



AND HOW TO USE IT TO
ORGANIZE YOUR LIFE



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AGENDA

What is it?

Usage

Second Brain Frameworks

What is Notion?

- note-taking and productivity app
- you can create nested, interconnected pages
- the usual features like tables, quotes, code blocks, lists and embeds

BUT ALSO:

- databases
- automation
- templates
- large community





Assignment Schedule

Fall 2023 Semester

All Not Done Board Calendar Table +

Status	Course	Name	Dates	Task
Done	CORE058	Do the well-being inventory	September 21, 2023	Assignment Quiz
Done	PV292	Finish Seminar Task 1	September 21, 2023	Assignment
Done	PV293	Watch the end of first seminar	September 22, 2023	Lecture
Done	CORE067	Watch the first lecture	September 24, 2023	Lecture
Done	SA200	Write the first 6-page report	September 29, 2023	Essay
Done	PV292	Finish Seminar Task 2	September 30, 2023	Assignment
Done		Decide which subjects to keep	September 30, 2023	Administrative Task
Done	PV293	Watch the saturday stream	September 30, 2023	Lecture
Done	PV236	Homework 01	October 3, 2023 9:00 PM	Assignment
Done	PV292	Define the project topic	October 4, 2023	Deadline
Done	PV292	Homework 01	October 5, 2023	Assignment
Done	PV236	Homework 02	October 10, 2023	Assignment
Done	PV292	Seminar 3 exercise	October 13, 2023	Exercise
Done	PV292	Seminar 4 exercise	October 13, 2023	Exercise
Done	SDIPR	Research paper indices - authors & acknowledgements	October 15, 2023	Assignment

Example of a simple Notion database

Kanban boards for task planning

State Exam

Time remaining

5m 3w to go



Board

Topics

unprocessed 11

Programming and software development

PA165 PV179

Code quality

PV260 PA017 PA103

Software engineering

PA017

making notes 0

+ New

learning

+ New

HOW TO USE NOTION TO BETTER ORGANIZE OUR LIFE?



Second brain frameworks

a simple, comprehensive, yet flexible system for organizing any type of digital information

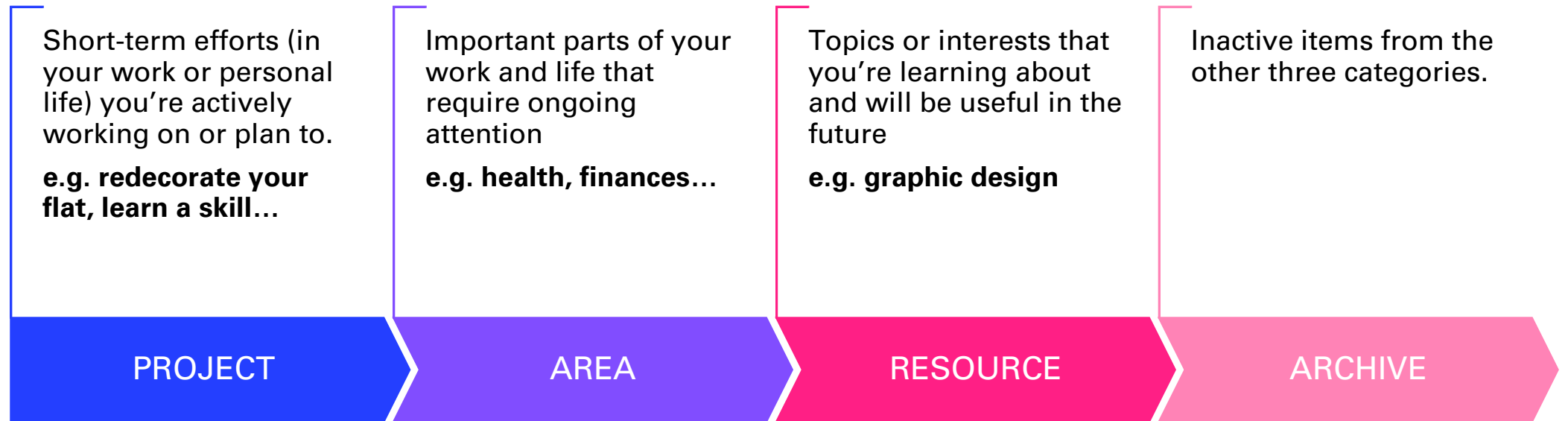
- **PARA method**

by Tiago Forte

- **PPV system**

by August Bradley

PARA

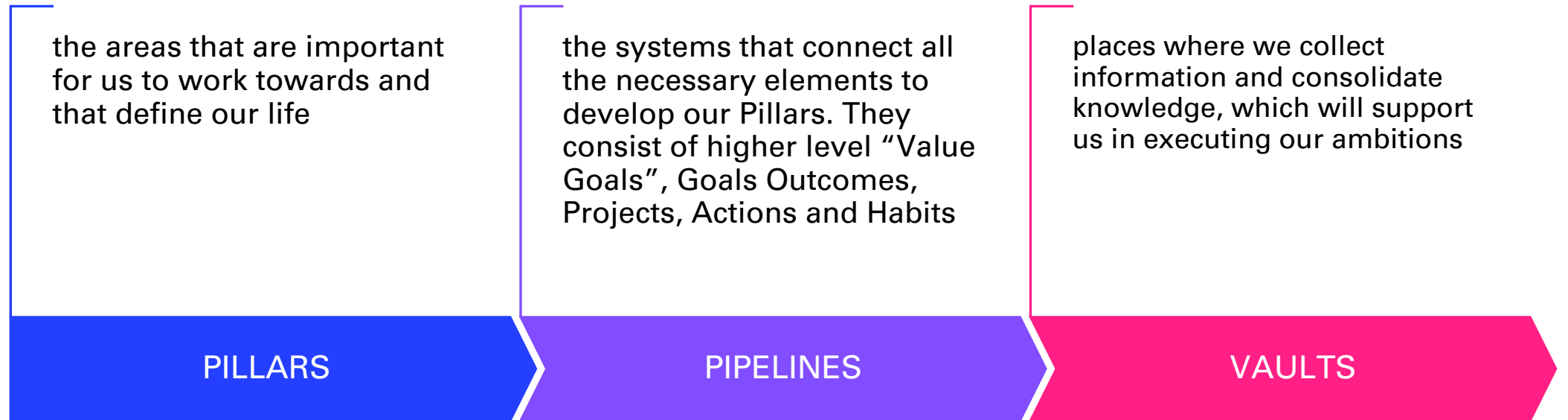




PARA

PPV

- The system that started the Notion Life OS movement
- Best Practices to enhance personal & professional life



HOW TO GET STARTED?

- Just try it!



NOTION AND HOW TO USE IT

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THANK YOU