

Saving Your Time with Notion

Con The Notioneer from Neighbourhood of Notioneers

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Saving Your Time with Notion

Hi Fellow Notioneers! Welcome to the 23rd edition of the Notion newsletter that brings you with Notion tips, templates and more!

CON THE NOTIONEER

JAN 12



READ IN APP ↗

In this edition, ***we'll cover how to save your precious time in Notion.*** I'll **provide you with a free template** and *showcase a creator who makes amazing products!* ***In last week's edition, 630 of you read about levelling up your health in Notion. I appreciate your time here!***

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Saving Time using Notion

Life can get really busy and when you have lots of commitments, **time is short**. As a productivity software, **Notion is an excellent way to organise a variety of different areas of your life**. However, if you've spent any time in the Notion community, you'll find a large series of templates and systems that are so complicated *that it takes you more time to learn than before you had the system!* **Today we'll discuss saving your precious time with uncomplicated systems.**



Photo by [Agê Barros](#) on [Unsplash](#)

Buttons, Buttons, Buttons

In Notion, I see a lot of people manually adding pages and entries into their Workspaces and **this takes a lot of time**. Buttons are a wonderful feature that gets rid of huge amounts of admin work. To add a button, do **/button**.

Following this, you will need to customise your button. Let's use a page adding example. Using the button you can **select the "Add Page to Database" function**. After, select your database and add any templates you use as standard. Once done, you need to add a second step to the button. This would be to open the page, making sure you select the "New Page added" option in blue.

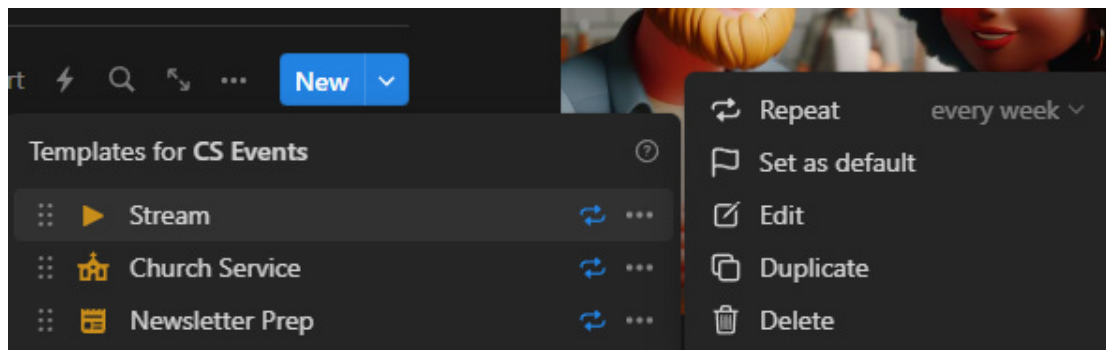
Template Pages

Another great way to save time inside of Notion is template pages. **If you have a database that you are using on a weekly, daily and more than**

once a day basis, *this is for you.*

Go to your database and **click the drop down next to the “New” (blue) in the top right corner.** Here, you will see an option to make a new template. ***Click this and create a new template page with the layout and properties you want.***

Now, click that same drop down and press the **triple dot menu.** This will bring up the option to set your new template as default for all views or particular views and *voila!* This now allows you to make specific templates catered for certain database views for yourself and team members.



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Free Template For You!

Following the week's theme of saving time, this week's free template is the ***Free-Time Scheduler!*** This templates allows you to block out all your free hours (outside of a 9-5 schedule) so you can give time to everything important in your life. Claim yours below!



Get Free Template!

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Creator Spotlight - Julio

This week's creator spotlight is on **Julio**! They are an excellent creator making templates on a variety of topics such as *Life OS and travel planners*. **They also create wallpapers, icons in addition to Notion templates offerings.**

Julio Trois

Julio Trois
Creating Solutions
for You!

RECOMMENDED
CREATOR

PLANNER

- Task Manager
- Eisenhower Matrix
- Calendar
- Goals Tracker
- Financial Control
- Habit Tracker
- Monthly Journal

FINANCIAL CONTROL

- Annual Balance
- Expenses by Category
- Month Control
- Incomes Control
- Performance Chart

[PLANNER](#)

[FINANCIAL CONTROL](#)

Get their Templates!

You can read their Notion newsletter below:



Notion Club - Julio Trois

Notion Club - Episode 38

The New Year has arrived, welcome 2024! May it be a wonderful year for all of us in the Notion Community! In this first edition of our newsletter, we have an interview with the creator NotionGlobe, in addition to the curation of new templates for you...

[Read more](#)

5 days ago · Julio Trois

Thank you for reading.

Your friendly neighbourhood Notioneer, Con

More To Read

Level Up Your Health with Notion

CON THE NOTIONEER · JAN 5



In this edition, we'll cover how to level up your health with Notion. I'll provide you with a free template, and showcase a creator who is a Notion wizard! In last week's edition, 740 of you read about getting Ahead in 2024. Thank you for your time, I appreciate it!

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