

# What is Notion?

An all-in-one workspace to write notes, manage tasks, and collaborate with peers

Examples:

- Answer questions
- Collaboration with comments and share workspaces
- Automations built in like reminders and recurring tasks
- Automate summaries, drafts, and revisions



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

# What Problems Does Notion Solve?

**Document Automation:** It centralizes documents and notes into one place for easy access

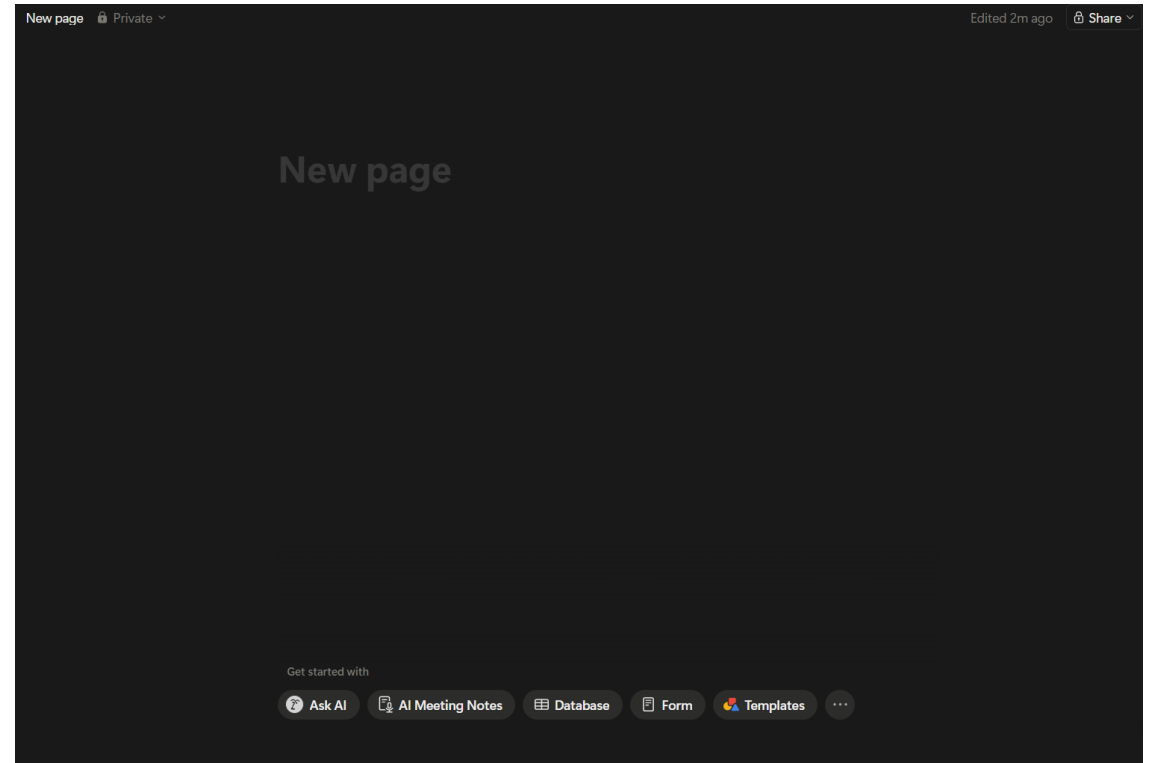
**Work Tracking:** Organizes work into databases like task and projects with multiple views

**Workflow:** Standardizes processes with templates like meetings and projects

**Knowledgeable:** Improves findability with linked pages that are reputable sources

# How Does Notion Work?

1. Make a page
2. Add blocks
3. Connect to link pages
4. Use a database when needing to track
5. Organize properties
6. Reuse with templates



# Relevant For a Small Business

- *Project Management*: Helps small businesses improve on project plans, task automation, and timelines so that it is easier to track work and deadlines
- *Marketing/Content Creation*: Used to generate blogs, email campaigns, social media content, etc. It is useful for when a small business does not have a marketing team
- *Routine Automation*: Notion can automatically handle repetitive work like writing drafts, summarizing notes, organizing data, or generating reports

# Competitors of Notion

	Notion	Coda	Evernote	Microsoft OneNote
Best For	One tool for many tasks	Team building custom workflows	Small teams focused on note-taking	Microsoft ecosystem
Main Selling Point	All-in-one workspace	Database	Note organization	Digital notebook
Key Features	<ul style="list-style-type: none"><li>• Notes</li><li>• Databases</li><li>• Project Management</li><li>• Collaboration</li></ul>	<ul style="list-style-type: none"><li>• Interactive documents</li><li>• Formulas</li><li>• Automations</li></ul>	<ul style="list-style-type: none"><li>• Web clipping</li><li>• Notebooks</li><li>• Reminders</li></ul>	<ul style="list-style-type: none"><li>• Freeform notes</li><li>• Handwriting</li><li>• Office integration</li></ul>

# Getting Started with Notion - Costs

	Free	Plus	Business
Cost	Free	\$10/month	\$20/month
Trial of Notion AI	Yes	Yes	Yes
Forms	Basic	Custom	Custom
Sites	Basic	Custom	Custom
File Uploads	Limited	Unlimited	Unlimited
Enterprise Search Automation	No	No	Yes
Premium Integrations	No	No	Yes

# Getting Started with Notion - Demo

<https://www.youtube.com/watch?v=PFHsAX9Eu7c>

