THE WEEKLY NOTION RESET

A friendly 15-minute routine to keep your Notion workspace organized, useful, and under control.

Build a system you can keep using—not one you have to keep rebuilding.

> **Your Notion workspace doesn't have to be perfect. It just needs to help you find what matters, know what to do next, and make everyday life a little easier.**

A practical companion guide for Notion 101

Welcome: Keep Notion Working for You

Learning Notion can be exciting. You discover pages, databases, views, formulas, and new ways to organize your world. But after the initial excitement, the real challenge is keeping the workspace useful.

Tasks pile up. Notes get forgotten. Old projects stay open. Dashboards become crowded. Before long, the system that was supposed to make life easier can feel like another job.

> **The Weekly Notion Reset is a small maintenance habit—not a workspace makeover.**

Once a week, spend about 15 minutes reviewing what matters, clearing what no longer matters, and choosing a clear starting point for the next week.

What you'll accomplish

■ Clear loose ends and quick captures.

■ Review tasks and projects so important work doesn't disappear.

■ Tidy notes and reference information without over-organizing.

■ Make one small improvement instead of rebuilding everything.

■ Finish with a short list of priorities for the week ahead.

The one rule to remember

> **Use the Weekly Reset to maintain the system you have. If you notice a problem, write it down and decide later whether it truly needs a change.**

Part 1 — Choose Your Reset Home

Pick one easy-to-find page where you can run this routine: your main dashboard, a weekly planning page, or a page named “Weekly Notion Reset.” If you already have a good place, use it—don't create a duplicate.

Review these five areas

Area	What belongs here	Question
Inbox / captures	Loose tasks, notes, ideas, links	What needs a decision?
Tasks	Actions you can complete	What matters next?
Projects	Outcomes requiring multiple actions	What is the next step?
Notes / reference	Information worth keeping	Will I find this again?
Improvements	Small friction points to fix	Is this change necessary?

If your workspace uses different names, that's fine. Review the same kinds of information each week; don't force your workspace into someone else's structure.

Before your first reset

■ I know where to find my reset page.

■ I know where new tasks and notes are captured.

■ I can find my active tasks and projects.

■ I can identify where useful reference information lives.

Part 2 — The 15-Minute Weekly Reset

Choose a regular time—Friday afternoon, Sunday evening, or Monday morning. Set a 15-minute timer. If you miss a week, simply start again; you don't need to catch up perfectly.

Minutes 0–3: Clear your inbox

Review loose items. Give each one a quick decision: do it, schedule it, connect it to a project, save it as reference, or delete it. A saved article might become a reference note; an appointment reminder becomes a task; an idea you no longer care about gets deleted.

Minutes 3–7: Review your tasks

- Mark completed tasks as complete.
- Delete tasks that no longer matter.
- Reschedule unfinished tasks that are still important.
- Rewrite vague tasks so the next action is obvious.
- Choose one to three priorities for the coming week.

Make tasks actionable

Instead of “Website,” write “Review the homepage draft and send feedback.” Instead of “Course,” write “Watch the database lesson and build one practice view.” A clear next action is easier to start.

Minutes 7–10: Review active projects

- Does each important project still matter?
- What is the next action?
- Is something blocked by a decision, person, or missing information?
- Can a completed project be closed or archived?

Part 2 — Finish the Reset

Minutes 10–12: Process notes and reference

You do not need to reorganize your entire knowledge library. Focus on new or important information you are likely to need again.

■ Delete obvious duplicates or information you no longer need.

■ Give unclear pages a useful title.

■ Move important notes if they're difficult to find.

■ Connect a note to a project or topic only when useful.

Minutes 12–14: Fix one small friction point

Pick just one improvement: remove an unused view, rename a confusing property, simplify a dashboard, or fix a filter. If it looks like a big project, add it to a list for later instead of doing it now.

> **One small improvement each week is better than one giant workspace redesign every few months.**

Minute 14–15: Set your weekly focus

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

■ What are the one to three actions that support it?

■ What can I deliberately ignore this week?

■ Do I need to follow up with anyone?

Then stop

Close Notion and get back to your work or life. The reset has done its job when you have more clarity—not when every page is perfect.

Part 3 — Your Reusable Weekly Checklist

Use this page every week. Copy it into Notion, print it, or keep it open while reviewing your workspace.

INBOX & CAPTURES

■ Process new captures.

■ Turn actionable items into tasks.

■ Connect tasks to projects when useful.

■ Move useful information to reference.

■ Delete anything that no longer matters.

TASKS & PROJECTS

■ Mark completed tasks complete.

■ Delete irrelevant tasks and reschedule important unfinished ones.

■ Clarify vague next actions.

■ Review active projects and identify the next step.

■ Close completed projects and identify blockers.

NOTES & WORKSPACE

■ Process important new notes.

■ Rename unclear pages and remove obvious duplicates.

■ Fix one small point of friction.

■ Avoid adding features without a clear need.

WEEK AHEAD

■ Choose my top one to three priorities.

■ Identify what I can ignore or postpone.

■ Confirm my reset is complete—and stop.

Part 4 — Keep Your Workspace Simple

Notion gives you lots of ways to customize your workspace. That flexibility is useful, but it can tempt you to keep adding things. Use these rules to protect your time.

Rule 1: Solve a real problem before adding a feature.

Before creating a new database, property, view, or automation, describe the problem it will solve. If you can't name the problem, wait.

Rule 2: Every database should have a job.

A database should help you track something, make a decision, or find information. If you don't know what it is for, simplify it or reconsider whether you need it.

Rule 3: Views should answer useful questions.

A view might show tasks due soon, active projects, or work waiting on someone else. If a view doesn't help you decide or act, it may not be necessary.

Rule 4: Delete before you organize.

Not every old note needs a folder or archive. If it has no ongoing value, deleting it may be the cleanest choice.

Rule 5: Don't rebuild when a small adjustment will do.

If your dashboard feels overwhelming, remove the least useful sections first. Try the simpler version for a week before redesigning the whole thing.

> **A useful workspace is not the one with the most features. It is the one that helps you do what matters with less friction.**

Part 5 — When Notion Starts Feeling Messy

Before rebuilding anything, use this quick diagnosis.

“My dashboard feels overwhelming.”

Hide or remove anything that doesn't help you decide what to do next. Keep the essentials visible.

“I have too many tasks.”

Review what is truly important. Delete, defer, delegate, or break down tasks. A bigger task list isn't the same as better planning.

“I can't find anything.”

Start with clearer page titles and one useful index or view. Avoid creating a new page for every small category.

“My formula or automation isn't working.”

Check property names, formula inputs, permissions, filters, and automation conditions. Test a small example and consult Notion's current official help documentation when feature behavior may have changed.

“I keep redesigning my workspace.”

Freeze the design for two weeks. Use the system as it is and write down friction points. Make one deliberate change after you have evidence it is needed.

“I built it, but I don't use it.”

Make the routine smaller. Start with one task list, one project view, and one weekly review. A system that is easy to maintain is more useful than one you avoid.

> **Sometimes the problem isn't the workspace. It's that the routine is too complicated. Make the routine smaller before making the system bigger.**

Part 6 — Your 30-Minute Monthly Health Check

Once a month, spend a little longer reviewing the overall health of your workspace. This is maintenance—not a full redesign.

Monthly checklist

■ Close or archive finished projects.

■ Remove tasks and reminders that are no longer relevant.

■ Review unused pages, duplicate dashboards, and unnecessary databases.

■ Remove properties and views you no longer use.

■ Check that important information is still easy to find.

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

■ Check your backup/export approach for important information.

■ Choose one improvement to test next month.

Monthly reflection

■ What part of my workspace saved me time?

■ What caused the most friction?

■ What do I keep capturing but never use?

■ What do I struggle to find?

■ What can I delete or simplify?

■ What one change would make next month easier?

> **Choose one improvement, then use your workspace long enough to see whether it helps. You don't need to optimize everything at once.**

Part 7 — Your Personal Weekly Reset Card

Copy this into a Notion page or print it and fill it in each week.

> **MY WEEKLY NOTION RESET**
>
> **1. Clear my inbox**
> **2. Review tasks**
> **3. Review projects**
> **4. Process important notes**
> **5. Fix one small friction point**
> **6. Choose my top priorities**
> **7. Stop and get back to life**

This week's most important outcome:

_____

Top action 1: _____

Top action 2: _____

Top action 3: _____

One thing I will deliberately ignore or postpone:

_____

One small workspace improvement to consider:

_____

My reset day and time:

_____

A note to future me

What makes my Notion easier to use? _____

What tends to make me overcomplicate it? _____

What should I remember next week? _____

Your Next Step

Choose a regular day and time for your first Weekly Notion Reset. Add a recurring reminder if that helps. When it appears, set a timer for 15 minutes and follow the checklist.

If you miss a week, don't try to catch up on everything. Just run the next reset. Consistency grows from returning to the habit, not from doing it perfectly.

> **You don't need a perfect Notion. You need a Notion you can trust.**

How this guide works with Notion 101

Use the course to learn the features and workflows that fit your goals. Use this guide to maintain what you build, remove what no longer helps, and keep your workspace aligned with your real life and work.

Remember

- Start simple.
- Build only what solves a real problem.
- Review your system regularly.
- Make small improvements instead of constant redesigns.
- Use Notion to support your life—not to create more work.

The Weekly Notion Reset

A practical companion bonus for Notion 101

Packaging tip: Deliver this PDF alongside the course. You can also provide the Personal Weekly Reset Card as a separate one-page printable for easy repeat use.