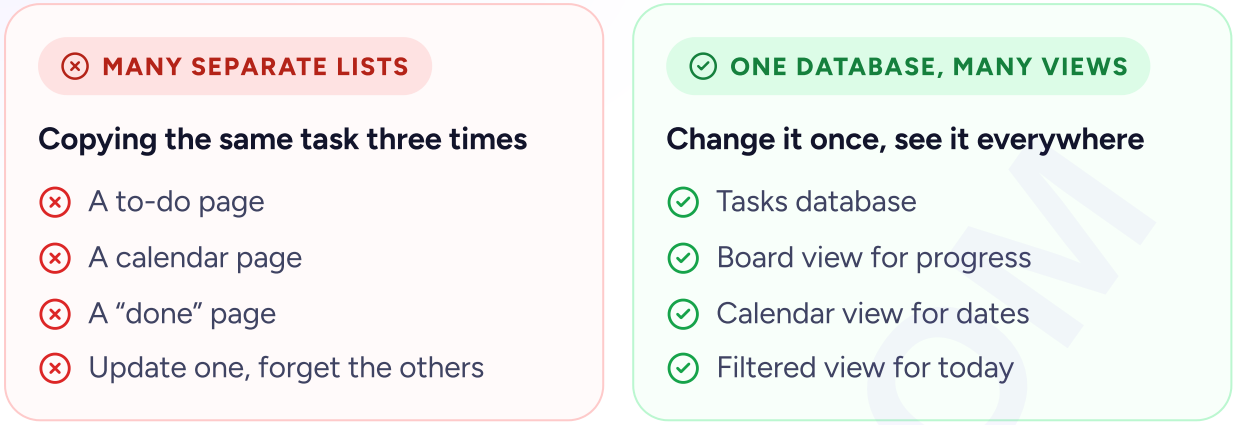
One database can be shown in many ways. The right view answers your question without you hunting for it.

Kinds of views

View	Best for	Example
Table	Seeing and editing everything	All tasks with every property
Board	Progress in columns	Not started · In progress · Done
Calendar	Things with dates	Due dates, events, posting days
List	Clean, simple lists	Notes, articles, ideas
Gallery	Things with pictures	Recipes, products, mood boards
Timeline	How long things take	A project from start to finish
Chart	Counting and comparing	Tasks done per week

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PICTURE 7 **Separate lists vs one database with views**



Views are different windows into the same data. Mark a task Done once, and every view updates.

Filters and sorts

1. **Add a view**
   At the top of the database, click + (Add view) and choose a type. Name it, for example "This week".

2. **Filter**
   Click Filter and choose a property: Status is not Done, and Due is within the next week.

3. **Sort**
   Click Sort: Due, ascending — so the nearest deadline is on top.

4. **Group (optional)**
   Group by Area to see School, Home and Work separately.

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Each view has its own settings

Filters and sorts belong to one view only. Your “All tasks” table can show everything while your “This week” view shows just a few. If items seem missing, check the view’s filter first.

Show a view on your Home page

On your Home page, type /linked view of database (sometimes called “Linked view” or “view of data source”) and pick your Tasks database. Add a filter for “Due this week and not Done”. Now your Home page shows today’s work, while the real database lives elsewhere.

Try it now

Make three views of your Tasks database: a Board grouped by Status, a Calendar by Due, and a Table called “This week” filtered to unfinished tasks due in the next 7 days.

QUICK RECAP

Views show the same database in different ways: table, board, calendar, list, gallery, timeline and chart. Filters show only what matters; sorts put the most important on top. Each view has its own settings. Linked views put today’s tasks on your Home page.

TRY IT NOW

Make your three views

1. Add a Board view grouped by Status.
2. Add a Calendar view by Due.
3. Add a “This week” view filtered and sorted by Due.

Key takeaways

- One database, many views.
- Filter to hide; sort to order; group to split.

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- Each view keeps its own filters.
- Put a linked “This week” view on Home.

Quiz: 3 quick questions

1. Which view shows tasks moving from Not started to Done in columns?

A Board
B Calendar
C Gallery

2. You mark a task Done in the board. What happens in the calendar view?

A It updates too — it’s the same database
B Nothing
C The task is copied

3. Some tasks seem to be missing. What should you check first?

A The view’s filter
B Your internet bill
C The page color

Answers

1. **A. Board** — Boards show progress as columns.
2. **A. It updates too — it’s the same database** — Views are windows into the same data.
3. **A. The view’s filter** — Filters hide items in that view only.

PRACTICE TASK

A Today dashboard

On your Home page, add a linked view of Tasks showing only unfinished tasks due today or overdue, sorted by Due. Open Home every morning for a week.

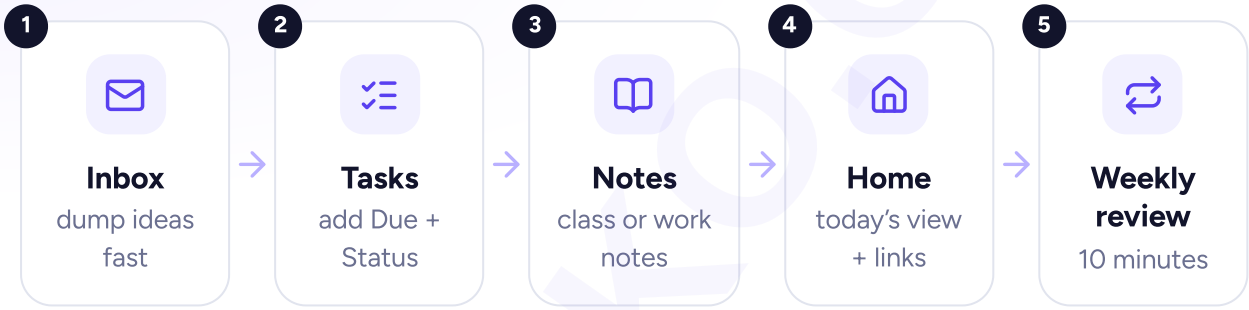
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CHAPTER 6 · LESSON 4

Build Your Simple System: Home, Inbox, Tasks — and Templates

Now let's put the pieces together into a small system you will actually use every day.

PICTURE 8 **A simple Notion system**



Capture in the Inbox, sort into Tasks or Notes, work from Home, and clean up once a week.

Build it in 20 minutes

1. **Inbox page**
   A simple page (or a database) where you type anything quickly: ideas, tasks, links. Don't organize while capturing.

2. **Tasks database**
   The one from Chapter 4, with Due, Status and Area.

3. **Notes database**
   Name, Subject (or Project) and Date. One page per class, meeting or idea.

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4 **Home page**

Links to Inbox, Tasks and Notes, plus a linked “This week” view. Add it to Favorites in the sidebar.

5 **Weekly review**

Every Sunday: empty the Inbox, update statuses, plan next week’s due dates. Ten minutes is enough.

Templates: don’t start from blank

- **Template gallery:** Notion has many free templates for students, personal life and work. Open one, then **delete what you don’t need**.
- **Database templates:** inside a database, set up a template (for example, “Meeting note” with Agenda, Notes and Action items). Every new item can start from it.
- **Buttons and repeating items:** advanced features like buttons and repeating database templates can create the same task every week. Try them after a month of simple use.

⚠ **Respect paid templates**

Some creators sell Notion templates. Don’t share paid templates you bought with others or post them for free — that’s someone else’s work. Free templates from the gallery or from creators who share them freely are fine to use.

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Systems for different people

You are a...	Start with	Key view
Student	Assignments (Course, Due, Done) + Class notes	Due this week, sorted by Due
Office worker	Tasks (Project, Due, Status) + Meeting notes	Board by Status
Small business owner	Orders (Customer, Pick-up date, Paid?) + SOP pages	Calendar by Pick-up date
Group or club leader	Events (Date, Owner, Status) + a shared wiki	Calendar + guest sharing

QUICK RECAP

A simple system: Inbox for fast capture, a Tasks database, a Notes database, a Home page with a linked "This week" view, and a 10-minute weekly review. Use templates but delete what you don't need, and respect paid templates.

TRY IT NOW

Build the system

1. Create Inbox, Tasks, Notes and Home.
2. Add a linked "This week" view to Home and favorite it.
3. Put a weekly review reminder in your phone.

Key takeaways

- Capture fast in the Inbox; organize later.
- Home shows today's work and links.
- Templates help — delete what you don't use.
- A 10-minute weekly review keeps it alive.

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Quiz: 3 quick questions

1. What is the Inbox for?

A Capturing ideas and tasks quickly, without organizing yet
B Storing passwords
C Publishing to the web

2. What do you do in the weekly review?

A Empty the Inbox, update statuses, plan next week
B Delete everything
C Buy a new template

3. You bought a paid template. Can you post it free in a Facebook group?

A Yes
B No — it's someone else's work
C Only if you change the color

Answers

1. **A. Capturing ideas and tasks quickly, without organizing yet** — Capture first, organize during the review.
2. **A. Empty the Inbox, update statuses, plan next week** — Ten minutes keeps the system trustworthy.
3. **B. No — it's someone else's work** — Paid templates belong to their creators.

PRACTICE TASK

One week with your system

Use your Home–Inbox–Tasks system for 7 days. Capture everything in the Inbox, work from Home, and do one weekly review. Write down one thing to add and one thing to remove.

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CHAPTER 7 · LESSON 5

Share, Publish, Work Offline — and Use AI Safely

Notion is great for teamwork, but sharing also brings privacy risks. Here's how to share safely, work without internet and use AI wisely.

Members vs guests

Type	What they get	When to use
Member	Access to the workspace (and its shared pages)	Your team, if you are on a paid plan
Guest	Access only to the pages you invite them to	Clients, classmates, friends — up to 10 on Free

Permission levels

- **Full access:** can edit and share the page with others.
- **Can edit:** can change content but not sharing.
- **Can comment:** can leave comments only.
- **Can view:** can only read.

Give the smallest access that works

Most people only need **Can view** or **Can comment**. Give **Can edit** to people actually working with you, and **Full access** rarely.

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Publishing a page to the web

You can publish a page as a public website (a notion.site link) — handy for a class page, a menu or a simple portfolio. Remember: **anyone with the link can see a published page**, and you can choose whether search engines may show it. Check every sub-page before publishing, and unpublish anything that shouldn't be public.

Never put these in Notion pages

Passwords, bank or card numbers, government ID numbers, and other people's private details (addresses, grades, health information) — especially on shared or published pages. In the Philippines, the **Data Privacy Act of 2012** protects personal information. Use a password manager for passwords.

Working offline

1. **Use the app**
   Offline works in the Notion desktop and mobile apps, not in a web browser.

2. **Download pages before you go**
   Open a page → ••• → turn on Available offline. On paid plans, recent and favorite pages download automatically.

3. **Download sub-pages too**
   Sub-pages and database rows beyond the first 50 don't download automatically. Mark important ones separately.

4. **Reconnect to sync**
   Changes save on your device and sync when you're back online. You can't share pages or change permissions while offline.

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Notion AI

Notion AI can summarize notes, draft text, translate and fill in database properties. The Free and Plus plans include a **trial**; fuller AI features come with the Business plan, and eligible college students and teachers may get a discount. Use AI to start faster — then check facts, dates and names yourself, and don't ask AI to process other people's private information.

PICTURE 9 **Sharing traffic light**



Safe to share

Class schedules, project plans, public menus and price lists, group task boards with Can view or Can comment access.

Share carefully

Client work pages (invite as guests, smallest access), published pages (check every sub-page), anything with Can edit or Full access.

Never put in shared pages

Passwords, bank or card numbers, ID numbers, other people's addresses, grades or health details, and paid templates you don't own.

Before you click Share or Publish, check which light your page is.

QUICK RECAP

Invite guests to specific pages and give the smallest access that works. Published pages are public to anyone with the link. Never store passwords, ID numbers or others' private details. Offline works in the apps after you download pages. Notion AI has a trial on Free and Plus — check everything it writes.

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TRY IT NOW

Share one page safely

1. Share one page with a friend as a guest with Can comment.
2. Turn on Available offline for your Home page in the app.
3. Check your workspace for any private details and remove them.

Key takeaways

- Guests see only the pages you invite them to.
- Smallest access that works.
- Published = public; check sub-pages.
- No passwords or private IDs in Notion; check AI output.

Quiz: 3 quick questions

1. A guest can see...

A Only the pages you invite them to
B Your whole workspace
C Your email inbox

2. Does offline mode work in a web browser?

A No — use the desktop or mobile app
B Yes, always
C Only on Sundays

3. Where should you keep your passwords?

A In a password manager, not in Notion pages
B In a published Notion page
C In the group chat

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Answers

1. **A. Only the pages you invite them to** — Guests have page-by-page access.
2. **A. No — use the desktop or mobile app** — Offline works in the apps, after you download pages.
3. **A. In a password manager, not in Notion pages** — Passwords need special protection.

PRACTICE TASK

A safe public page

Make a simple public page (for example, your club's schedule or your shop's menu). Check every sub-page, publish it, open the link on your phone, then decide if search engines should be allowed to show it.

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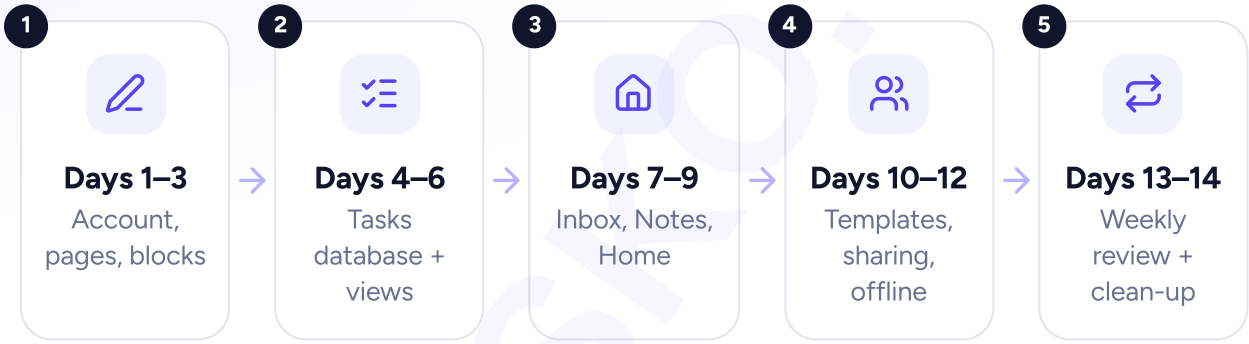
CHAPTER 8

Your 14-Day Notion Practice Plan

Twenty to thirty minutes a day for two weeks. By day 14, you'll have a simple system you trust — and the habit of using it.

Use your real tasks and notes every day. The goal isn't a beautiful workspace — it's a workspace you open every morning.

PICTURE 10 **The 14-day Notion plan**



Each block builds on the one before. Use it for real every day.

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Day	Task (20–30 minutes)	Done?
1	Make your account. Archive sample pages. Create a Home page.	☐
2	Practice blocks: headings, to-dos, toggles, callouts, columns.	☐
3	Learn the shortcuts (#, [], -, >) and @ dates.	☐
4	Create the Tasks database with Due, Status and Area.	☐
5	Add all your real tasks for the week.	☐
6	Make Board, Calendar and “This week” views.	☐
7	Create an Inbox page. Capture everything there today.	☐
8	Create a Notes database. Write one note from a class or meeting.	☐
9	Put a linked “This week” view on Home. Favorite Home.	☐
10	Add a database template (for example, Meeting note).	☐
11	Share one page as a guest with Can comment.	☐
12	Turn on offline for Home and Tasks in the app.	☐
13	Do your first weekly review: empty the Inbox, update statuses.	☐
14	Remove one thing you don’t use. Plan next week.	☐

Bonus exercises

1 **Two-minute capture**

For one day, write every task and idea into the Inbox within two minutes of thinking of it.

2 **Delete challenge**

Find three pages or properties you never use and delete or archive them.

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3 **Explain it**

Teach a friend how your Home–Inbox–Tasks system works in 3 minutes.

4 **Phone only**

Use only the mobile app for one day. Notice what's easy and what's hard.

Stopped using it for a few days?

Normal. Don't rebuild everything. Open the Inbox, add what's on your mind, do a quick review and continue. Simple systems are easy to restart.

QUICK RECAP

Days 1–3: pages and blocks. Days 4–6: Tasks database and views. Days 7–9: Inbox, Notes, Home. Days 10–12: templates, sharing, offline. Days 13–14: weekly review and clean-up.

TRY IT NOW

Start today

1. Copy the 14-day table into a Notion page.
2. Do Day 1 now.
3. Set a daily reminder to open Home.

Key takeaways

- Use real tasks every day.
- Build in order: pages → database → views → system.
- Delete what you don't use.
- Restarting is easy when the system is simple.

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Quiz: 3 quick questions

1. What do you do on days 4–6?

A Build the Tasks database and its views
B Publish a website
C Buy a template

2. What is the delete challenge?

A Removing pages or properties you never use
B Deleting your account
C Deleting all tasks

3. You stopped using Notion for 4 days. Best next step?

A Rebuild everything from scratch
B Open the Inbox, do a quick review and continue
C Give up

Answers

1. **A. Build the Tasks database and its views** — The database is the heart of the system.
2. **A. Removing pages or properties you never use** — Less clutter makes the system easier to use.
3. **B. Open the Inbox, do a quick review and continue** — Simple systems are easy to restart.

PRACTICE TASK

Complete the 14 days

Follow the plan and tick each box. On day 14, write: the view you use most, one thing you removed, one thing you still want to add, and how many days you opened Home.

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CHAPTER 9

Common Notion Mistakes (and Easy Fixes)

Most people don’t quit Notion because it’s hard. They quit because they build too much. Here are the common traps.

Check your workspace against this table.

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Mistake	Why it hurts	Easy fix
Copying a huge “aesthetic” setup	Too much to maintain; you stop using it	Home + Inbox + Tasks first
Too many properties	Adding items feels like paperwork	Three-property rule
Separate lists for the same things	You update one and forget the others	One database, many views
No Inbox	Ideas get lost or land in random pages	Capture everything in one Inbox
Skipping the weekly review	The system slowly becomes untrustworthy	10 minutes every week
Pages nested too deep	You can’t find anything	Two or three levels; use search and Favorites
Inviting friends as members on Free	Hits the limited block trial	Invite them as guests
Publishing by accident	Private pages become public	Check Share and every sub-page
Passwords and IDs in pages	Serious privacy risk	Password manager; no IDs
Expecting offline without downloading	Pages missing on the bus or plane	Mark pages Available offline in the app

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PICTURE 11 **Over-built vs simple and alive**

OVER-BUILT

Beautiful for a week

- 40 pages, 12 databases
- 15 properties per task
- No Inbox, no review
- Abandoned after week two

SIMPLE AND ALIVE

Plain but used daily

- Home, Inbox, Tasks, Notes
- 3 properties per database
- Weekly 10-minute review
- Still used months later

A plain system you use beats a beautiful system you don't.

The morning test

Every morning, can you open Home and know what to do today in under one minute? If yes, your system works. If not, simplify.

QUICK RECAP

Common mistakes: huge setups, too many properties, duplicate lists, no Inbox, no review, deep nesting, members instead of guests, accidental publishing, private data in pages, and offline surprises. Each has an easy fix.

TRY IT NOW

Audit your workspace

1. Run the morning test tomorrow.
2. Fix at least two mistakes from the table.
3. Write the mistake you're most likely to repeat.

Key takeaways

- Small systems last.

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- Three properties; one database, many views.
- Inbox plus weekly review.
- Guests, careful publishing, no private data, download for offline.

Quiz: 3 quick questions

1. What is the morning test?

A Knowing what to do today within one minute of opening Home
B Waking up early
C Checking email first

2. You keep the same tasks in three separate lists. Fix?

A One database with several views
B Add a fourth list
C Print them

3. Your pages weren't there on the plane. Likely cause?

A They weren't marked Available offline in the app
B Notion deleted them
C The plane blocked them

Answers

1. **A. Knowing what to do today within one minute of opening Home** — It shows if your system is simple enough.
2. **A. One database with several views** — Change once, see it everywhere.
3. **A. They weren't marked Available offline in the app** — Download important pages before going offline.

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PRACTICE TASK

Your Notion rules

Write your own 5 Notion rules (for example, “Everything goes to the Inbox first”, “Max 3 properties”, “Review every Sunday”). Put them at the top of your Home page.

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CHAPTER 10

Real-Life Examples: Simple Notion Systems

These five example stories are based on common beginner setups (names are made up). Look for the habits, not the luck.

B

Bea, 19
College student, Manila

THE PROBLEM

Assignments were spread across phone notes, group chats and her memory, and she missed a deadline.

WHAT BEA TYPED

```
Database: Assignments with Course (Select), Due (Date), Done (Checkbox). View on Home: Due within the next 7 days, Done is unchecked, sorted by Due.
```

THE RESULT

With her school email she got the free Education Plus plan. She checks one view every morning and hasn't missed a deadline since.

Lesson: One database plus one filtered view answers "What's due?"

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Joel, 27
Freelance virtual assistant, Bacolod

THE PROBLEM

Two clients asked for updates by chat, and he kept forgetting what he had already reported.

WHAT JOEL TYPED

```
One page per client, shared as a guest with Can comment. Inside: a Tasks board (Not started, In progress, Done) and a weekly update toggle.
```

THE RESULT

Clients check progress themselves and leave comments. Joel's other pages stay private because guests only see their own page.

Lesson: Guests plus the smallest access keep client work clear and private.

Grace, 35
Home baker, Quezon City

THE PROBLEM

Orders came through Messenger, and she once baked the wrong cake for the wrong date.

WHAT GRACE TYPED

```
Database: Orders with Customer, Pick-up date, Item (Select), Paid (Checkbox). Calendar view by Pick-up date. No phone numbers of customers in shared views.
```

THE RESULT

Every Sunday she sees the week's bakes on the calendar. Wrong-date mistakes stopped.

Lesson: A calendar view turns orders into a plan.

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R

Ramon, 24
Church youth leader, Iloilo

THE PROBLEM

Volunteers asked the same questions every week: schedules, rules, who brings what.

WHAT RAMON TYPED

```
Published page: Youth Hub with an Events calendar and How-to pages. Checked every sub-page before publishing; volunteer phone numbers kept in a private page.
```

THE RESULT

He shares one link. Questions dropped, and new volunteers find answers on their own.

Lesson: Publish what's public, keep what's private — and check sub-pages.

K

Kim, 15
Grade 10 student, Cebu

THE PROBLEM

She tried a 30-page aesthetic template and stopped using it in a week.

WHAT KIM TYPED

```
Started over with three pages: Home, Inbox, Homework (Subject, Due, Done). Used the Free plan with her parents' knowledge.
```

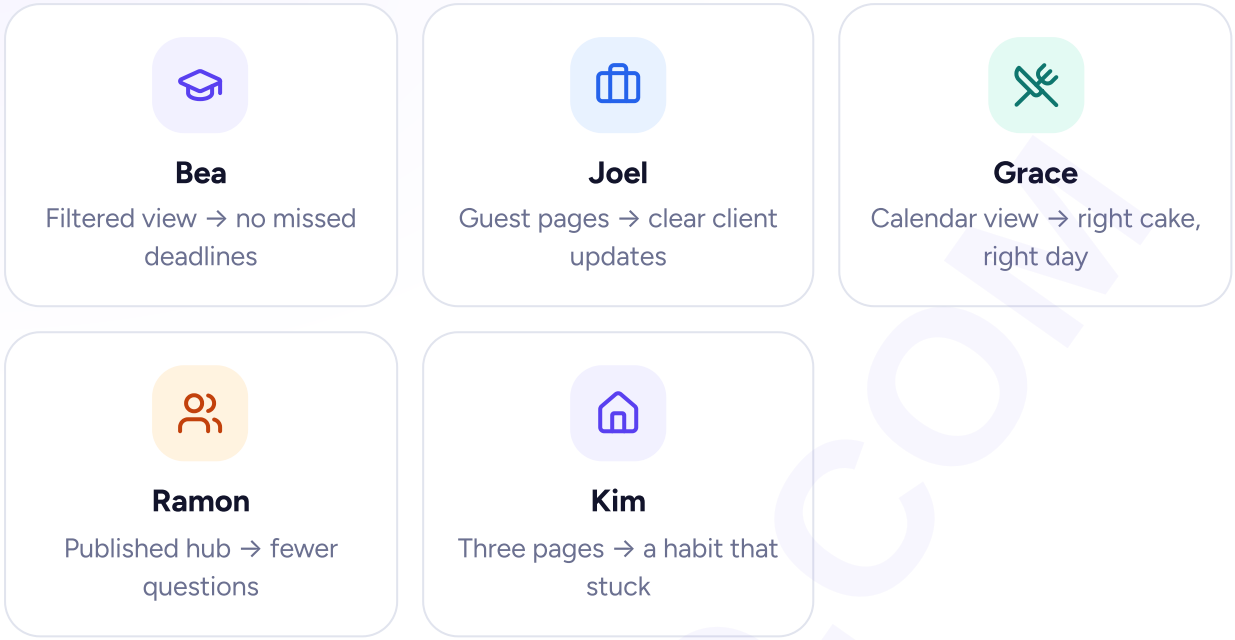
THE RESULT

The simple version stuck. She opens Home after school every day and adds one thing only when she needs it.

Lesson: Start simple, build only what you use.

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PICTURE 12 **Five systems, same habits**



All of them started small, used one database with the right view, and kept private things private.

What these stories have in common

They started with one real problem, built one database and one view to solve it, shared carefully, and added things only when needed. None of them needed a fancy template.

QUICK RECAP

Filtered views stop missed deadlines, guest pages simplify client updates, calendar views plan orders, published hubs answer questions, and simple setups last.

TRY IT NOW

Solve one real problem

1. Pick one problem that costs you time or causes mistakes.
2. Build one database and one view to solve it.
3. Use it for a week, then improve one thing.

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Key takeaways

- One database + one view can fix a real problem.
- Guests keep client work private.
- Calendars turn lists into plans.
- Simple beats aesthetic.

Quiz: 3 quick questions

1. How did Grace stop baking for the wrong date?

A A calendar view of her Orders database
B More Messenger chats
C A bigger oven

2. Why did Joel invite clients as guests?

A So they see only their own page
B Guests pay for Notion
C It's required

3. What made Kim's second try work?

A A simple three-page setup
B A bigger template
C More colors

Answers

1. **A. A calendar view of her Orders database** — The calendar showed each week's bakes clearly.
2. **A. So they see only their own page** — Guests have page-by-page access.
3. **A. A simple three-page setup** — Simple systems get used.

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PRACTICE TASK

Your Notion story card

Write your own story card: the problem you solved, the database and view you built, what changed after a week, and the lesson you learned.

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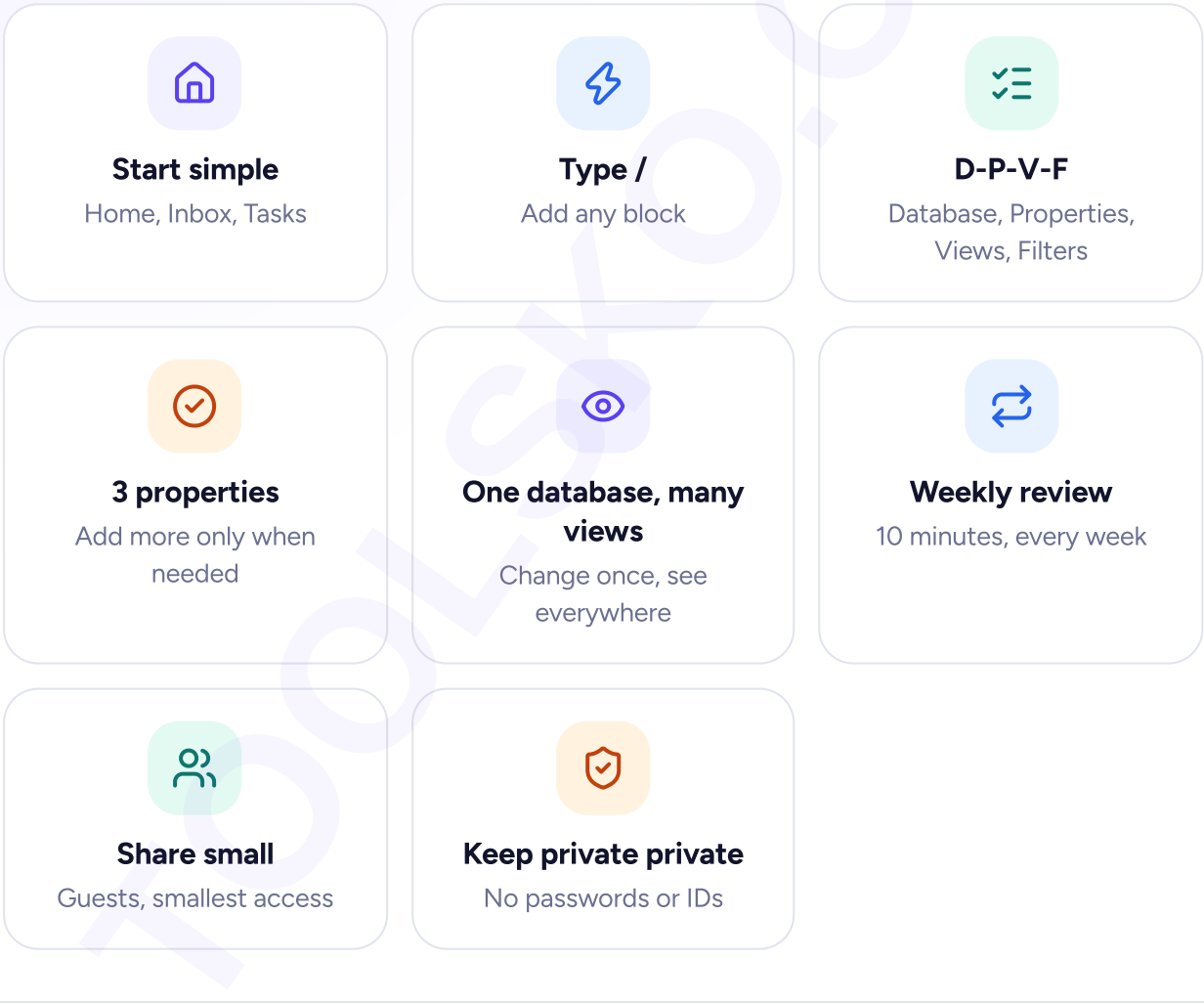
THE END

Quick Summary

Everything important, on one page.

The whole book on one page. Keep it at the top of your Home page.

PICTURE 13 **Cheat sheet: Notion in 8 cards**



Eight habits for a Notion system that stays simple and safe.

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Remember	In one line
The big rule	Start simple, build only what you use.
Every page	Blocks — type / to add one.
Every database	D-P-V-F, with at most 3 properties to start.
Every day	Capture in the Inbox; work from Home.
Every week	Ten-minute review.
Always	Guests and smallest access; no passwords or IDs; download for offline.

You are ready to organize

You can build pages with blocks, create databases with useful views, run a simple Home–Inbox–Tasks system, and share safely. Open your Home page tomorrow morning — that's the whole secret.

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WHAT'S NEXT

Your Next Learning Path

You finished Book 4. Here is where to go from here.

This is **Book 4** of the **Digital Skills** series. Here is your path:

PICTURE 14 **Your Digital Skills path**



Notion organizes your work; spreadsheets and dashboards help you measure it.

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What to do next

Next step	Why
Finish the 14-day plan	A system you use daily beats any template.
Add numbers when you need them	For budgets and sales math, Excel for Beginners (Book 2) or Google Sheets (Book 3) is the better tool.
Make your pages look clean	Canva Mastery (Book 1) teaches contrast and simple layouts.
Use AI the careful way	The AI for Beginners series shows how to ask good questions and check answers.
Use Notion for work	VAs and freelancers often manage client tasks in Notion (Make Money Online series, adults 18+).

One last tip

Apps change; the habit doesn't. Capture in one place, review every week, and keep your system small enough to restart in five minutes.

Free ToolsKo tools for this book

Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

Pomodoro Focus Timer
Work through your Notion task list in focused 25-minute sessions.
toolsko.com/pomodoro-timer ↗

Countdown Timer
Time-box your 10-minute weekly review.
toolsko.com/countdown-timer ↗

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Days Between Dates
Check how many days are left before a deadline.

toolsko.com/date-difference-calculator

Week Number Calculator
Name weekly review pages by week number.

toolsko.com/week-number-calculator

Time Zone Converter
Plan meetings with clients or teammates abroad.

toolsko.com/time-zone-converter

Meeting Cost Calculator
See the real cost of a meeting before you add it to the calendar.

toolsko.com/meeting-cost-calculator

Markdown to HTML
Turn Markdown exported from Notion into web-ready HTML.

toolsko.com/markdown-to-html

HTML to Markdown
Convert web content to Markdown before pasting it into Notion.

toolsko.com/html-to-markdown

CSV to Markdown Table
Turn a small spreadsheet list into a table you can paste into a page.

toolsko.com/csv-to-markdown-table

Markdown Table of Contents Generator
Make a contents list for long exported notes.

toolsko.com/markdown-toc-generator

QR Code Generator
Share a published Notion page on posters or flyers.

toolsko.com/qr-code-generator

Words to know

Notion	An app for notes, tasks and simple databases in one workspace.

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Workspace	Your own space in Notion that holds all your pages.
Page	A document that can hold any kind of content.
Block	One piece of content on a page, like a paragraph or a to-do.
Slash menu	The menu that appears when you type / to add a block.
Sub-page	A page inside another page.
Database	A collection of pages that share the same properties.
Property	A label every database item has, like Due or Status.
View	A way of showing a database: table, board, calendar and more.
Filter	A rule that shows only matching items in a view.
Sort	A rule that puts items in order, like nearest due date first.
Linked view	A view of a database shown on another page.
Template	A ready-made page or setup you can copy and change.
Guest	Someone invited to specific pages only.
Publish	Making a page visible on the web to anyone with the link.
Weekly review	A short weekly check to clean up and plan.

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Where the facts come from

1. Notion: Pricing and plan features
2. Notion Help: Upgrade or downgrade your plan (Free plan limits)
3. Notion Help: Notion for education
4. Notion Help: Use pages offline
5. Notion Help: Views, filters, sorts and groups
6. Notion Guide: When to use each type of database view
7. National Privacy Commission (Philippines): Data Privacy Act of 2012

Plans, prices (in US dollars), limits, offline rules and education offers were checked on November 21, 2026. Notion updates its app and plans often, so some buttons may have different names on your screen — look for the same idea. Notion is a trademark of Notion Labs, Inc.; ToolsKo is not connected to Notion. This book is general information, not legal advice. Written by ToolsKo Learn · toolsko.com/learn

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Book 2	Excel for Beginners
Book 3	Google Sheets
Book 4	**Notion — this book**
Book 5	Power BI Basics

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