

BLUE HARBOR EDITIONS

Notion Life OS

The complete system for organizing
activities, projects, goals and daily life

19 REPLICABLE TEMPLATES | FORMULAS | AUTOMATIONS

2026 EDITION | CODE BH-003



BLUE HARBOR
— STUDIO —



Notion Life OS

The complete system for organizing activities, projects, goals and daily life

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Warning

Always check permissions, shares, formulas, automations, imports, and exports in your workspace. Do not store passwords, IDs, or sensitive data that are not needed. The modules on finances, nutrition, work and well-being have organisational purposes and are not a substitute for qualified professionals.

Index

Notion Life OS	2
Index.....	3
How to use this guide	5
Foundation	6
01. Design a system you'll actually use.....	7
02. Pages, Blocks, and Navigation	8
03. Database: the single source of data	9
04. Properties: Choosing the Right Fields	10
05. Views, filters, sorts, and groups	11
06. Templates, buttons, and automations	12
07. Relations, rollups, and formulas	13
08. Life OS architecture	14
19 replicable templates.....	15
Universal Inbox.....	16
Activities	17
Projects.....	19
Areas of responsibility	21
Objectives	23
Habits	25
Notes and knowledge.....	27
Resources and Library.....	29
Meetings	31
Personal finances	33

Meals and recipes	35
Home & Maintenance	37
Readings	39
Travel.....	41
Job Search	43
Content planner.....	45
Personal contacts	47
Periodic reviews	49
Diary and reflections.....	51
Running the system	53
01. Guided construction in 90 minutes.....	54
02. Catch and review weekly	55
03. Calendar and time blocking	56
04. Mobile use	57
05. Migration and import	58
06. Sharing, permissions, and backups	59
07. Maintenance and reset.....	60
Formulas, prompts, and adoption plan.....	61
A. Pronto formula	62
B. 20 prompts to design Notion	65
C. 30-day adoption plan	68
D. Official sources and updates	69

How to use this guide

You don't have to build every module. Start from Home, Inbox, Tasks, Projects, and Weekly Review. Use templates as blueprints: create the indicated properties, add views, enter test data, and customize only after a week of real-world use.

The end result: a lightweight system with a single source for all kinds of information, contextual dashboards, maintenance routines and personal modules that can be activated when needed.

Recommended route

Phase	What To Do	Result
1. Foundation	Read chapters 1-8	Comprehensible architecture
2. Minimum system	Build Inboxes, Tasks, Projects	Workflow
3. Modules	Only add what solves a problem	Controlled customization
4. Operation	Set Review, Backup, and Permissions	Reliable system
5. Evolution	Use formulas, buttons, and automations	Reduced friction

Before you begin

Write in one sentence what Notion needs to improve in your life. Example: 'I want to know every morning what to do and every week if my projects are progressing'. This phrase is the criterion by which to accept or reject each new function.

PART I

Foundation

Understand pages, databases, properties, views, templates, automations, and architecture before building.



01. Design a system you'll actually use

A useful workspace reduces decisions and friction. It doesn't have to contain everything: it has to show you the right thing at the right time.

The principle of the least useful system

It starts with just three functions: capture, decide, review. Capturing means having a single entrance. Deciding means turning a note into a task, project, reference, or deletion. Reviewing means keeping the system reliable. Each additional database must solve a real and frequent problem.

The four design questions

Before creating a page, ask yourself: what decision should it facilitate? What information should appear? How often will it be updated? What happens if I don't update it? If you don't know how to answer, you're probably building decoration, not infrastructure.

System, Storage, and Dashboard

The system contains structured data; the archive preserves material that you rarely consult; The dashboard shows linked views and buttons, but it doesn't duplicate the data. Separating these three levels avoids huge pages and repeating databases.

Growth Rule

Add complexity only after two weeks of real-world use. First observe where you waste time. Then enter a single property, view, or automation and see if it really eliminates that problem.

Signal	Decision
You can't find things	Reduce entries and create a consistent search
You don't update fields	Remove unnecessary properties
Open too many pages	Create a dashboard with linked views
The system is always backward	Reduce review frequency and detail
You have duplicate databases	Use one source and multiple views

Application Checklist

- ☐ I know what decision should facilitate this.
- ☐ I have reduced properties and views to the bare minimum.
- ☐ I entered real data and verified the flow.
- ☐ I know when and how it will be reviewed.

02. Pages, Blocks, and Navigation

Notion is made up of pages and blocks. Understanding this grammar avoids treating it as a simple document or as a spreadsheet.

Pages

A page can contain text, media, subpages, database views, and links. Use pages for context and explanation; Use databases when items share properties and need to be filtered, sorted, or linked.

Blocks

Headings, paragraphs, lists, callouts, toggles, dividers, and views are movable blocks. A good page uses few visual layers: title, short instruction, main actions, supporting content.

Navigation

Keep only Home, Inbox, and a few areas in the sidebar. Connect the rest from the dashboard. Use function-based names, not creative names that are hard to remember.

Recommended pattern

Each operational page should answer four questions: where am I, what do I see, what should I do, where can I find the details. If a page isn't responding, simplify it.

Use a page when	Use a database when
The content is unique	You have many items of the same type
Need long text or guide	Properties and statuses are needed
The structure changes often	Need filters, views, or groupings
You don't have to report	You need to connect or aggregate data

Application Checklist

- ☐ I know what decision should facilitate this.
- ☐ I have reduced properties and views to the bare minimum.
- ☐ I entered real data and verified the flow.
- ☐ I know when and how it will be reviewed.