



# Notion Organization Guide

## Using Existing Folders & Structure

# Organize Your Notion Workspace

Leverage Existing Structure • Clean Organization

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## Your Existing Notion Structure

Based on your workspace, you already have:

### Main Areas:

- **N8N** - Automation workflows (already exists!)
- **PARA Dashboard** - Projects, Areas, Resources, Archives
- **Databases** - Centralized database collection
- **System Configuration** - Settings and documentation

### Workflow-Related Pages:

- N8N (main page)
- N8N Workflows
- N8N Toolbox
- Receipt\_Workflow\_Quick\_Reference
- Master Workflow Snippet

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## Recommended Organization Structure

Use Your Existing N8N Page as Hub

Create subpages under your N8N page:

```
N8N (Main Hub)
├── 📄 Workflow Documentation
│   ├── Receipt Workflow
│   ├── YouTube Tracker
│   ├── Desktop Cleanup
│   └── Google Drive Cleanup
├── 🗄️ Workflow Databases
│   ├── Cleanup Log
│   ├── YouTube Tracker Data
│   └── Expense Tracker
├── 📖 Setup Guides
│   ├── Complete Setup Guide
│   ├── API Configuration
│   └── Troubleshooting
└── 🔄 Active Workflows
    ├── Production (Live)
    ├── Testing
    └── Archive
```

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## 🔧 Step-by-Step Organization

### Step 1: Clean Up Your N8N Main Page

#### Current structure reorganization:

1. **Move** all workflow snippets to subpages
2. **Create** clear section headings
3. **Add** quick links to databases
4. **Include** status indicators
5. **Link** to documentation

### Step 2: Create Workflow Documentation Pages

For each workflow, create a page with:

#### Receipt Workflow Page:

- Overview & Purpose
- Setup Instructions

- Folder IDs needed
- Notion database link
- Troubleshooting tips
- Last updated date

**YouTube Tracker Page:**

- What it tracks
- Category list
- Setup steps
- Database template
- Sample output

**Desktop Cleanup Page:**

- Organization rules
- Protected files list
- Cleanup schedule
- Reports history

**Google Drive Cleanup Page:**

- Duplicate detection settings
- Folder organization
- Space savings log
- Configuration guide

### Step 3: Organize Databases

**Use your existing Databases area:**

**Create/Move these databases:**

**1. Desktop Cleanup Log**

- Date
- Files Processed
- Files Moved
- Report

**2. Drive Cleanup Log**

- Date
- Duplicate Sets
- Files Cleaned
- Space Saved (MB)
- Report

**3. YouTube Tracker**

- Week Start/End
- Total Videos

- o Top Category
- o Full Report

#### 4. **Expense Tracker** (if not exists)

- o Date
- o Vendor
- o Amount
- o Category
- o Receipt Link

## Migration Checklist

### Organize Existing Content

#### N8N-Related Pages to Organize:

- Move "Receipt\_Workflow\_Quick\_Reference" under N8N
- Move "Master Workflow Snippet" under N8N
- Consolidate duplicate "N8N Workflows" pages
- Archive old/test pages
- Create workflow documentation pages
- Link all databases to main N8N page
- Add status indicators (● Live, ● Testing, ● Inactive)

### Create New Structure

#### Under N8N Main Page:

- Create "Workflow Documentation" subpage
- Create "Workflow Databases" subpage
- Create "Setup Guides" subpage
- Create "Active Workflows" subpage
- Add individual workflow pages
- Link to related databases
- Add README content from local files

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## Page Templates

### Template: Workflow Documentation Page

```
# [Workflow Name]
```

```
## 🎯 Purpose
```

```
[What this workflow does]
```

## ## 📊 Status

🟢 Live | 🟡 Testing | 🔴 Inactive

## ## < Quick Info

- Runs: [Schedule]
- Time Saved: [Amount]
- Complexity: ★★ (Medium)

## ## 🛠️ Setup Requirements

- [ ] Google Drive folder: [ID needed]
- [ ] Notion database: [Link]
- [ ] Credentials: [List]

## ## 📖 Documentation

- Local Files: [Link to local folder]
- JSON File: [Attached]
- Setup Guide: [Link]

## ## 🗄️ Related Databases

- [Database Link 1]
- [Database Link 2]

## ## 🐛 Troubleshooting

[Common issues and fixes]

## ## 📝 Notes

[Any additional info]

Last Updated: [Date]

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## 💡 Best Practices

Keep It Simple

✔ **DO:**

- Use existing structure
- Link between related pages
- Add status indicators
- Keep documentation current
- Use consistent naming

✘ **DON'T:**

- Create too many layers
- Duplicate content
- Use unclear names
- Let it get stale
- Overcomplicate

## Naming Conventions

**Use prefixes for clarity:**

- 📄 Documentation pages
- 🗄 Database pages
- ⚙ Configuration pages
- 🔄 Active workflows
- 📦 Archived content

**Examples:**

- 📄 Receipt Workflow Documentation
- 🗄 Desktop Cleanup Log
- ⚙ API Configuration Guide

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## Linking Strategy

### Internal Links

**Create these connections:**

**From N8N Main Page:**

- Link to each workflow doc page
- Link to all related databases
- Link to setup guides

- Link to troubleshooting

**From Workflow Pages:**

- Link back to N8N main
- Link to related databases
- Link to other workflows (if connected)
- Link to external docs (Google Drive)

**From Databases:**

- Link to workflow that populates it
- Link to documentation
- Link to PARA dashboard (if relevant)

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## Database Organization

### Consolidated vs Distributed

**Option 1: Centralized (Recommended)**

- Keep all databases in your "Databases" area
- Link to them from N8N page
- Easier to find and manage

**Option 2: Distributed**

- Create databases as subpages under each workflow
- More self-contained
- Harder to get overview

**Recommendation:** Use centralized with clear links

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## Clean, Organized Workspace!

Use existing structure • Clear organization • Easy navigation

Everything has its place • Connected and linked

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*Notion Organization Guide*  
*March 2026*