Personal Task Manager for Notion

Markdown + CSV import pack - setup guide

A GTD-style task system: inbox, next actions, projects, areas and a weekly review.

What is inside

File	Becomes in Notion
Personal Task Manager.md	The home page of your system, with links to everything below
Personal Task Manager/Tasks.csv	Database "Tasks" (16 sample rows, 10 columns)
Personal Task Manager/Projects.csv	Database "Projects" (5 sample rows, 5 columns)
Personal Task Manager/Areas.csv	Database "Areas" (6 sample rows, 3 columns)
Personal Task Manager/Getting Started.md	Page "Getting Started"
Personal Task Manager/Weekly Review.md	Page "Weekly Review"

All of these files are inside **Notion-Import-Personal-Task-Manager.zip**. The same files are also included unzipped in the **notion-files** folder so you can open them in any text editor or spreadsheet first.

Step 1-3: Import into Notion

1. Open Notion on desktop or in a web browser and choose the workspace you want to use.
2. In the left sidebar click **Import** (in some Notion versions it is under **Settings** > **Import**).
3. Choose the Markdown & CSV option (labelled **Text & Markdown** in some versions) and upload **Notion-Import-Personal-Task-Manager.zip** as it is. Do not unzip it first.
4. Wait for the import to finish. A page called **Personal Task Manager** appears in your sidebar; the databases and pages sit inside it.
5. Optional: drag the page to where you want it in the sidebar, and add an icon and cover.

If your Notion version only accepts single files, import each CSV with the **CSV** option and each .md file with the Markdown option, then move them under one page.

Step 4: Set property types

CSV columns usually import as text. Open each database as a table, click a column header, choose **Edit property** > **Type**, and pick the type below. Notion converts the existing values; check a few rows afterwards.

SAMPLE

Database: Tasks

Property	Set type to	Notes
Task	Title	The action, starting with a verb
Status	Select	Inbox, Next, Doing, Waiting, Done
Priority	Select	P1, P2, P3
Due	Date	Leave empty if there is no real deadline
Project	Relation to Projects	Convert after importing Projects (see step 5)
Area	Select	Work, Money, Home, Health, Family, Personal
Energy	Select	High, Medium, Low
Estimate (min)	Number	Minutes
Done	Checkbox	Yes/No values convert to ticked/unticked
Notes	Text	

Database: Projects

Property	Set type to	Notes
Project	Title	
Area	Select	
Status	Select	Active, Ongoing, On hold, Complete
Deadline	Date	
Outcome	Text	What "done" looks like

Database: Areas

Property	Set type to	Notes
Area	Title	
Standard to keep	Text	
Review cadence	Select	Weekly, Fortnightly, Monthly

Step 5: Connect the relations

Relations link rows across databases. Import all databases first, then for each line below open the database, edit the property and change its type to **Relation**, choosing the target database. Notion tries to match the existing text to page titles in the target; check a few rows and fix any that did not link. Turn on "Show on [target]" so the back-link appears.

In database	Property	Relation to
Tasks	Project	Projects

Step 6: Add formula properties

Add a new property, set its type to **Formula**, paste the formula exactly and press Done. Property names inside prop("...") must match your column names; if you rename a column, Notion updates existing formulas automatically. Formulas use Notion's current formula syntax.

SAMPLE