

AND HOW TO USE IT TO ORGANIZE YOUR LIFE



Júlia Jamnická



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



Example of a simple Notion database



Fall 2023 Semester

| _ | ■ All ■ Not Done □ Board ■ Calendar ■ Table + | | | | |
|------|---|---------|---|---------------------------|---------------------|
| | ्रीह Status | Course | Aa Name | Dates | ∷ Task |
| | • Done | CORE058 | Do the well-being inventory | September 21, 2023 Ծ | Assignment Quiz |
| + :: | • Done | PV292 | Finish Seminar Task 1 OPEN | September 21, 2023 | Assignment |
| | • Done | PV293 | Watch the end of first seminar | September 22, 2023 Ծ | Lecture |
| | • Done | CORE067 | Watch the first lecture | September 24, 2023 Ծ | Lecture |
| | • Done | SA200 | Write the first 6-page report | September 29, 2023 Ծ | Essay |
| | • Done | PV292 | Finish Seminar Task 2 | September 30, 2023 | Assignment |
| | • Done | | Decide which subjects to keep | September 30, 2023 Ծ | Administrative Task |
| | • Done | PV293 | Watch the saturday stream | September 30, 2023 | Lecture |
| | • Done | PV236 | Homework 01 | October 3, 2023 9:00 PM Ծ | 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 Ծ | Assignment |
| | • Done | PV292 | Seminar 3 exercide | October 13, 2023 Ծ | Exercise |
| | • Done | PV292 | Seminar 4 exercise | October 13, 2023 Ծ | Exercise |
| | • Done | SDIPR | Research paper indices - authors & acknowledgements | October 15, 2023 Ծ | Assignment |

State Exam

Time remaining

5m 3w to go



Kanban boards for task planning



Topics





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

Short-term efforts (in your work or personal life) you're actively working on or plan to.

e.g. redecorate your flat, learn a skill...

Important parts of your work and life that require ongoing attention

e.g. health, finances...

Topics or interests that you're learning about and will be useful in the future

e.g. graphic design

Inactive items from the other three categories.

PROJECT

AREA

RESOURCE

ARCHIVE



0

PARA

get in Building a Sec



6 Modules With Succinct In

Absorb the fundamentals of the BASE the most distilled, easy-to-understand

You can watch in about two hours what verading time to learn.



Pick-Your-Notes-App Quiz & Ch

Choose the perfect notetaking app for y natural relationship with information in

We'll guide you through setting un checklist so you're up and rung



Organize Your Digital Life With The PARA Method

Tiago Forte

videos 40 972 views Last undated on Sen 10, 2023.

PPV

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

the areas that are important for us to work towards and that define our life

the systems that connect all the necessary elements to develop our Pillars. They consist of higher level "Value Goals", Goals Outcomes, Projects, Actions and Habits places where we collect information and consolidate knowledge, which will support us in executing our ambitions

PILLARS

PIPELINES

VAULTS

+

HOW TO GET STARTED?

Just try it!

