

Notion AI Productivity Cheat Sheet

Practical prompt templates, database auto-fill workflows, and workspace organization strategies.

1. WRITING & CONTENT SYNTHESIS

Meeting Notes Summarizer & Action Item Extractor

INLINE PROMPT

Turn unorganized raw meeting notes into structured key takeaways and tasks.

"Summarize the notes above in 3 key takeaways. Below the takeaways, create a table with columns: Action Item | Assigned Owner | Priority (High/Med/Low) | Deadline. Extract all clear commitments made during the meeting."

Document Outline & Structure Generator

PAGE BUILDER

Draft comprehensive document structures before writing full prose.

"Create a detailed document outline for a project proposal titled [PROJECT TITLE]. Include H2 sections for Background, Objectives, Scope of Work, Deliverables, Timeline, and Budget Considerations. Include brief bullet point hints under each header."

Tone & Clarity Rewriter

EDITING

Refine rough drafts for professional team communication.

"Rewrite the selected text to sound concise, professional, and persuasive. Remove passive voice, fix grammatical inconsistencies, and format complex paragraphs into bulleted points where applicable."

2. DATABASE AI AUTOFILL AUTOFILL PROPERTIES

Auto-Tagging & Categorization Property

DATABASE AI

Automatically categorize incoming database items based on page body text.

"Read the content of this page and assign exactly one category tag from the following list: [Engineering, Marketing, Operations, Design, HR]. Base your selection on the primary focus of the page."

2. DATABASE AI AUTOFILL PROPERTIES (CONT.)

Executive Summary Custom Property

DATABASE AI

Generate quick 1-sentence summaries for database gallery and table views.

"Provide a concise 15-to-20 word summary of this page's core objective. Do not include introductory phrases like 'This page is about...'. Write in plain active voice."

3. WORKSPACE Q&A & KNOWLEDGE RETRIEVAL

Policy & SOP Querying

NOTION Q&A

Locate internal procedures across entire team workspaces.

"What is our standard process for requesting hardware upgrades? Cite the specific SOP page name and provide a step-by-step summary of the approval requirements."

Project Status & Blockers Audit

NOTION Q&A

Gather cross-project status updates instantly.

"Search all active project pages under the Q3 Roadmap database. List all tasks currently marked as 'Blocked', along with their designated owner and reported blocker reasons."

4. BRAINSTORMING & TASK GENERATION

Project Action Item Breakdown

IDEATION

Convert high-level goals into granular executable tasks.

"Based on the project brief on this page, generate a checklist of 8 concrete sub-tasks required to launch this initiative. Divide them under sequential headings: Preparation, Execution, and Post-Launch Review."

5. ESSENTIAL RULES FOR NOTION AI POWER USERS

Best Practices for Workspace AI

BEST PRACTICES

- **Keep Context Clear:** Place prompts directly beneath the text or database entry you want the AI to process.
- **Standardize Database Templates:** Embed custom AI autofill properties into database templates for

