

Life & Work OS ? Notion Template Build Spec

Product: AI Productivity Bundle

Template: Life & Work OS / Second Brain

Launch intro price: \$17

Notion duplicate link status: A live public Notion link still needs to be created outside this sandbox. This document is the complete, copy-paste-ready structure for publishing that template.

Workspace Promise

The Life & Work OS gives one place to decide what matters, track work, collect knowledge, maintain habits, and run a simple weekly review. It is intentionally lightweight: enough structure to stay organized, not so much that maintaining the system becomes the work.

Top-Level Page

Create a Notion page named Life & Work OS.

Recommended icon: ?

Recommended cover: a clean gradient or workspace photo.

Add this intro block at the top:

"Welcome to your Life & Work OS. Use this dashboard to choose priorities, track projects, capture notes, review goals, and close every week with clarity."

Page Map

Create these pages under Life & Work OS:

1. Dashboard ? command center and daily/weekly view.
2. Tasks ? database for actions, deadlines, priority, and status.
3. Projects ? database for outcomes that require multiple steps.
4. Notes / Knowledge Base ? second brain for ideas, resources, meeting notes, and lessons.
5. Goals ? quarterly/yearly goals with progress and linked projects.
6. Habit Tracker ? simple daily/weekly habit log.
7. Weekly Review ? recurring reflection and planning page.
8. Archive ? completed projects, old goals, and inactive notes.

Dashboard Page

Create a page named Dashboard.

Dashboard Layout

Use a two-column layout.

Left column:

- Today's Focus callout
- Linked Tasks view: Today
- Linked Tasks view: Overdue
- Linked Projects view: Active Projects

Right column:

- This Week's Outcomes checklist
- Linked Goals view: Current Goals
- Linked Habits view: This Week
- Quick links to Notes, Weekly Review, and Archive

Dashboard Copy

Add this callout:

"Daily rule: Pick one meaningful outcome, clear the next action, and protect one deep-work block before reacting to everything else."

Dashboard Quick Buttons

Add Notion buttons if available:

- New Task ? creates a Tasks database item with Status Inbox and Priority Medium.
- New Note ? creates a Notes database item with Type Quick Capture.
- Start Weekly Review ? duplicates the Weekly Review template page.

Tasks Database

Create a full-page database named Tasks.

Properties

Property	Type	Options / Formula
Task	Title	Action-oriented task name
Status	Status	Inbox, Next, Scheduled, Waiting, Done, Archived
Priority	Select	High, Medium, Low
Due	Date	Due date
Project	Relation	Projects database
Goal	Relation	Goals database
Area	Select	Work, Business, Personal, Health, Finance, Learning, Home
Effort	Select	15 min, 30 min, 60 min, 2+ hours
Energy	Select	Low, Medium, High
Context	Multi-select	Deep Work, Admin, Errands, Calls, Writing, Research, AI Assist
Waiting On	Text	Person/system blocking action
Created	Created time	Automatic
Completed	Date	Fill when Status becomes Done
Notes	Text	Short supporting details

Views

1. Inbox ? Filter Status is Inbox; sort Created descending.
2. Today ? Filter Status is not Done or Archived, Due is today or earlier; sort Priority

then Due.

3. Next Actions ? Filter Status is Next; group by Area; sort Priority.
4. Scheduled ? Calendar view by Due; filter Status is not Done/Archived.
5. Waiting ? Filter Status is Waiting; show Waiting On.
6. By Project ? Board grouped by Project; filter Status is not Archived.
7. Completed This Week ? Filter Status is Done and Completed is within past week.

Task Templates

QUICK TASK

- Status: Inbox
- Priority: Medium
- Effort: 30 min
- Body:
 - Definition of done:
 - First step:
 - Notes:

DEEP WORK TASK

- Status: Next
- Priority: High
- Energy: High
- Context: Deep Work
- Body:
 - Outcome:
 - Why it matters:
 - Blocked time:
 - Distraction list:

WAITING TASK

- Status: Waiting
- Body:
 - Waiting on:
 - Follow-up date:
 - Last message sent:

Projects Database

Create a full-page database named Projects.

Properties

Property	Type	Options / Formula
Project	Title	Outcome name
Status	Status	Idea, Active, Paused, Completed, Archived
Priority	Select	High, Medium, Low
Area	Select	Work, Business, Personal, Health, Finance, Learning, Home
Goal	Relation	Goals database
Tasks	Relation	Tasks database
Notes	Relation	Notes database

Start Date	Date	Start date
Target Date	Date	Target completion
Success Metric	Text	Measurable win condition
Next Milestone	Text	Upcoming milestone
Owner	Person	Optional
Progress	Select	0%, 25%, 50%, 75%, 100%
Last Reviewed	Date	Weekly review date

Views

1. Active Projects ? Filter Status is Active; sort Priority then Target Date.
2. Project Board ? Board grouped by Status.
3. By Goal ? Table grouped by Goal.
4. This Quarter ? Filter Target Date is within this quarter.
5. Paused / Someday ? Filter Status is Paused or Idea.
6. Completed ? Filter Status is Completed.

Project Template

OUTCOME PROJECT

Body sections:

- Objective: What changes when this is complete?
- Success Metric: How will success be measured?
- Scope: What is included?
- Non-Goals: What is intentionally excluded?
- Milestones: Checklist of major steps.
- Risks: What could derail this?
- Decision Log: Key decisions and dates.
- Next Actions: Linked Tasks database filtered to this project.
- Related Notes: Linked Notes database filtered to this project.

Notes / Knowledge Base Database

Create a full-page database named Notes / Knowledge Base.

Properties

Property	Type	Options / Formula
Note	Title	Clear note title
Type	Select	Quick Capture, Meeting, Idea, Resource, Lesson, SOP, AI Output, Decision
Tags	Multi-select	Productivity, Business, Marketing, Writing, Operations, Learning, Finance, Health, Personal
Status	Select	Raw, Processing, Evergreen, Archived
Project	Relation	Projects database
Goal	Relation	Goals database
Source	URL	Link to source if relevant
Created	Created time	Automatic
Reviewed	Date	Last review date
Summary	Text	1?3 sentence summary

Views

1. Inbox Notes ? Filter Status is Raw.
2. Evergreen Notes ? Filter Status is Evergreen; gallery or table.
3. By Tag ? Board grouped by Tags.
4. Meeting Notes ? Filter Type is Meeting.
5. AI Outputs ? Filter Type is AI Output.
6. Decisions ? Filter Type is Decision.

Note Templates

QUICK CAPTURE

- Raw thought:
- Why it matters:
- Possible next action:
- Tags:

MEETING NOTE

- Date:
- Attendees:
- Context:
- Decisions:
- Action items:
- Follow-up needed:

EVERGREEN NOTE

- Claim / principle:
- Explanation in my words:
- Example:
- How I can use it:
- Related notes:

AI OUTPUT

- Prompt used:
- Best output:
- What I?ll apply:
- Follow-up prompt:

Goals Database

Create a full-page database named Goals.

Properties

Property	Type	Options / Formula
Goal	Title	Outcome-focused goal
Horizon	Select	Annual, Quarterly, Monthly
Status	Status	Draft, Active, At Risk, Achieved, Archived
Area	Select	Work, Business, Personal, Health, Finance, Learning, Home
Metric	Text	Primary measurement
Target	Number	Numeric target if possible

Current	Number	Current value
Deadline	Date	Goal deadline
Projects	Relation	Projects database
Tasks	Relation	Tasks database
Why	Text	Personal/business reason
Confidence	Select	High, Medium, Low
Review Cadence	Select	Weekly, Monthly, Quarterly

Views

1. Current Goals ? Filter Status is Active or At Risk.
2. Quarterly Goals ? Filter Horizon is Quarterly.
3. By Area ? Board grouped by Area.
4. At Risk ? Filter Status is At Risk.
5. Achieved ? Filter Status is Achieved.

Goal Template

Body sections:

- Why this matters:
- Definition of success:
- Leading indicators:
- Projects that move this goal: Linked Projects view filtered to this goal.
- Weekly commitment:
- Risks / obstacles:
- Review notes:

Habit Tracker Database

Create a full-page database named Habit Tracker.

Properties

Property	Type	Options / Formula
Date	Title	Use date as title, e.g. 2026-08-19
Day	Date	Actual date
Plan Tomorrow	Checkbox	Planned next day
Deep Work	Checkbox	Completed focused block
Movement	Checkbox	Exercise or walk
Read / Learn	Checkbox	Learning block
Capture Notes	Checkbox	Processed notes/tasks
Shutdown Review	Checkbox	End-of-day review
Energy	Select	Low, Medium, High
Mood	Select	Low, Neutral, Good, Great
Notes	Text	Short reflection

Views

1. This Week ? Table filtered Day is within this week.
2. Calendar ? Calendar by Day.
3. Monthly Review ? Table grouped by week or sorted by Day.

Habit Template

DAILY LOG

- Date: Today
- Body:
 - What helped my energy today?
 - What drained attention?
 - What should I repeat tomorrow?

Weekly Review Page

Create a page named Weekly Review.

Recommended icon: ?

Weekly Review Template

Duplicate this page weekly. Use the title format: Weekly Review ? YYYY-MM-DD.

1. CLEAR THE DECK

- ☐ Process Tasks Inbox.
- ☐ Process raw Notes.
- ☐ Update project statuses.
- ☐ Mark completed tasks Done.
- ☐ Move stale commitments to Paused, Scheduled, or Archived.

2. WINS

- What did I finish?
- What progress was easy to miss?
- What am I proud of?

3. METRICS

- Goal progress:
- Habit consistency:
- Revenue / business metric if relevant:
- Energy trend:

4. LESSONS

- What worked?
- What created friction?
- What did I learn from notes, customers, or projects?

5. NEXT WEEK'S OUTCOMES

Choose no more than three:

1. Outcome:
2. Outcome:
3. Outcome:

6. RISKS AND TRADEOFFS

- What could derail next week?
- What will I intentionally not do?
- What needs a decision before work can move?

7. CALENDAR AND COMMITMENTS

- Schedule deep work blocks.
- Add due dates to priority tasks.
- Move nonessential meetings/tasks.

8. AI ASSISTANT PROMPT

Copy this into ChatGPT or Claude:

"Review this weekly snapshot from my Life & Work OS: [paste tasks/projects/goals/habits/notes]. Identify patterns, bottlenecks, stale commitments, and the three highest-leverage actions for next week. Be concise and direct."

Relations and Rollup Recommendations

After the core databases are created, add these relations:

- Tasks ? Projects
- Tasks ? Goals
- Projects ? Goals
- Notes ? Projects
- Notes ? Goals

Optional rollups:

- Projects: roll up related Tasks by percent complete.
- Goals: roll up Projects by status.
- Goals: roll up Tasks due this week.

Keep formulas optional. The first version should be easy to build and maintain.

Publishing as a Notion Template

Once built inside Notion:

1. Open the top-level Life & Work OS page.
2. Click Share.
3. Turn on Publish or Share to web.
4. Enable Duplicate as template if available.
5. Copy the public URL.
6. Add the URL to the Start Here guide and product download page.
7. Test in an incognito/private browser window to confirm duplication works.

Quality Checklist Before Publishing

- [] Dashboard has linked views for Today, Active Projects, Current Goals, and This Week's Habits.
- [] All databases have the properties listed above.
- [] Each database has at least the required views.
- [] Templates exist for Quick Task, Outcome Project, Quick Capture, Goal, Daily Log, and Weekly Review.
- [] Example items are included but clearly labeled as examples.
- [] Public share link works in an incognito window.
- [] Duplicate option is visible to visitors.

Suggested Example Items

Add these sample records so buyers understand the system immediately.

Example Tasks

- Draft weekly review ? Status: Next, Priority: High, Area: Personal, Effort: 30 min.
- Outline launch email ? Status: Scheduled, Priority: High, Area: Business, Context: Writing.
- Process saved articles ? Status: Inbox, Priority: Medium, Area: Learning.

Example Projects

- Launch digital product ? Status: Active, Priority: High, Area: Business, Success Metric: First sale.
- Build morning routine ? Status: Active, Priority: Medium, Area: Health.

Example Notes

- AI prompt outputs that worked ? Type: AI Output, Tags: Productivity, Business.
- Weekly planning principles ? Type: Evergreen, Tags: Productivity.

Example Goals

- Make first online sale ? Horizon: Quarterly, Status: Active, Area: Business, Metric: Revenue, Target: 17.
- Complete 20 deep work blocks ? Horizon: Monthly, Status: Active, Area: Work, Metric: Blocks, Target: 20.