THE WEEKLY NOTION RESET

A simple 15-minute system for keeping your Notion workspace clean, useful, and under control.

For Notion users who want a system they will actually keep using.

> **You do not need to rebuild your Notion every week. You just need a small reset routine that keeps the right things moving.**

Bonus Guide • Beginner-Friendly • Practical • Repeatable

Welcome: Your Notion Should Work For You

Learning Notion is one thing. Keeping your workspace useful after the excitement wears off is another.

A few weeks after building a dashboard, adding databases, saving notes, and trying new features, many people end up with the same problems: old tasks, forgotten pages, duplicate information, cluttered views, and a workspace that feels harder to use than it did at the beginning.

That is what this guide is designed to prevent.

> **The goal is not a perfect Notion workspace. The goal is a workspace you trust enough to use.**

The Weekly Notion Reset gives you a simple routine for reviewing what matters, clearing what does not, and making small improvements without disappearing into a three-hour redesign.

Use it once a week. Fifteen minutes is enough for most resets. If your workspace is larger, take 20–30 minutes and work through the same sequence.

What this guide helps you do:

■ Clear loose ends and stale tasks.

■ Review projects and decide what needs attention.

■ Process your notes and quick captures.

■ Clean up clutter without over-organizing.

■ Spot pages, databases, and views you no longer need.

■ Choose one small improvement for the coming week.

■ Finish with a clear starting point for Monday—or your next workday.

The most important rule

> **Do not use the Weekly Reset to build a new system. Use it to maintain the system you already have.**

Part 1 — Set Up Your Reset

Before your first reset, choose one place in Notion where you will run the routine. This might be a dashboard, a weekly review page, or a simple page called **Weekly Reset**.

Create these five sections on the page:

Section	Purpose
1. Inbox	Loose notes, tasks, links, ideas, and anything you captured but have not processed.
2. Tasks	Open tasks that need a decision, update, reschedule, or completion.
3. Projects	Anything that has more than one action or represents an ongoing outcome.
4. Reference	Useful information that you want to keep but do not need to act on.
5. Improvements	Small changes you might make to your workspace—but only when they genuinely help.

If your existing workspace already has these areas, do not create duplicates. Simply map your current pages or databases to the five categories.

Your reset rule:

> **One home for each type of information. If you cannot tell where something belongs, decide before adding another page.**

Optional setup checklist

■ I have a single place for quick captures.

■ I know where active tasks live.

■ I know where active projects live.

■ I have a place for useful reference information.

■ I have a place to record possible workspace improvements.

■ My reset page is easy to reach from my main dashboard.

Part 2 — The 15-Minute Weekly Reset

Set a timer. The timer matters because it keeps maintenance from turning into procrastination disguised as productivity.

Minute 0–3: Clear the Inbox

Open your capture area. Process each item quickly. Every item gets one decision: **Do, Delegate, Schedule, Reference, Delete, or Keep in Inbox**.

If it is...	Then...
A task you need to do	Add/update the task and give it a useful date or priority.
Part of an outcome/project	Attach it to the appropriate project.
Useful information	Move it to reference or the appropriate knowledge area.
No longer useful	Delete it. Do not archive clutter just because deleting feels uncomfortable.
Not actionable yet	Keep it only if you genuinely expect to revisit it.

Minute 3–7: Review Tasks

■ Mark completed tasks complete.

■ Delete tasks that no longer matter.

■ Reschedule tasks that are still relevant.

■ Break down anything that feels vague or too large.

■ Identify the 1–3 tasks that would make the biggest difference this week.

A good task is clear enough that you know what “done” means.

Instead of: *Website*
Try: *Review homepage copy and send the final version to the designer.*

Minute 7–10: Review Projects

■ What projects are active?

■ What is the next physical/actionable step for each important project?

■ Is anything stuck because a decision, person, or piece of information is missing?

■ Is any project no longer worth pursuing?

Part 2 — Continue the Reset

Minute 10–12: Process Notes & Reference

Scan new notes, saved links, meeting notes, and research. You are not trying to perfectly organize your knowledge. You are simply preventing your reference area from becoming a digital junk drawer.

■ Delete obvious duplicates.

■ Add a useful title when a page has a vague name.

■ Move important information to its proper home.

■ Add a project or topic connection when it will help you find the information later.

■ Leave low-value information alone if reorganizing it would take longer than finding it later.

Minute 12–14: Clean One Small Thing

Choose **one** cleanup action. Examples: archive an unused view, remove duplicate pages, rename a confusing property, delete an old dashboard section, or simplify a filter.

> **One small improvement every week beats one giant Notion makeover every three months.**

Minute 14–15: Choose Your Weekly Focus

■ What is the most important outcome I want to move forward this week?

■ What are the 1–3 actions that support it?

■ What should I deliberately ignore?

■ Is there anything I need to communicate to another person?

Then stop.

Close Notion and get back to your actual work. The reset is successful when it creates clarity—not when the workspace looks perfect.

Part 3 — The Weekly Reset Checklist

Save or print this page. Use it every week.

INBOX

■ Process new captures.

■ Delete anything that is no longer useful.

■ Convert actionable items into tasks.

■ Connect tasks to projects when appropriate.

■ Move useful information to reference.

■ Leave only genuinely unresolved items in the inbox.

TASKS

■ Complete finished tasks.

■ Delete irrelevant tasks.

■ Reschedule tasks that still matter.

■ Clarify vague tasks.

■ Identify the top 1–3 tasks for the coming week.

PROJECTS

■ Review active projects.

■ Identify the next action.

■ Check for blockers.

■ Archive or close finished projects.

■ Question projects that no longer deserve attention.

NOTES & REFERENCE

■ Process important new notes.

■ Rename unclear pages.

■ Delete duplicates.

■ File useful information where you will actually find it.

■ Do not reorganize just for the sake of organization.

Part 4 — The Anti-Clutter Rules

Notion makes it very easy to add another page, database, property, view, button, relation, or dashboard. More capability does not automatically mean a better system.

Use these rules when you feel the urge to rebuild.

Rule 1 — Solve the problem before adding the feature.

First describe the problem in one sentence. Then choose the simplest Notion feature that solves it.

Rule 2 — Every database needs a job.

If you cannot explain what a database helps you decide, track, or retrieve, question whether you need it.

Rule 3 — Views should answer questions.

A view should help you see something useful: what is due, what is active, what is blocked, or what needs attention.

Rule 4 — Delete before you organize.

If something has no value, moving it to a beautiful archive still leaves you with clutter.

Rule 5 — Maintenance is part of the system.

A workspace that requires constant rebuilding is not finished. It needs a simpler operating rhythm.

> **Before creating anything new, ask: “What problem am I experiencing right now?” If you cannot name the problem, do not add the feature.**

Part 5 — Troubleshooting Your Workspace

When Notion starts feeling frustrating, use this five-question diagnosis before rebuilding anything.

1. Is the information in the right place?

If not, move or consolidate it.

2. Is the information too complicated?

Remove properties, views, or relationships you do not actively use.

3. Is the workflow unclear?

Write down the desired sequence: Capture → Decide → Do → Review.

4. Is the problem a missing feature?

Check whether a simpler native feature already solves it before adding integrations.

5. Is the problem actually a habit?

A better database will not fix a system you never review.

Common symptoms → simple fixes

Symptom	Try this first
“My dashboard is overwhelming.”	Remove everything that does not help you decide what to do next.
“I have too many tasks.”	Delete, defer, delegate, or choose a smaller active list.
“I can't find anything.”	Improve naming and create one useful index/view instead of more pages.
“I keep rebuilding my setup.”	Freeze the design for two weeks and focus on using it.
“My workspace looks great but I don't use it.”	Reduce friction: fewer clicks, fewer fields, fewer decisions.

Part 6 — Your Monthly Mini Reset

Once a month, give yourself a little more time—about 30 minutes. This is not a full rebuild. It is a health check.

Monthly checklist

■ Archive completed projects.

■ Review recurring tasks that are no longer relevant.

■ Remove unused pages and duplicate dashboards.

■ Review database properties you never use.

■ Delete views that answer questions you no longer ask.

■ Check whether important information is still easy to find.

■ Review any automations or integrations that no longer serve a purpose.

■ Check that your important information is backed up/exported according to your own needs.

■ Choose one workspace improvement for next month.

The 1% Improvement Rule

Do not try to make your Notion dramatically better every month. Pick one friction point. Fix it. Use the system. Then observe what happens.

> **Your goal is not to build the most sophisticated workspace. Your goal is to build the workspace that makes your real life easier.**

Monthly reflection

■ What part of Notion saved me time this month?

■ What part created friction?

■ What information do I keep failing to capture?

■ What information do I keep capturing but never use?

■ What can I delete?

■ What is one change that would make next month easier?

Part 7 — Your Personal Weekly Reset Card

Copy this checklist into your Notion workspace and keep it visible.

MY WEEKLY NOTION RESET

1. Clear Inbox
2. Complete / delete / reschedule tasks
3. Review active projects
4. Process important notes
5. Clean one small thing
6. Choose my top 1–3 outcomes
7. Stop

My weekly focus

This week's most important outcome: _____

Top action #1: _____

Top action #2: _____

Top action #3: _____

One thing I will deliberately ignore: _____

One small Notion improvement: _____

My reset day: _____ My reset time: _____

A note to future me

What makes my Notion system easier to use? _____

What tends to make me overcomplicate it? _____

What should I remember next week? _____

Your Next Step

Do not wait until your Notion workspace is messy to use this guide.

Pick a consistent day and time. Set a 15-minute timer. Run the checklist. Then get back to your life and work.

> **Consistency beats complexity. A simple workspace that you maintain will outperform a brilliant workspace that you abandon.**

How to get the most from the Notion course + this bonus

- Use the course to learn the Notion features and workflows that fit your needs.
- Use the Weekly Notion Reset to maintain what you build.
- Do not implement every feature just because it exists.
- Start simple and add complexity only when a real problem requires it.
- Review your system regularly and remove what is no longer useful.

You don't need a perfect Notion.

You need a Notion you can trust.

THE WEEKLY NOTION RESET

A practical companion bonus for Notion: Beginner to Advanced 2026