

Notion: A practical guide

What is Notion?

Notion is an **all-in-one digital workspace** designed to help individuals and teams organize information, manage projects, collaborate, and increase productivity.

It combines several tools into one platform, including:

- Notes and documents
- Task management
- Databases
- Project planning
- Team collaboration
- AI-powered assistance

Notion is widely used by startups, entrepreneurs, students, freelancers, and companies because it allows users to create flexible and highly customizable workspaces.

One of the biggest advantages of Notion is **that it can adapt to different needs**. It can be used as:

- A personal planner
- A startup dashboard
- A knowledge base
- A content calendar
- A business planning tool
- A team collaboration workspace

For young entrepreneurs, Notion is especially useful because it helps organize ideas, tasks, and projects in one place while also providing AI-powered productivity features.

Official Website: <https://www.notion.com>

Why Use Notion?

Notion is useful because it combines **organization, collaboration, and productivity** tools into a single platform.

Key Benefits for Young Entrepreneurs

1. **Organize** Everything in One Place: Users can manage everything inside one workspace.
2. Easy Team **Collaboration**: Multiple users can work on the same pages, edit documents together, assign tasks, and leave comments.
3. Flexible and **Customizable**: Users can create pages, dashboards, databases, and workflows according to their own startup needs.
4. **Beginner-Friendly**: Simple drag-and-drop functionality and templates that make it accessible even for beginners.

5. **AI-Powered** Productivity

Notion AI can help users:

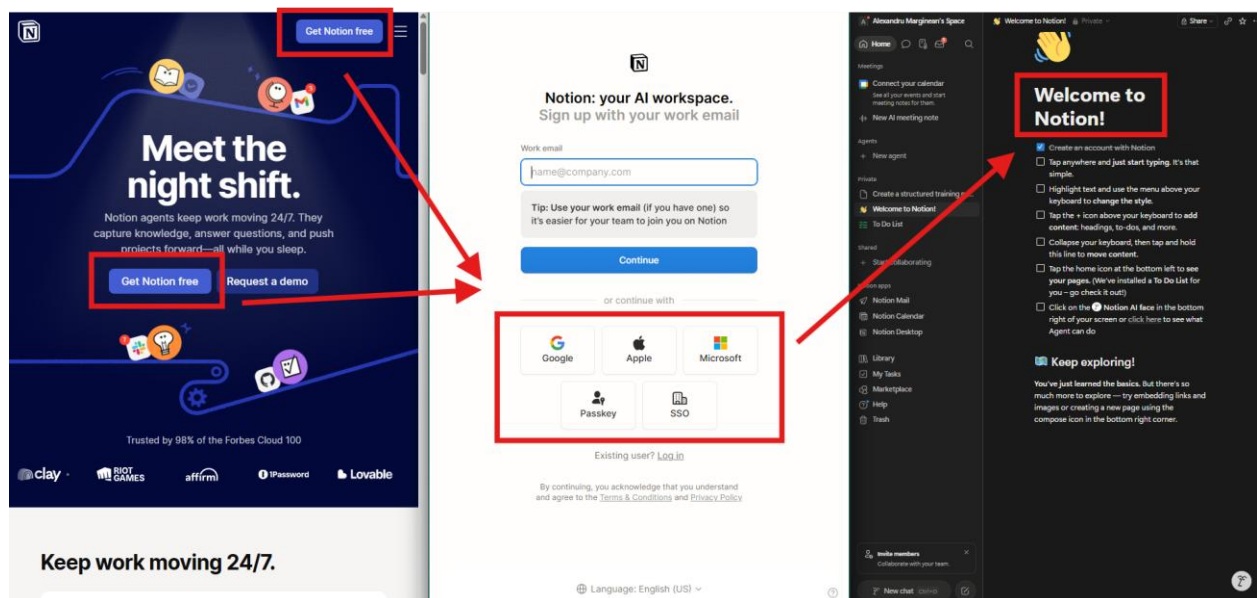
- Summarise information
- Generate text
- Brainstorm ideas
- Improve writing
- Organise notes
- Create action plans

6. **Free Version** Available: A free version that includes many features suitable for students and young startups.

Getting Started with Notion

Step 1 – Create an Account

1. Visit <https://www.notion.com>
2. Click “Get Notion Free”
3. Register using your Email/ Google account/ Apple account
4. Confirm your email address
5. Create your workspace name

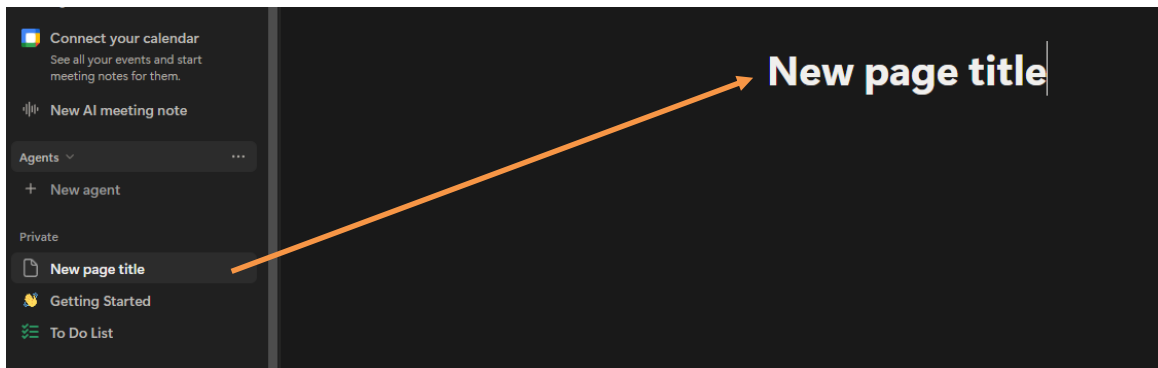
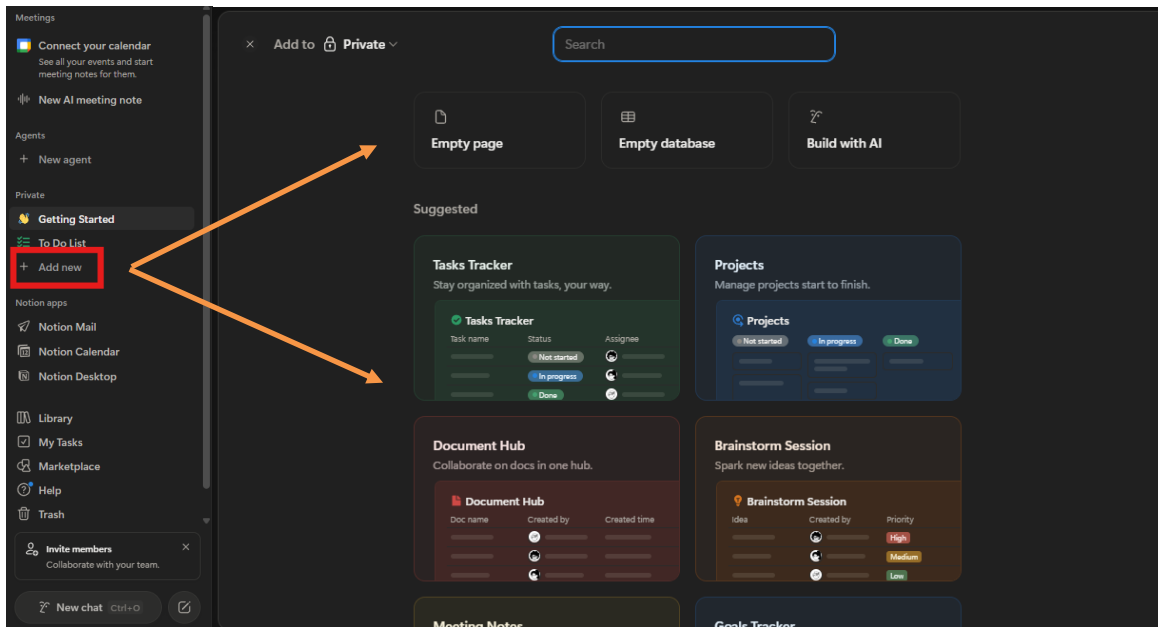


Notion: Creating an account

Step 2 – Create Your First Page

Pages are the basic building blocks of Notion. To create a page:

1. Open the left sidebar
2. Click “+ Add new”
3. Choose a blank page or template
4. Add a page title



Notion: Creating the first page

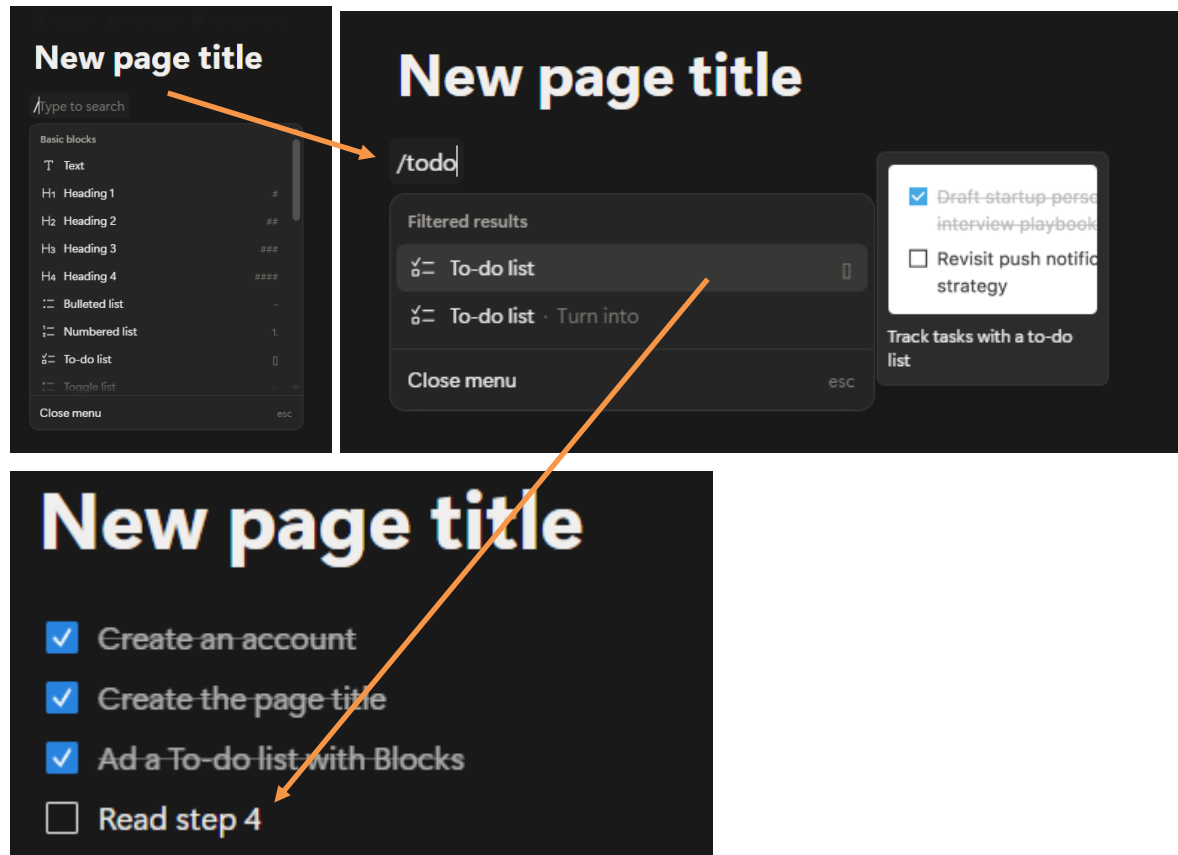
Step 3 – Use Blocks

Everything inside Notion is created using “blocks”. Blocks can include: Text, Headings, Checklists, Images, Tables, Links, Videos, Databases

To add a block:

1. Type “/” on an empty line
2. Choose the block type
3. Useful beginner blocks:
 - ✓ Heading
 - ✓ To-do list

- ✓ Table
- ✓ Toggle list
- ✓ Callout



Notion: Creating a To-do list with blocks

Creating a Simple Startup Dashboard

A dashboard helps organize important startup information in one place.

Suggested Dashboard Sections:

- Task List: Track tasks and deadlines.
- Business Goals: Write monthly or weekly objectives.
- Meeting Notes: Store ideas and discussions.
- Content Planner: Plan social media or marketing campaigns.
- AI Experiments: Track AI tools and automation ideas.

Using Databases in Notion

Databases are one of Notion's most powerful features.

Databases can be displayed as:

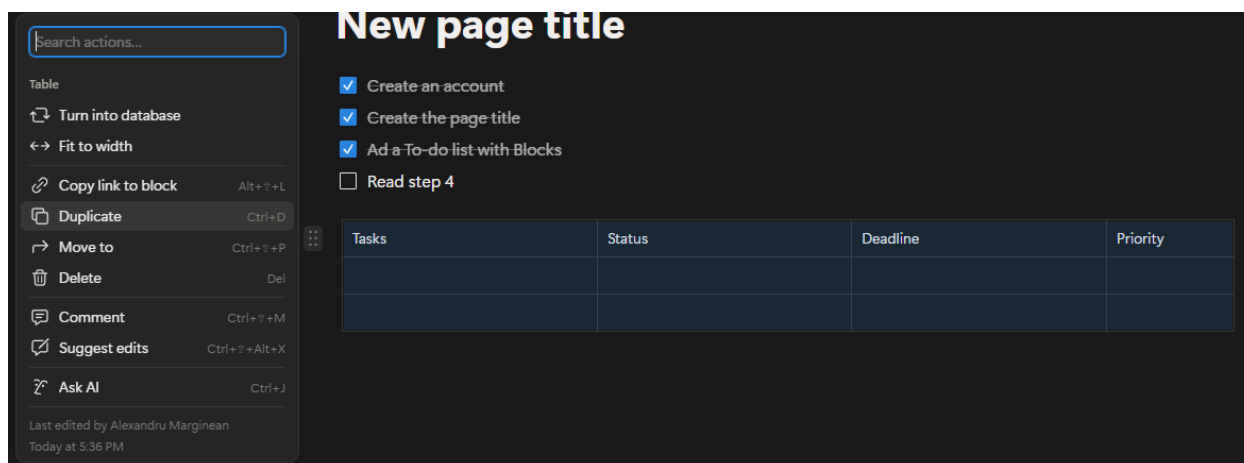
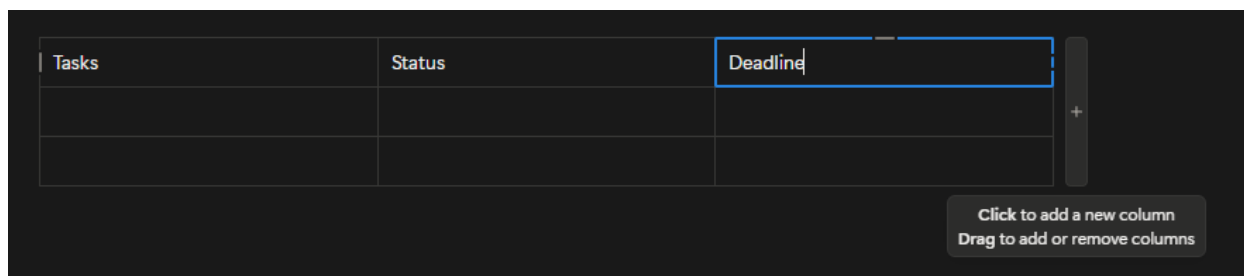
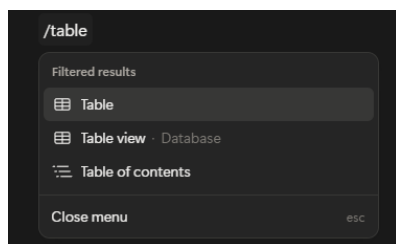
- Tables
- Boards
- Calendars
- Lists
- Timelines

Example Database

Task	Status	Deadline
Create logo	In progress	10 March
Launch Instagram page	Done	12 March
Business research	Pending	15 March

How to Create a Database

1. Type “/table”
2. Select “Table – Full Page” or “Inline Table”
3. Add columns such as:
 - Task
 - Status
 - Deadline
 - Priority
4. Start adding tasks and information



Notion: Creating a table and converting to database

How to Use Notion AI

Notion AI is an AI-powered assistant integrated directly into the Notion workspace.

It can help users:

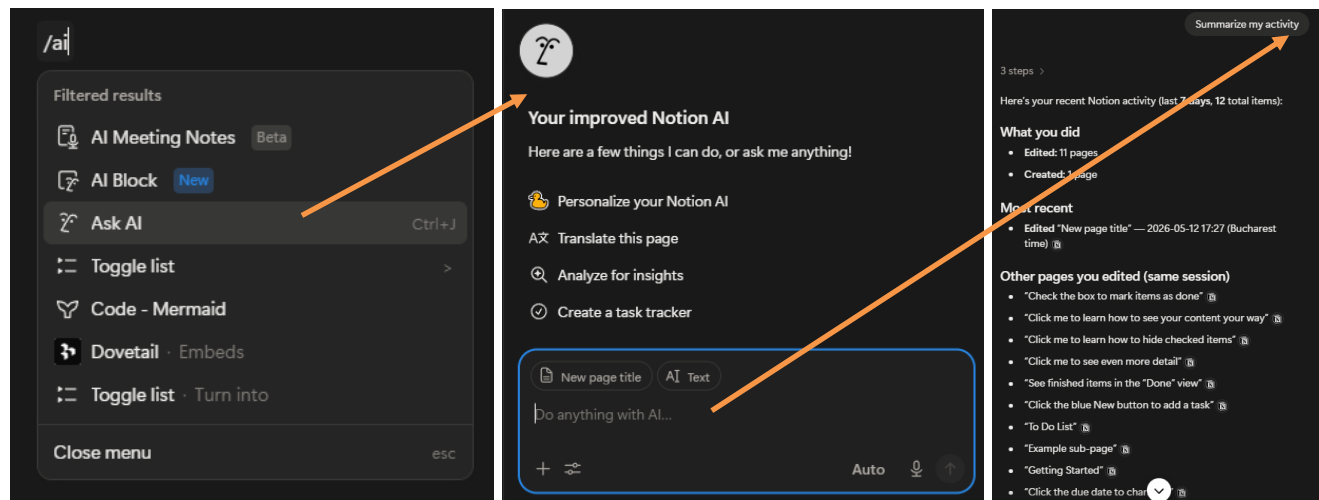
- Generate text
- Summarize content
- Brainstorm ideas
- Improve writing
- Create action lists
- Translate content
- Organize notes

Step 1 – Open a Page: Open any Notion **page**.

Step 2 – Ask AI: Type: **/ai** Or click: **“Ask AI”**

Step 3 – Enter a Prompt: Example prompts: “Generate startup ideas for eco-friendly products”, “Create a social media plan for a small business”, “summarize these meeting notes”, “Write a professional email”

Step 4 – Review and Edit: **Always review AI-generated content and improve it if necessary.**



Notion: AI interaction

Beginner Tips

•Keep It Simple

○Start with a few pages and basic databases

•Use Templates

○Notion provides free templates for:

- Project management
- Startup planning
- Goal tracking
- Marketing

•Experiment Gradually

○Learn one feature at a time

- **Combine Human Creativity with AI**

- AI can support productivity, but human review and creativity remain essential.

- **Organise Information Clearly**

- Use headings, colours, icons, and sections to improve readability.

Official Notion Resources

- **Official Website:** <https://www.notion.com>

- **Notion Help Center:** <https://www.notion.com/help>

- **Notion AI Guides:** <https://www.notion.com/help/guides/category/ai>

Recommended YouTube Tutorials

- Complete Beginner's Guide <https://www.youtube.com/watch?v=Yu5Yli-Bf2I>

- Notion Tutorial – Full Course for Beginners

- <https://www.youtube.com/watch?v=kOf3QSBV29Y>

- Notion AI Tutorial: Is It Really Worth It?

- https://www.youtube.com/watch?v=SnbMRRZ2_Ag

Conclusion

Notion is a powerful and flexible platform that helps entrepreneurs organise information, manage projects, collaborate with teams, and improve productivity.

For young entrepreneurs participating in the YAIE project, Notion can become a central workspace for startup development, planning, communication, and experimentation with AI-supported workflows.

By combining organisation tools with AI-powered assistance, Notion supports creativity, efficiency, and innovation while remaining accessible for beginners.

Participants are encouraged to continue exploring templates, workflows, and AI features while adapting the platform to their own entrepreneurial goals.