Notion in 7 Days: The Beginner’s Day-by-Day Checklist

By the end of this week you’ll have a calm, organized home in Notion for your notes, to-dos and goals. Each day takes about 15–20 minutes and builds on the one before. You don’t need to know anything about Notion to start, and everything here works on the Free plan. Tick each box as you go, and by Day 7 you’ll have a personal workspace you actually want to open.

Day 1: Make Notion Feel Like Yours

Goal: Set up your account so Notion is comfortable to use every day.

- ☐ Open Settings at the top of the sidebar and set your name and profile photo
- ☐ Go to Settings → Preferences and switch Appearance to Dark, Light, or “Use system setting”
- ☐ Check your language and time zone so dates and reminders show correctly
- ☐ Download the Notion desktop app from notion.com/download, or bookmark Notion in your browser

Why this matters: Small comforts like dark mode and the right time zone make you far more likely to come back tomorrow.

Day 2: Get to Know Your Sidebar

Goal: Learn where everything lives so you never feel lost.

- ☐ Find the Private section in your sidebar. Pages here are visible only to you
- ☐ Hover over any page in the sidebar and click ••• to see your options (rename, duplicate, move, delete)
- ☐ Add one page to Favorites (••• → Add to Favorites) so it sits at the top
- ☐ Open Search and look up a word from one of your pages
- ☐ Find Trash near the bottom of the sidebar. You’ll need it on Day 7

Why this matters: The sidebar is your map. Once you know it, you can find any page in seconds.

Note: You’ll only see a Teamspaces section if someone else joins your workspace. For personal use, Private is your main home.

Day 3: Create Your First Pages and Subpages

Goal: Build a simple structure for your life with pages inside pages.

- ☐ Create a new page called “Home” and add an icon and a cover image
- ☐ Inside Home, create three subpages: “Notes,” “Goals,” and “Ideas”
- ☐ Write one goal for this month on the Goals page
- ☐ Drag the Home page to the top of your sidebar and add it to Favorites
- ☐ Click into a subpage and use the breadcrumbs at the top to jump back to Home

Why this matters: A Home page with a few subpages gives everything a place, so notes don’t end up scattered.

Day 4: Learn Slash Commands

Goal: Add any kind of content by typing “/” instead of hunting through menus.

- ☐ On your Notes page, type /to-do and add three things you need to do this week
- ☐ Type /h1 or /h2 to add a heading, then /bullet to make a list under it
- ☐ Type /toggle and hide a long note inside it
- ☐ Type /divider to separate sections, then /callout to highlight something important
- ☐ Try typing /image and add a photo to your Ideas page

Why this matters: The “/” key is the fastest way to build anything in Notion, and you’ll use it every single day.

Day 5: Build Your First Database (Personal Tasks)

Goal: Turn your to-do list into a task tracker you can sort, filter and view as a board.

- ☐ Create a new page called “My Tasks,” type / and choose Table view to create a database
- ☐ Add five real tasks as rows, one task per row
- ☐ Add a Status property (Not started, In progress, Done) and a Date property for due dates
- ☐ Click the + next to your view name and add a Board view, grouped by Status
- ☐ Drag one task from “Not started” to “In progress” and watch the table update too

Why this matters: Databases are Notion’s superpower. Every row is a page, and you can view the same tasks as a list, a board or a calendar.

Day 6: Try a Free Template

Goal: Borrow a ready-made setup instead of building everything from scratch.

- ☐ Visit the Notion Marketplace at notion.com/templates and filter by Free
- ☐ Search for a personal template, such as a habit tracker, journal or reading list
- ☐ Click to duplicate it into your workspace
- ☐ Delete any sections you won't use, so it stays simple
- ☐ Add the template's main page to Favorites if you plan to use it daily

Why this matters: Templates show you what's possible and save hours. Just keep them lean so they don't overwhelm you.

Day 7: Share, Comment and Rescue Your Work

Goal: Learn to collaborate safely and recover anything you delete by mistake.

- ☐ Open a page (like your Goals page), click Share at the top right, and invite a friend or family member by email
- ☐ Check the access level you gave them (for example, Can view or Can edit) before sending
- ☐ Highlight a sentence on the page and click Comment to leave a note, or @mention someone
- ☐ Delete a test page, then open Trash and restore it
- ☐ Click ••• at the top right of a page and open Page history to see earlier versions (the Free plan keeps 7 days)

Why this matters: Knowing how sharing and Trash work means you can invite people in with confidence, and you'll never panic over a deleted page.

Common Beginner Mistakes (and Quick Fixes)

- **Creating lots of separate workspaces.** Fix: Use one workspace and organize with pages and Favorites instead.
- **Nesting pages ten levels deep.** Fix: Keep it to two or three levels, and use a database with tags for anything you'll have lots of.
- **Copy-pasting the same page over and over.** Fix: Turn it into a database template so new pages start pre-filled.
- **Sharing a page without checking access.** Fix: Always open Share and confirm who can see or edit before you send the link.
- **Downloading huge templates on day one.** Fix: Start with one small template and add more only when you need them.

You did it! Your Notion workspace is set up and ready for real life. Keep this checklist handy and revisit any day you want to practice again.