Life OS — Setup Guide

One honest note first: a live Notion template link can't be zipped into a download, so this guide gives you the same Life OS system two real ways — and both are inside this folder.

WAY 1 — SPREADSHEET (already built for you): Life-OS-Dashboard.xlsx in this folder runs the whole system in Excel or Google Sheets — tasks & projects, goals with automatic progress %, a habit tracker that counts your week, and a one-page finance view. Nothing to build; just open it.

WAY 2 — NOTION (free, about 25 minutes to build): follow the steps on the next page to recreate the identical system in Notion, where it lives as linked pages and databases.

WAY 3 — PAPER: the dashboard and weekly-reset pages at the back of this guide print cleanly. Some people run their whole week on those two pages.

Build it in Notion — step by step

1. Create a free account at notion.com and make one page called “Life OS”. This is your dashboard.

2. On it, add a heading “Today” and a to-do block with today's top 3 tasks. Under it, a heading “This week” with the week's tasks.

3. Add a linked database (type /linked) or a fresh table called “Tasks”: properties = Name (title), Project (select), Priority (select: High/Med/Low), Status (select: To do/Doing/Done), Due (date). Create views: “All”, “Due this week” (filter Due within this week), “Done” (filter Status = Done).

4. Make a page “Goals”: one toggle or heading per goal, each with Target, Current and a progress note you update weekly.

5. Make a page “Habits”: a simple table — rows are habits, columns are Mon–Sun. Type an x (or use a checkbox property per day).

6. Make a page “Finance”: a table with Month / In / Out columns, and one line at the top: this month's number that matters.

7. Make a page “Notes & Inbox”: one running page for quick capture. Empty it into the right place at the weekly reset.

8. Pin the Life OS page in your sidebar, set it as your browser/phone home screen shortcut, and do the weekly reset (back page) every Sunday — 10 minutes keeps the whole system true.

Printable Dashboard — today

Date: _____

Top 3 today (only three — choose like it matters)

- [ ]
- [ ]
- [ ]

Schedule / appointments

Quick capture — get it out of your head

Tonight: tomorrow's top task is…

Weekly Reset (10 minutes, every week)

- [ ] Clear the inbox / quick-capture notes into Tasks, Goals or the bin
- [ ] Tick off what's Done — and actually look at it for a second
- [ ] Move or delete stale tasks (if it's been 'urgent' for 3 weeks, it isn't)
- [ ] Update Goals: current numbers + progress
- [ ] Fill next week's habit row fresh
- [ ] Enter this month's money-in / money-out
- [ ] Pick next week's top 3 outcomes and write them at the top of Tasks