



Notion Starter Dashboard Guide

This guide walks you through the components of your AI-powered Notion productivity dashboard and offers tips to get started quickly.



Whats Included in the Dashboard

- Task Manager: Track daily, weekly, and monthly tasks
- Weekly Review Template: Prompted space to reflect on your week
- Smart Calendar View: Visualize deadlines and time blocks
- AI-Powered Notes: Use Notion AI to summarise, prioritise, or reword entries
- Projects Board: Organise goals and workflows Kanban-style.



How to Use the Dashboard

- Duplicate the Notion template via the link provided
- Connect it to your calendar or task integrations if needed
- Click into each template section (Tasks, Projects, Review) and start customising
- Use Notion AI within the dashboard to summarise meetings, rewrite tasks, or prompt next steps.



Prompts to Use in Your Dashboard

- Summarise this task list into priorities
- Rewrite this update in a more concise tone
- Generate 3 possible next steps for this goal
- Review the past week and highlight 3 wins and 1 improvement area.