

Called To Both Episode87

I am finally getting around to making this episode. And I am so excited about it. If you follow me on Instagram, you will probably have noticed that I share about notion from time to time, like different screenshots of things that I'm working on, or just like how I'm organizing my business. And this always leads to questions in my DMs. And so that's what we're diving into here. Today, we're gonna be talking about notion. So I've been using notion for years, I would say at least three years. And when I'm sitting down to think about this episode, it might even be more at this point. And most of the time I get asked, you know, can I share it? Like, what do I like about notion? Why did I choose it over other project management tools? And what exactly am I doing inside of notion to run my creative Small Business personally, like, what what are the spaces do for me and my business, because people have used this tool in so many different ways, it's so versatile.

So I'm going to share with you exactly how I personally use it, some of my favorite features and some ways that you can get started too. Hello, and welcome to the call to both podcast, I'm your host Joy Michelle, and you're in the right place. If you're ready to grow your business, while also being the intentional and present mom, you want to be. This show will leave you feeling inspired, equipped with tangible tips and encouraged to go after your own version of being called spoke. Let's dive in.

So if you are listening along, but you want to see some examples, as we go head over to my blog to see the complete show notes. So I'm going to be showing screenshots and examples throughout this episode. So if you're curious what this looks like, and you kind of want to see this as you go, or you want to go back later, like if you're driving, and you just want to hear this, and then you're intrigued, you want to see it, I have the complete show notes over on my blog. And that's going to be linked in the show notes. Like right underneath this episode, I should say, the show notes on my blog are linked in this episodes, if you scroll down, wherever it is that you're listening, hit the link there, and it will take you over to the blog post. And that will have even more details about notion and all of the things that it can do and how I'm using it personally.

Okay, so let's first start with what notion even is. So in notions own words, on their website, they have this it says notion is a single space where you can think write and plan, capture your thoughts, manage your projects, and even run an entire company. And so once they said that, I was like, yep, that's perfect, copy, paste, that's what I'm going to be sharing with you guys. And essentially, it is all of those things is a very versatile tool. It's a project management tool, and almost like an information database of sorts. And at this point, the way I'm using it in my business, I really don't know what I would do without this tool. Like for example, right now I'm actually looking at a notion page for this episode for the notes from the things that I want to share with you today. And this is how I'm going to track the entire creation process of this episode.

This is where my podcast manager is going to come in. And I'll be able to see what progress she has made on the episode, and so on and so forth. So it is so integrated in my business at this point that I don't know what I would do without it. Alright, so before we move into the meat of exactly how I'm using this in my business, I have to shout out my friend Galen, over at local creative CO for originally sharing

notion with me, she told me that she used it and how she was using it. And that's actually originally how I got started. So I'm very thankful that she did.

So I have seen some people use notion almost like a CRM, like I think some people have used it on that side. But for me personally, I still use and love HoneyBook for managing the booking, the payments, the contracts, all of that side of my business, the one to one service side, I'm still using and loving HoneyBook. So I like to use notion as a project management tool. And I'm going to break down all of this like exact pages that I have in notion so don't worry that is coming up. Okay, so if you want to give notion a try, I do have a affiliate link for you guys. Today. It's joy michelle.co/notion You can get started for free. But if you ever choose to switch over to a paid plan, it does give me a little kickback. So I'll have that linked in the show notes.

Alright, so let's jump into the reasons why I love notion and kind of at the same time answer the question of why did I choose notion to manage my business manage my projects over other tools that were out there because there are lots of other tools available to you. The first reason is the flexibility to build what I want for each page. And this is a little different from Trello. So Trello is another great example of a project management tool where you can keep track of what stage things are at where you can add Add someone else into the project like a team member. And you can see kind of keep track of your ideas, right. But the reason that notion for me made so much more sense was that I didn't want every space in my business to look exactly the same.

So for example, I'm going to have a space for my podcast that's very database heavy, where I keep all of my episodes, and you can see them and they're dated. And there's lots of checklists. But then I have other spaces that are very much just a day to day agenda. It's like today, or this week, here are the things we're doing like Monday, Tuesday, Wednesday, and it's just full checkboxes, it's cleaner, there is no like inline tables, it's just going to be simple and a checklist. And I wasn't really able to accomplish this on Trello. And maybe they've changed like their layout, I have no idea. But when I was looking at project management tools, some of the big ones are sauna and Trello. And click up and things like that. And for what I wanted to create, I wasn't able to make each space look unique, at least back when I was starting this. Another reason I love notion is that it is affordable plans start from free for just your basic plans to monthly plans for bigger teams, or if you need more storage. So I store like video content and big, big big files inside of notion. So I do have a paid plan.

And I personally pay \$5 a month, which to me is very worth it for how integral notion has become to my business. Another reason I like it is that it's visually appealing. And I think I talked about this a little bit with how customizable each spaces. But I really like to explain this to people like notion feels like Google Docs and Pinterest came together and had a baby, I'm able to get the organization of Google Sheets, for example. But like the visual aesthetics and design choices that you would get over on like, you know, a more visually appealing place like Pinterest. So you can change colors, you can have images, you can do banners, or you can make stuff really, really minimal. It's like whatever however your brain works, there are many different ways to customize the spaces. And for me, that's very appealing. None of the other platforms that I had tried, were really able to accomplish what I was going for. And until I found notion.

Another reason that I love it is the collaboration abilities. So I can invite like team members or friends or guests in my business on a page or into multiple pages super easily. And you can control whether they're just there to view the page, whether they can actually edit and type or whether they can just use

it as a template. So if someone else is using notion, I can share a page as a template, and they can copy it over completely, which is super cool. And we'll get to templates in a little bit because you're gonna want to know about templates when it comes to getting started with notion for your business. But personally, for me, it's mostly for outsourcing. Like this has made such a difference for me to be able to bring team members into my business to get help.

And things like managing my podcast or publishing blog posts or newsletters is made so much easier because I do have help in my business in these things. But I don't want to have all of my business live in one place and then have my team be completely outside of that I really need this to be an integrated experience so that I can save time my team members have the ability to get what they need and not have to ask for every single little thing. And notion has really helped me with this. Another reason to love notion is it's integrations, you can integrate with so many platforms, a couple would be like Slack, Google, Zapier, Google Forms, all sorts of stuff like you can connect a Google form directly into a notion space. So all the answers will go into a table, things like that.

You can be as integrated or as separated as you want. So one example I have for you is that I have an integration with notion to my slack. So it will tell me when a team member has worked on something specific inside of a specific space, like a project we're working on together in notion. And it'd be like, hey, this person moved this project along. And now it's your turn to jump in. So you can really, I mean, this can get as complicated or as simple as you like. But I'm still learning, like more and more ways to save time and set up integrations like these to just make my life easier. And then lastly, it has an iPhone app. I love the app, because when I'm on the go, if I think of things that I need to do the next day or things that I want to add to like a project space or something like that, and I don't want to put it on Slack or I don't want to just keep it in my notes app, I'm able to actually put it directly where it needs to go in notion, which is really important.

And I think that's something that a lot of us are probably wasting so much time on is having too many places where we have too many different ideas. And if you feel a little scattered and like you could be doing better at centralizing like a database for your business. This is something that I would recommend is just choose one platform or one app, and really stick to that app for keeping your ideas. I have entire spaces in notion that are just like dreams or someday ideas, things that I know that if I don't get them out, I'll forget. But this is like, this is a principle that I've talked about here on the podcast. And it's from a David Allen book called Getting Things Done. But essentially, one of the principles of this book is keeping all of your ideas in one place, not having a notebook and in your notes app and a little bit over here, and then a voice memo over here, like truly choosing a centralized space and sticking to that system. Okay, so those are all the reasons why I love notion, at least the ones that I can think of right now, and are probably the biggest factors for why I chose it over other project management tools. The sponsor of today's episode is Riverside FM. Riverside

allows you to record studio quality audio and video, either by yourself or with remote guests. It's what I've used to record all of my guest episodes here on the show from the very beginning. And there are so many reasons why I personally chose Riverside to create my podcast, but let me just share a few. The first one is the audio quality and ease of use, I can just send a link to my guests, and they can join me in the studio. I love that Riverside allows me to chat with my guests from anywhere in the world. Even when our internet connection is a little iffy. It records everything locally to the computer, so we don't miss a beat, no more glitchy interviews, which I love. Another great feature is the video editor. And they have an AI powered clip creation tool for quick creation of social media sized clips.

So this is making it so much easier for me to create those vertical clips that I need for social media. And it helps me to pick the best moments from the show, click on the link in the description and head over to Riverside to start for free. And be sure to use the code joy for 15% off. Now, what do I actually put in my notion? And what am I using it for? The short answer here is that it has become the brain of my business, it has all the things pretty much anything you would ever ask me for I could find in notion right now. And that has been a big improvement because I've been a little bit of a scattered creative in my previous years of business. And notion has really helped me step up my game. But I also use it for personal reasons as well. I do use motion to plan like my kids birthday parties, for example. But I will say majority of the use that I use for notion is for business, but I have used it like for packing lists like for my family. And if I just happened to be in notion, and I think of something that I'm working on, that's personal, I totally will create a space for it.

And I can put them like in a private space and separate it. And it's not something that like my team can see or anything like that. So you have total autonomy over whether a space is available to anyone really like you can you can completely control that. Okay, so a couple of the spaces like specifically that I have in my business, I have a space for my branding. So like all of my logos, all of my colors, my fonts, my messaging, like I have a whole brand identity space. And this is so helpful. I can share this with literally anyone that comes into the business that needs to know these things. But that has been a huge help. That was like one of the first ones I created. Another one that I have is a content library. So I create a ton of content in my business and how before the podcast, I had a whole content library just for YouTube and blog posts and things like that. That's where I'm writing my outlines is where I'm saving thumbnails, final edits of videos, probably like tracking the progress making sure that like all this content, if I ever wanted to go back and repurpose it, it's all there. It's all organized and I have it categorized out. Another space I have is just to keep like a table like a graph of like, all of my speaking and press and things that I have done over the past few years.

So if I ever wanted to go back and say, Okay, I know that I was featured on Alabama's website, I know they did a blog post. I don't have to google myself like I have it on the speaking table or have it on a press table inside of notion. And I have you know who who got me that like who was the writer who was I talking to like I save all the contact information, the emails like things that are like way above what I used to do in terms of saving this kind of stuff in past years. I'm just so much more on top of it because I actually have a space for it. And I have that it's just titled like speaking impress. And it's so nice because if you ever want to update your website with like a logo or something and you know that you were featured on a podcast, you will have that if you've been actually keeping track of like where you've gotten some press and visibility in the past so this is a really good one and you will use this more than you think. I have another space that covers my off First in my business, all the files relating to my digital products, the sales pages, the graphics, everything, it makes it so easy when I want to do a push for a product or when my team needs to know like, where's the sales page for hobby to pro toolkit? And it surprises me sometimes how they'll ask such a simple question.

And it's actually so much easier, because they can use the search bar inside of notion to find it before they even have to ask me, I also use it for team projects. So we very much like it's so funny in the team projects board, it actually looks a little bit like Trello, because we use that like Kanban or Kanban. I don't know how to say it. But like that style, where you drag the card, based on where it is in the stage of project, like the project, we actually have a board like that for the team stuff. So when my virtual assistant and I are working on something, if I asked her to, you know, reach out to someone about a

project that we were working on, she can say, hey, I actually did this, or I needed feedback on this. And she doesn't have to tell me, she can just drag it to where it is in the project. So it's really cool. I also use this for one off projects in my business, like updating my website or moving business banks. Both of these are real examples of projects that I am doing or have recently completed. And I like to keep like an active project space. And then under that it has pages that live and when I'm done, I just drag them to an archive so I can keep them but they're not visually there that I see them every single day. I have another space that is just my daily and weekly tasks.

So this really serves as almost like a digital planner. And every week I like to look at this and put in like appointments or anything that I need to happen on certain days. But this is really, really helpful because it's a really clean space. It keeps me focused, I'm not in any particular project, I'm just seeing my daily and my weekly tasks. I have another page inside of notion that is my digital course logins and notes for my courses. And this was a project that I think I saw someone else did this and I was so inspired. Because I've you know have access to a lot of courses. I've purchased all sorts of courses over the years. And especially if you've ever purchased a bundle, I highly recommend doing this where you create logins for everything, you save them all to one space. And then you have the login link and all the credentials that you use to log in. And I've rediscovered courses doing this. So I'll sometimes I'll go to my course database, like in notion and kind of just skim and look and see like, is there anything in here that I could use that are relevant? Like it's relevant information to what I'm working on?

So like, if I'm working on a website update? Do I have something like a course that I've purchased that has to do with SEO, or messaging or even design in general? Like, are there any courses that I could come back to, that I really haven't fully finished because I think we all have like a course graveyard somewhere, that if you had a database like this, you might be more likely to go into at least for me, that's true. I have another space for my affiliate links. This has been so huge, because it gets really complicated. When you start affiliating for a lot of companies, they give you a shorter code, they might give you a longer code, and I create redirects for all my links so that they're easy to remember. And that can all be found in notion. A couple more that I have are, I have a database for my one to one coaching clients where I like to keep lots of detailed notes on like where we're at in our coaching journey, because a lot of times, my coaching clients come in and work with me for three months, and then it ends up extending. So it's really helpful to have detailed notes on that. And I have a space for that. And then I also just have like goal tracking sheets and like end of year goals that I set every year. And so it's fun to look back and see like what were my goals in 2020.

And then what were what was my income and 2021 and things like that. And that way, this for me creatively helps me to stay on task because if I start digging into like my profit and loss sheets and like things that are like way more detailed, I will just get like so far down a rabbit hole that I'll forget what I was working on. So those are just some examples of different spaces that I have. So I have spaces for my my products, my digital products, I have spaces for my content, like I have a podcast space. That's what I didn't mention, I have a whole workspace and that's like one of the terms of notion is a workspace you can have as many workspaces as you want, but one of my workspaces is for this podcast, so it's really helpful. Anytime I'm doing anything with the podcast, it pretty much always like I'm trying to think yeah, it pretty much always is going to be inside of this space. This is where I'm going to create like podcasts related to do lists. This is where all the content lives. This is where all like my past episode metrics, everything and all lives in this one space.

So super helpful, keeps everything super clean. So a couple features to know about inside of notion if you're getting started with notion maybe you already use notion all the time or you're thinking about getting started. I want to highlight two features that are just so wonderful and save a lot of time. The first one is templates. So you can create a template button essentially where I can click a button and have a whole blog template outline framework just populate based on how I've programmed it essentially. So every time I go to create an episode, for example, for this podcast, I don't start from a blank page, I click my podcast template, which gives me all this framework for you know, here, put, here's where we put the episode title, here's where we put any sponsor information. Here's where we put any links, here's where we put my headshot for the episode.

So I never start from zero. And so templates are just a huge huge time saver and something that are really helpful to think about. You can also copy people's entire workspaces through the template library. So it's like a little bit different. But essentially, you can create your own notion from scratch, or you can go and just copy someone else's notion template for, you know, maybe their daily planner or their, like content spreadsheets, like if you see a person's spreadsheet, a lot of times they've made those available through templates, you can buy the templates, a lot of them are free notion has a huge database of templates, I strongly recommend looking into those. The other thing I love is automations. And so this is another really cool feature that you can set up so that you can be notified when things happen, or that something happens after something else.

So you can create automations that are triggers, essentially, for whatever you want to happen next in a process. And that's really cool. Like that's something that you would want to look into. If you do like collaborations with people where as soon as they upload their headshot, you want to know about it. Or once it gets to a certain level of like doneness. Let's say you publish a piece of content, you mark it as published, then a series of other things happen, like you have a repurposing checklist or something like that. So automations are a really, really helpful tool. There's also AI, they have all sorts of AI writing tools, I don't personally use a lot of those kind of forget that they're there. But if you're big into AI notion also has its own, like native AI features. Okay, so if you're curious about starting with notion, you're like, yes, where do I start, I'm a little overwhelmed. But I'm also a little inspired. Here are your first steps. First one is create a free account. So I have an affiliate link.

That will give me a little kickback if you choose to upgrade your account, but you can get started for completely free and find that in the show notes or go to [Joy michelle.co/notion](https://www.joymichelle.co/notion). And then I want you to look at the template library. So just explore the templates that notion has available, those are really going to help to kind of inspire you as to what's possible. The next step would be to download the app if you wish to have it on your phone. So you can start to really centralize all these ideas into one space. And then finally, create your first workspace. So find the Workspace tab on the left hand side, click the plus name at something this might be to do list or redo my website or content. And then just simply start typing and start to see how you can drag and drop and what the capabilities are. I personally have learned more by just playing with notion than I ever did watching videos.

But there are lots of videos out there on YouTube. If you type in notion for beginners or notion for content creators or notions for you know teams or something like that. There is a lot of information but it can also be a little bit overwhelming. So for me just getting into a page, creating a blank slate, and then playing with it like adding an image and creating a header and deciding like what the checklist was going to be. That was honestly like more educational and more helpful for me in the long run than watching more tutorials. So that's my recommendation for you is kind of just get in and start exploring it

and see how other people are using the template space because if you find a great template, you can just copy it over to your space. Alright, so that's pretty much all I have to say about notion I like I said at the top of the episode, I will have lots of screenshots available on the blog post for this episode. So you can see what does my branding workspace look like?

How am I coordinating team projects? What does it look like to have an affiliate link database, things like that. I will have screenshots for all of this over on the blog, so be sure to check that out. And if you enjoyed this episode, please send me a quick DM on Instagram and let me know that you enjoyed it. And I'm happy to answer any other questions that you might have about notion as well. Thank you so much for listening all the way here to the end of the episode. Don't forget to check out Riverside FM, the sponsor of today's episode. Thank you so much for listening to the show. If you enjoyed this episode, please help me get the word out about the call to both podcasts by taking a screenshot of this episode right now and sharing it on your social media. I would also appreciate it if you would subscribe and leave me a five star A review thanks again and I'll see you in the next episode