Content Editorial Calendar for Notion

Markdown + CSV import pack - setup guide

Plan, write and publish content across blog, newsletter, video and social from one calendar.

What is inside

File	Becomes in Notion
Content Editorial Calendar.md	The home page of your system, with links to everything below
Content Editorial Calendar/Content.csv	Database "Content" (13 sample rows, 10 columns)
Content Editorial Calendar/Pillars.csv	Database "Pillars" (4 sample rows, 3 columns)
Content Editorial Calendar/Channels.csv	Database "Channels" (6 sample rows, 4 columns)
Content Editorial Calendar/Editorial Workflow.md	Page "Editorial Workflow"
Content Editorial Calendar/Content Brief Template.md	Page "Content Brief Template"
Content Editorial Calendar/Publishing Checklist.md	Page "Publishing Checklist"

All of these files are inside **Notion-Import-Content-Editorial-Calendar.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-Content-Editorial-Calendar.zip** as it is. Do not unzip it first.
4. Wait for the import to finish. A page called **Content Editorial Calendar** 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

Preview: page 1 of 3 of the setup guide - full pack in the download

Database: Content

Property	Set type to	Notes
Title	Title	
Status	Select	Idea, Outline, Drafting, Editing, Scheduled, Published
Channel	Select	Blog, Newsletter, YouTube, LinkedIn, Instagram, Podcast
Pillar	Relation to Pillars (or Select)	Convert after importing Pillars, or keep as Select
Publish date	Date	
Owner	Person or Select	Person once teammates are in your workspace
Target keyword	Text	SEO keyword for blog posts
Word count target	Number	
Call to action	Text	
Published URL	URL	

Database: Pillars

Property	Set type to	Notes
Pillar	Title	
Audience question it answers	Text	
Target share	Text or Number	Share of total content

Database: Channels

Property	Set type to	Notes
Channel	Title	
Cadence	Text	
Best day	Text	
Format notes	Text	

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
Content	Pillar	Pillars

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.

Content > Days to publish - Countdown, or "Live" once published

```
if(prop("Status") == "Published", "Live", format(dateBetween(prop("Publish date"), today(), "days")) + " days")
```

SAMPLE