



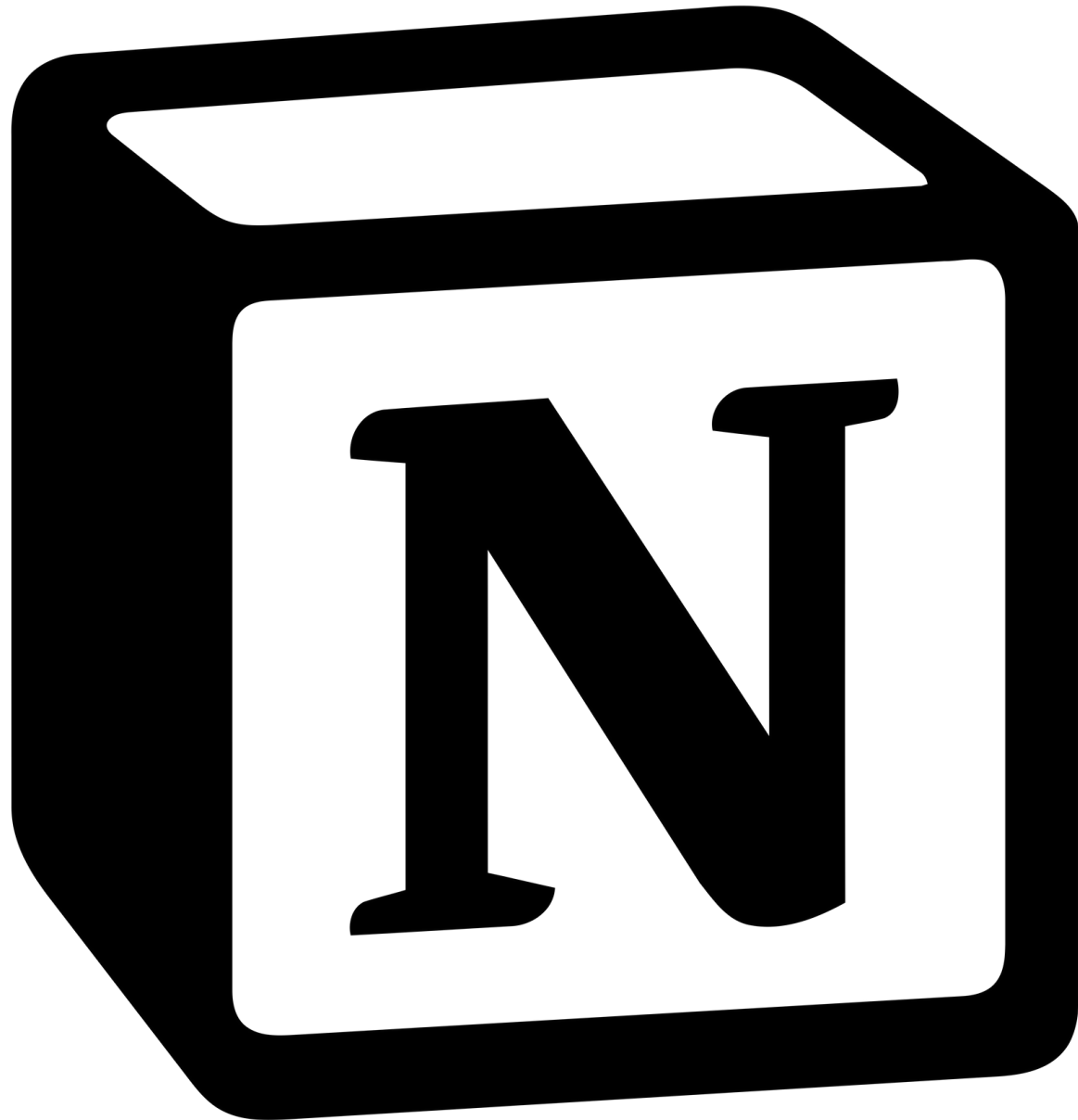
The Busy Writer's Second Brain: Streamlining Your Storytelling with Technology

AN INTRODUCTION TO USING NOTION AND AUTOMATION TO
BUILD AN OPERATING SYSTEM FOR BUSY WRITERS.



DOWNLOAD
SLIDES

[INDIEAUTHORTRAINING.COM >](https://indieauthortraining.com)



Notion

Notion is a collaboration and note-taking app for your notes, tasks, research and databases. Its flexible platform allows for creating all kinds of documents and customizing them extensively.

Notion Calendar is now available!

Introduction to the Second Brain Concept



SECOND BRAIN

The 'second brain' refers to using technology to store and organize information outside of your own head



MANAGING INFO OVERLOAD

Writers deal with massive amounts of information that can overload the mind - offloading this to tools is key

USING A 'SECOND BRAIN' SYSTEM LIKE NOTION HELPS WRITERS ORGANIZE ALL THEIR IDEAS, RESEARCH, AND TASKS IN ONE PLACE FOR A STREAMLINED WORKFLOW.

THE PARA METHOD (FOR AUTHORS)



P.A.R.A



HOW TO SETUP NOTION

 Projects

 Areas

 Resources

 Archive

PROJECTS

ANY SINGLE WORK, SUCH AS A BOOK, AUDIOBOOK, GRAPHIC NOVEL OR OTHER COMPLETE PROJECT

AREA

A GROUP OF CONNECTED PROJECTS + RESEARCH, NOTES, AND OTHER RESOURCES (STORY BIBLE)

RESOURCES

RESEARCH, NOTES, WEB CLIPS, ARTICLES, AND INFORMATION. CAN BE ATTACHED TO AN AREA, PROJECT OR STANDALONE

ARCHIVE

THE DIGITAL JUNK DRAWER. YOUR OLD NANOWRIMO PROJECTS LIVE HERE



PROJECTS

- **A PROJECT IS....**

Any work with a deadline such as a book, audiobook, video, marketing plan, launch plan, etc.

- **PROJECTS CONTAIN...**

Tasks

Milestones

Goals

Journal

Linked Resources

Midnight Tower

⚙️ Status

● Ongoing

☑️ Priority



☑️ Archived



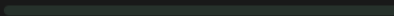
📈 Goal

🏆 [Completed Trilogy](#)

📅 Target Deadline

February 29, 2024

Σ Progress

0% 

∨ 14 more properties



Add a comment...

▶ [Quick Links](#) | [Projects](#) | [Dashboard](#)

PROJECTS

Add Project
Details On A
Single Screen

PROJECTS

CONNECT
TASKS,
NOTES AND
RESOURCES

Tasks

List Table Board 2 more...

All Tasks [UB]

State	Task	Due	Project
<input type="checkbox"/>	First Draft		
<input type="checkbox"/>	Outline in Plottr		Midnight To

+ New

Notes

Project

- The PARA Method: The Simple System for Orga...
- The Deadline Effect
- Voice Note (Open Me)

+ New

Pulled Resources

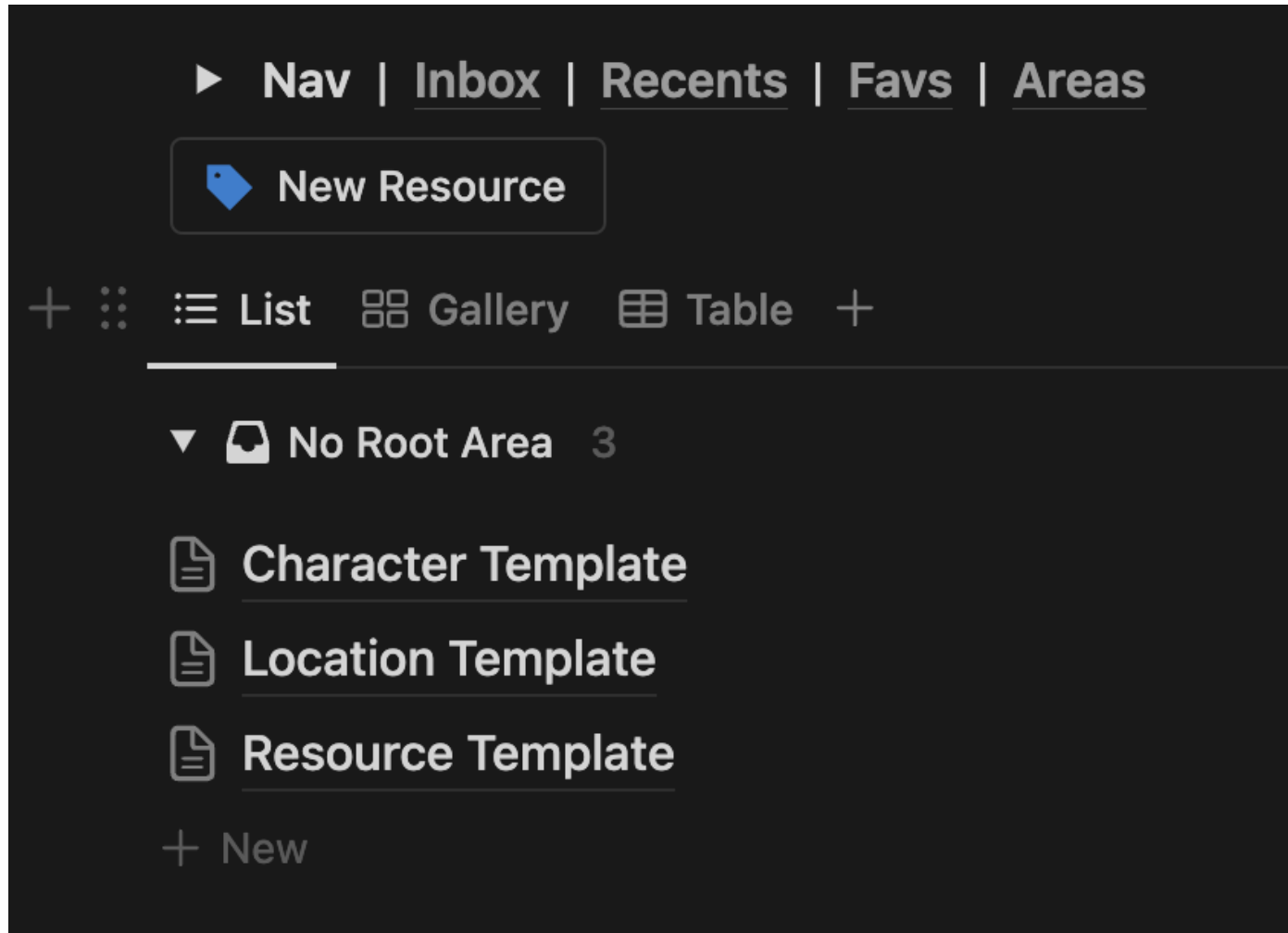
Gallery

Jamison Pack

Managing Your Author Career with
Chronic Illness: A Health Coach's
Perspective Written by Michael La
Ronn

+ New

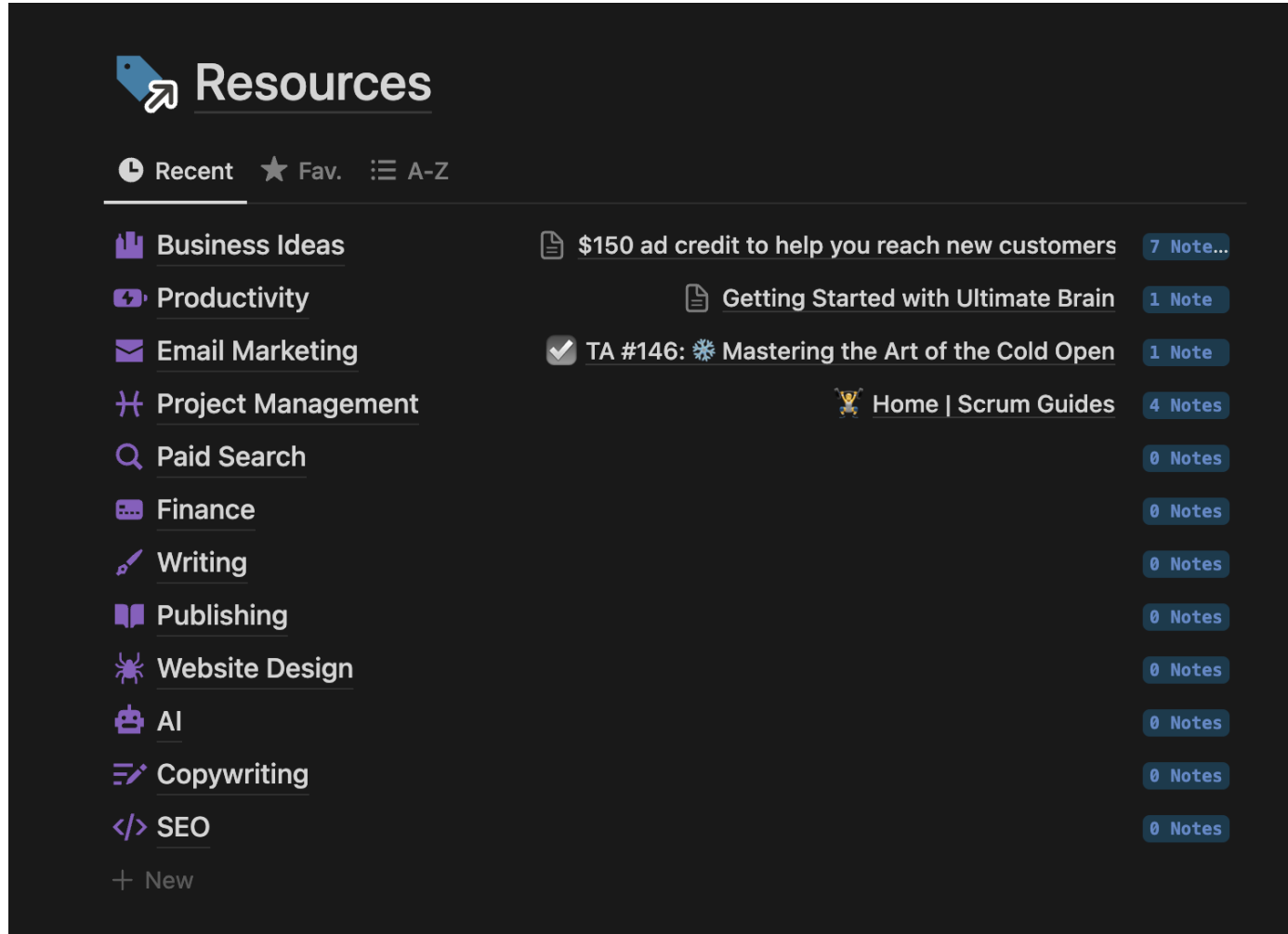
AREAS & RESOURCES



STORY BIBLE & TEMPLATES

Organize characters, plot, worldbuilding, and other story bible elements.

AREAS & RESOURCES



The screenshot shows a Notion workspace titled "Resources". The sidebar on the left lists various categories: Business Ideas, Productivity, Email Marketing, Project Management, Paid Search, Finance, Writing, Publishing, Website Design, AI, Copywriting, and SEO. The main area displays several resource cards, each with a title, a document icon, and a "Notes" count. The cards are: "\$150 ad credit to help you reach new customers" (7 Notes), "Getting Started with Ultimate Brain" (1 Note), "TA #146: Mastering the Art of the Cold Open" (1 Note), and "Home | Scrum Guides" (4 Notes). There are also "0 Notes" buttons for "Paid Search", "Finance", "Writing", "Publishing", "Website Design", "AI", "Copywriting", and "SEO". A "+ New" button is at the bottom left.

Category	Resource Title	Notes Count
Business Ideas	\$150 ad credit to help you reach new customers	7 Notes
Productivity	Getting Started with Ultimate Brain	1 Note
Email Marketing	TA #146: Mastering the Art of the Cold Open	1 Note
Project Management	Home Scrum Guides	4 Notes
Paid Search		0 Notes
Finance		0 Notes
Writing		0 Notes
Publishing		0 Notes
Website Design		0 Notes
AI		0 Notes
Copywriting		0 Notes
SEO		0 Notes

RESEARCH AND RESOURCES ARE INDEXED

Notion keeps it all within a database with expanded pages and search at your fingertips

AREAS & RESOURCES

The screenshot displays a dark-themed interface with three main sections:

- Milestones:** A table view with columns for Name, Complete, and Target Deadline. One entry, 'Ffirst Draft', is marked as complete. A '+ New' button is visible below the table.
- Journal (Scratchpad):** A section for logging goal progress, featuring an 'Add new goal log entry' button and a list of entries: 'Goal Log: @Today' and 'Goal Log: [DATE]'.
- Goal Projects:** A section for tracking project status. It shows a card for 'Midnight Tower' with a 0% progress bar and a date of February 29, 2024. To the right, a 'Hidden groups' list includes 'To Do', 'On Hold', 'Doing', and 'Done', each with a count of 0.

CREATE GOALS FOR SERIES OR PROJECTS

Include Milestones, Journal Entries, and Project Statuses

Capturing and Developing Ideas

USE NOTION ON MOBILE

Capture ideas by taking quick notes or voice recordings in the Notion mobile app.

CLIP WEB RESOURCES TO RESEARCH

Collect fleeting ideas and inspiration in a central Notion database with tags and statuses.

LINK IDEAS TO PROJECTS

Connect embryonic ideas to existing or future projects to incubate them into stories.

SET REMINDERS TO REVISIT

Use Notion's reminders to revisit unfinished ideas and develop them further later.

COLLABORATE WITH OTHERS

Share ideas with co-writers or beta readers to get feedback and refine them.

Collaborating with Editors and Readers

- **ASSIGN TASKS**

Choose the assignee and due dates

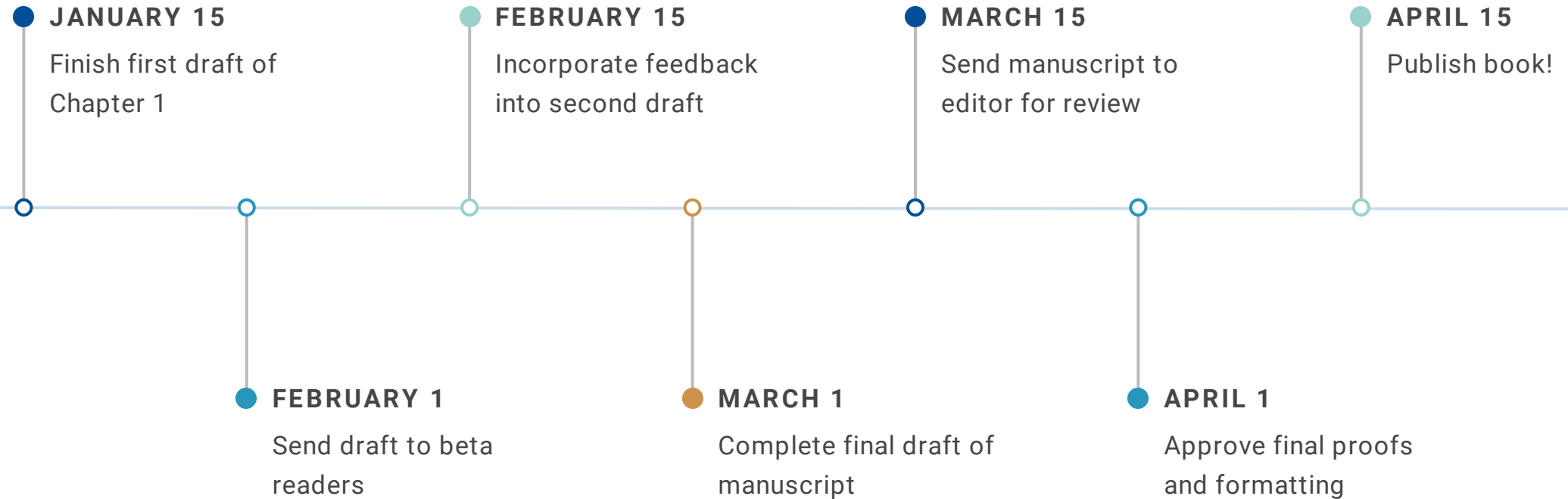
- **EMBED DOCUMENTS**

Google Drive, Text, Microsoft Word

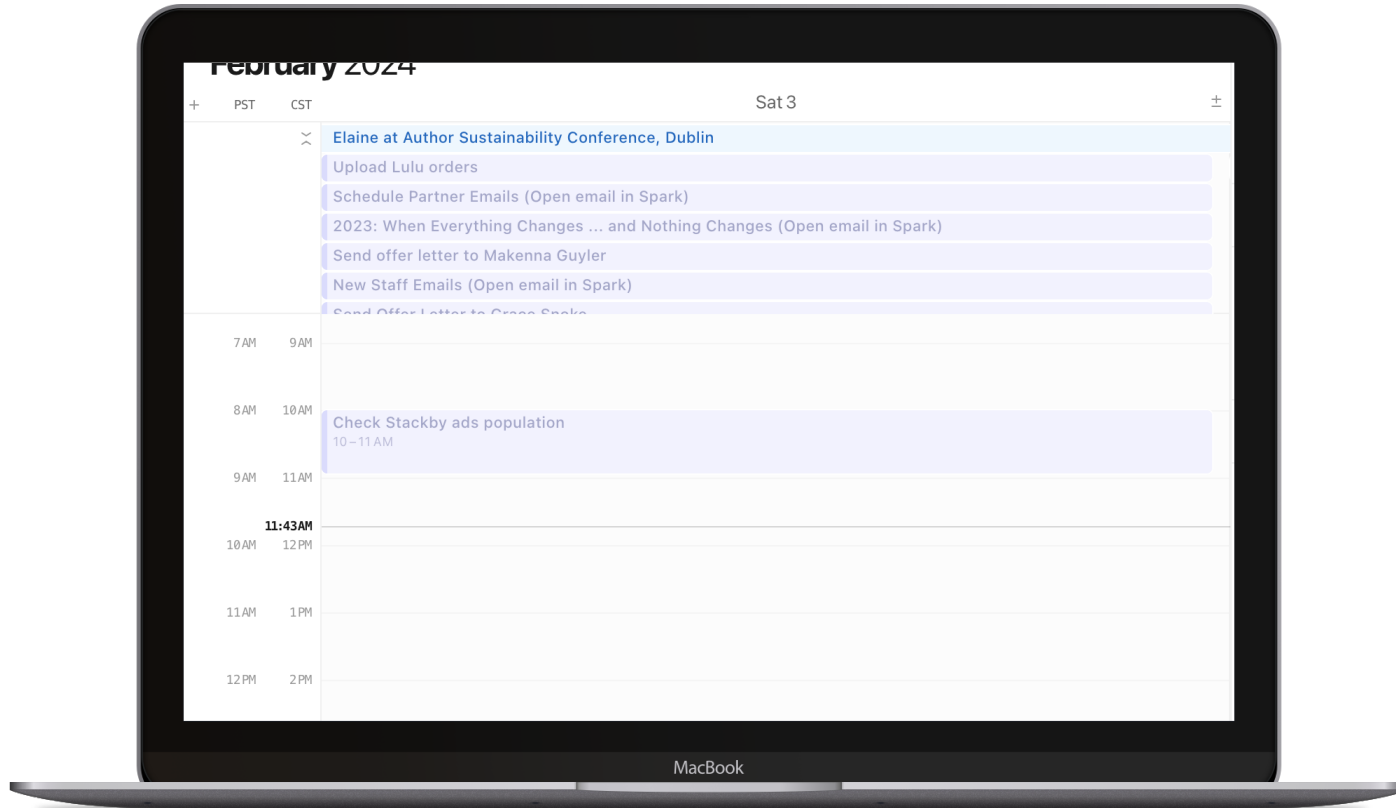
- **AUTOMATIC NOTIFICATIONS**

Change status to done sends an email or Slack notification

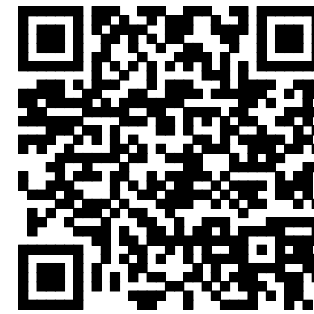
Custom Calendars and Task Lists



Notion Calendar



**AUTOMATICALLY
CONNECTS TO YOUR
OWN CALENDAR**



THANK YOU FOR ATTENDING

**ENJOY A FREE
SUBSCRIPTION**

INDIEAUTHORMAGAZINE.COM/SUPERSTARS