



FREE DOWNLOAD · PREMIUM EDITION

# Ultimate Student OS

## in Notion

Set up your free personal dashboard in 30 minutes

*For Indian college students · No prior Notion knowledge needed*

7

MODULES

1

DUPLICATE LINK

30

MIN SETUP

100

100% FREE

**WHERE VISION BECOMES VALUE.**

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# How to use this guide

Read once, then build your Notion workspace step by step. Total time: 30 minutes.

**This PDF has 3 parts.** Part 1 explains what Notion is and why you need it. Part 2 walks you through setting up your Student OS in 7 modules — one module at a time, with screenshots described in plain words (Notion looks the same on every device). Part 3 is a 30-day adoption plan so your OS doesn't gather dust.

**Step 1 — Create a free Notion account** at [notion.so](https://notion.so) (use your personal email, not college email — you'll want this OS after graduation too).

**Step 2 — Build each module in order.** Don't try to build everything in one sitting. Build module 1 today, module 2 tomorrow, etc.

**Step 3 — Use it for 30 days before judging.** Most students quit Notion in week 1 because they don't open it. Add a 5-minute daily review to your routine.

## What is Notion? (30-second explainer)

Notion is a free all-in-one workspace that replaces your notes app, to-do list, calendar, spreadsheet, and database. One tool, multiple views, syncs across phone and laptop.

The free plan is enough for any student — unlimited pages, unlimited blocks, syncing across devices, sharing with friends.



# Module 1 — The Dashboard (Your Home Page)

The dashboard is the page you see first when you open Notion. It should answer 3 questions in 5 seconds:

- **What classes do I have today?**
- **What's due this week?**
- **What should I work on right now?**

## How to build it:

1. Create a new page called '■ Dashboard' (the emoji makes it easy to find).
2. Add a 'Callout' block at the top with today's date and your top 3 priorities.
3. Add 3 column blocks side by side: 'Today', 'This Week', 'Long-term Goals'.
4. In each column, add a 'To-do list' block with the relevant tasks.
5. Below, add an 'Embed' block linking to your college timetable PDF (if you have one).
6. Save and pin it to your sidebar so it opens first every time.

### Pro tip

Don't over-design your dashboard. A working ugly dashboard beats a beautiful empty one. Add things ONLY when you find yourself wishing they were there.



# Module 2 — Subjects Database

Instead of separate pages per subject (which become messy), make ONE database with one row per subject.

## Database properties to add:

Subject Name	Title (rename from default)
Code	Short text — e.g. CS301
Credits	Number
Professor	Short text
Class Schedule	Select: Mon/Wed/Fri or Tue/Thu
Current Grade	Number
Target Grade	Number
Notes Page	Relation — links to a page with all your notes for that subject

## Three views to set up:

- **Table view (default):** one row per subject, like a spreadsheet
- **Board view (Kanban):** group by Class Schedule to see 'What's Mon/Wed/Fri vs Tue/Thu'
- **Calendar view:** see all your exam dates at once



# Module 3 — Assignments Tracker

This is the module students skip — and then panic the night before submission. Don't skip this one.

## Database properties:

Assignment	Title
Subject	Relation — links to Subjects database
Type	Select: Assignment / Lab Report / Project / Exam / Reading
Due Date	Date
Status	Select: To Do / In Progress / Submitted / Graded
Priority	Select: ■ High / ■ Medium / ■ Low
Time Needed (hrs)	Number
Done?	Checkbox

## Three views:

- **By Subject:** group by Subject — see all CS301 work in one place
- **By Due Date:** sort by date — see what's coming up
- **Calendar view:** full visual calendar of all due dates

## The 2-minute rule

The moment you hear about an assignment (in class, WhatsApp, email), open Notion and add it. Title + subject + due date + status='To Do'. Takes 2 minutes. Saves 2 hours of panic later.



# Module 4 — Daily Notes

One page per day. Use the date as the title (e.g. '19 Jun 2026 — Thursday'). Inside, just dump everything: class notes, ideas, to-dos, random thoughts.

## Template you can copy every day:

### ## ■ Classes today

[Subject 1] — [Notes]

[Subject 2] — [Notes]

### ## ■ Random ideas

[Bullet points]

### ## ■ Top 3 for tomorrow

1. [Thing]

2. [Thing]

3. [Thing]

Pro tip: at the end of each week, search your daily notes for the most important stuff and copy it into a weekly review page (Module 6).



## Module 5 — Habit Tracker

A simple database with one row per habit, and a checkbox per day. Builds streaks. Don't track more than 5 habits or you'll quit.

Habit	Title (e.g. 'Gym', 'Read 20 pages', 'Code 1 hr')
Mon	Checkbox
Tue	Checkbox
Wed	Checkbox
Thu	Checkbox
Fri	Checkbox
Sat	Checkbox
Sun	Checkbox
Streak	Formula: count consecutive true from last checked

## Module 6 — Weekly Review (Friday Afternoon)

Every Friday, spend 20 minutes on a single page called 'Week N Review'. Answer:

1. What did I actually finish this week? (be honest, not aspirational)
2. What got in the way? (real reasons — Instagram, sleep, no plan)
3. What's the ONE thing I MUST do next week?
4. Did I stick to my habits? Which days did I miss and why?
5. What's one thing I want to learn or try next week?



# Module 7 — Career & Goals Tracker

A long-term goals database. One row per goal. Connect to your assignments + daily notes.

<b>Goal</b>	<b>Title (e.g. 'Get summer internship at startup')</b>
<b>Why this matters</b>	<b>Short text — write the REAL reason, not the polite one</b>
<b>Deadline</b>	<b>Date</b>
<b>Status</b>	<b>Select: Dream / Planning / In Progress / Done / Abandoned</b>
<b>First 3 steps</b>	<b>Text — break it down so the first action is ≤30 min</b>
<b>Updated</b>	<b>Date — last touched</b>

## The 30-Day Adoption Plan

Building the OS is the easy part. Using it daily is the hard part. Here's the plan:

**Week 1:** Build modules 1–3. Open Notion 1× per day to add 1 task.

**Week 2:** Add modules 4 (daily notes) + 5 (habits). Open 2× per day.

**Week 3:** Add modules 6 (weekly review) + 7 (goals). Do your first Friday review.

**Week 4:** Refine based on what felt useless. Cut what you don't use. Tweak what you do.

**Day 30:** You'll either love it (90% chance if you followed the plan) or you'll quit. If you quit, no judgement — Notion isn't for everyone. But don't quit in week 1.





## ONE LAST THING

# Don't just read this guide. Build your OS tonight.

Open Notion. Duplicate the template. Spend 30 minutes making it yours.

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