

LESSON 2.1 • 1.5 HOURS

AI task management: organising your work with Notion AI

IN THIS LESSON

- What Notion is and what Notion AI adds
- How to set up a workspace with a task database
- The main uses of Notion AI, with example prompts
- Good habits for planning remote work with AI



L2.1 Learning Objectives

By the end of this lesson you will be able to:



Explain what Notion and Notion AI do



Set up a Notion page with a task database and useful columns



Write prompts that ask Notion AI to summarise and prioritise tasks



Check and correct AI priorities using your own knowledge

THIS LESSON

L2.1

Duration: 1.5 hours

Practice: EX 2.1

Quiz: 5 questions, 70% to pass



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Key Terms

The words you will meet in L2.1, in plain language.

Workspace

Your personal area in Notion where all your pages, notes and task lists are kept.

Page

A single document in Notion. A page can hold text, lists, tables and other pages.

Database

A table in Notion where each row is an item, like a task, and each column holds details about it.

Property

A column in a Notion database, such as Deadline, Priority or Status.

Kanban board

A view that shows tasks as cards in columns like To Do, Doing and Done, so you can see progress.

Prompt

The instruction or question you type to an AI tool to tell it what you want.

What is Notion?

Notion is an all-in-one workspace. It puts notes, tasks, plans and team work in one flexible app.



Notes and pages

Create your own pages for projects, topics or ideas. Start from scratch or use one of many ready-made templates.



Tasks and databases

Track tasks, goals and deadlines in tables, lists, calendars or boards.



Real-time teamwork

Share pages and work on them with others at the same time, from anywhere.

Students, freelancers and companies use Notion to keep all their work in one place.

What Notion AI adds

NOTION AI

Notion AI is the assistant inside Notion. It summarises task lists, helps you prioritise and drafts updates for you.

It saves time on writing and organising, inside the workspace you already use.



Setting up your workspace

Build your structure once. Then you and the AI can use it every day.

1



Create pages

Make one page for each project or topic, for example My AI Productivity Dashboard.

2



Add a task database

Insert a table to track your tasks. Each row is one task.

3



Add task details

Give each task a due date, a priority (High, Medium, Low) and a status (To Do, Done).

4



Build a weekly plan

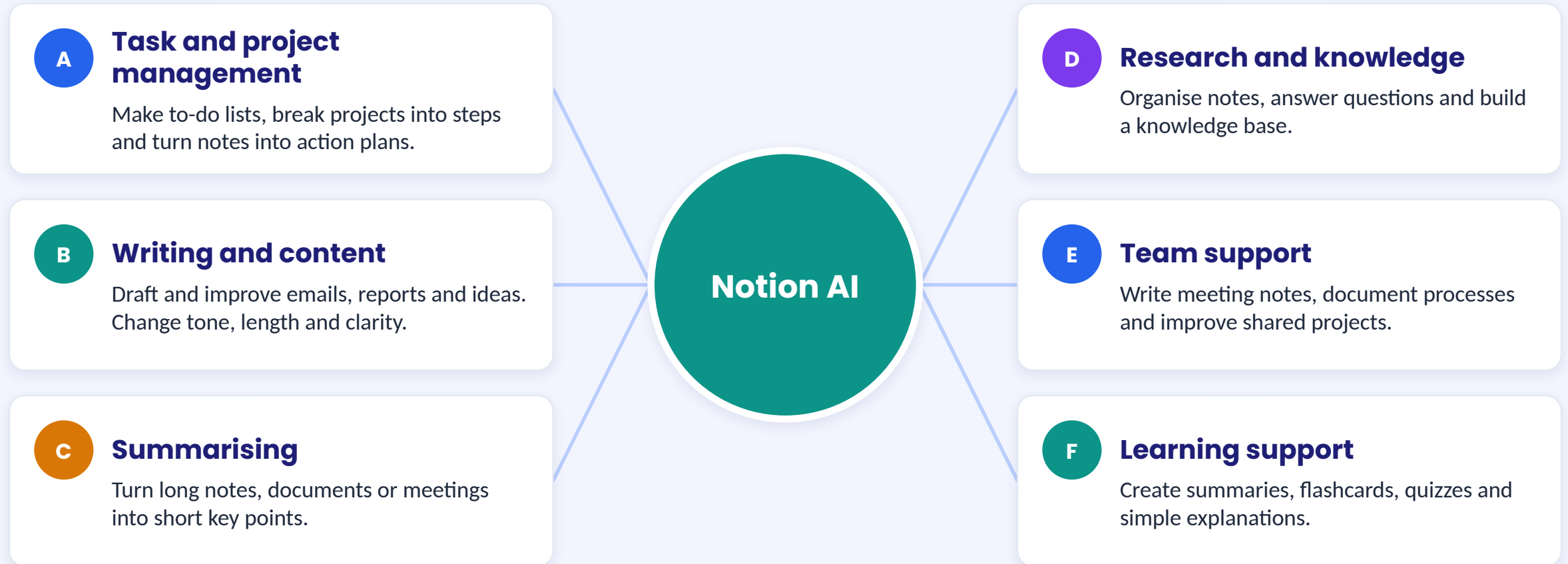
Add tags for categories and switch to a Kanban board to see your work flow visually.

Columns for your task database

These are the columns you will use in EX 2.1. Clear columns help the AI understand your tasks.

Column	What it holds	Example
Task name	A short, clear name for the task	Send weekly report to manager
Category	The type of work or project	Admin, Client work, Learning
Deadline	The date the task must be finished	Friday 14:00
Priority	How important it is: High, Medium or Low	High
Status and Notes	Progress, plus any extra details	To Do; waiting for data from Sam

Notion AI: main uses



Prompts that work in Notion AI

Ask Notion AI clear questions about your own page. Here are four prompts to try.



Find top priorities

Summarise my top 3 priorities for this week based on the tasks in this table. Explain why each one is urgent or important.



Spot what can wait

Which tasks could be delegated or deprioritised, and why?



Break a project down

Break this project into small steps with a suggested deadline for each step.



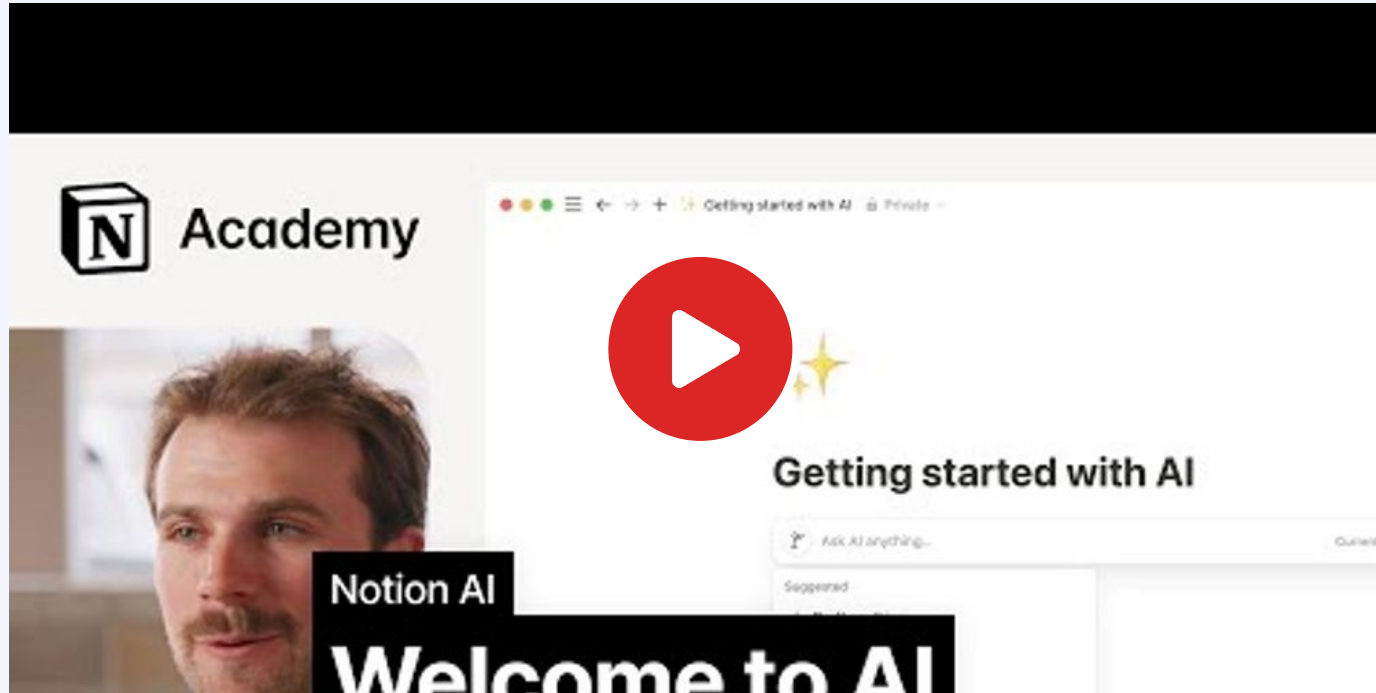
Write a status update

Write a short status update for my manager based on the tasks marked Done this week.

The first two prompts are the ones you will use in EX 2.1.

Watch: Notion AI in action

Watch how Notion AI helps you organise tasks and notes. Note one feature you want to try.



Notion AI for task management

[Watch on YouTube: https://youtu.be/Y5FvtQomPh8](https://youtu.be/Y5FvtQomPh8)



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AI suggests, you decide

Notion AI only knows what is on your page. You know the context behind each task.

A Notion AI is good at

- Summarising a long task list in seconds
- Ranking tasks by deadline and priority
- Drafting status updates and plans
- Breaking big projects into steps

B You still need to

- Add context the AI cannot see, like a manager's request
- Check the AI did not miss or invent tasks
- Decide what really matters this week
- Keep personal or confidential data out of prompts

Good habits for remote planning



Notion AI changes task organisation, but only if you use it every day. Set up your workspace well, use AI to summarise and prioritise, and review the result yourself.

- Keep all your tasks in one workspace
- Update the status of each task every day
- Ask the AI for priorities each morning, then check them
- Never paste personal data or client secrets into AI tools

Check Your Understanding

Try answering these in your own words before moving on.



What is the difference between Notion and Notion AI?



Which columns would you add to a task database, and why?



Write one prompt you could use to ask Notion AI to prioritise your week.



Give one example of context that Notion AI cannot know about your tasks.



Learning Resources

Want to go further? These are free and trusted.



Notion AI — product page

<https://www.notion.com/product/ai>



Notion Help Centre

<https://www.notion.com/help>



Video: Notion AI for task management

<https://youtu.be/Y5FvtQomPh8>



L2.1 Key Takeaways

Before the next lesson, hold on to these five points.



Notion keeps notes, tasks and plans in one workspace.



Notion AI summarises, prioritises and drafts inside your pages.



A clear task database with deadlines and priorities gives better AI results.



Clear prompts get clear answers: say what you want and why.



AI suggests priorities, but you make the final decision.



Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



INTERACTIVE ACTIVITY

Match the Notion feature to its job

On the platform · about 10 minutes



HANDS-ON EXERCISE EX 2.1

Build your AI task dashboard

1.5 hours · Tools: Notion, Notion AI



LESSON QUIZ

5 multiple-choice questions

70% to pass · unlimited retakes

