

Get your mental load out of your head.

A two-minute voice note becomes a ranked to-do list. Put it in Notion, then ask AI to help with the first task.

What you will have

One Notion Action Dashboard: Today, This week, Waiting and Later. Every task has a next action. Your top three fit the time you actually have.

What you need

ChatGPT with voice or dictation, a Notion account, and 15 minutes for the first setup. Voice availability varies by app and plan. Typing or pasting a transcript works too.

The 4-step setup

1. Talk through everything on your mind.
2. Review the structured list and top three.
3. Put the list in your Notion dashboard.
4. Ask AI to prepare the first useful output.

Open these first

prompts.txt contains all three prompts. notion-tasks.csv is the importable sample. notion-setup.md has the property types and views. sample-brain-dump.txt shows the before and after.

01 / Say it all.

Start a new chat. Paste this instruction, then use the microphone or Voice button. Talk naturally and finish with "I'm done."

Copy this prompt

I want to get my mental load out of my head and into one useful task list. I am about to talk for two minutes. Wait until I say "I'm done" before organizing it.

After I finish, separate actions from worries, ideas and reference notes. For each action, capture Task, Area, Due date, Time needed, Who is waiting, Next step, and Source. Only use dates I actually say. Mark missing dates "Not set" and estimates "Estimate."

Ask at most three questions if missing information could change today's priorities. Then pick my top three using deadlines, people blocked and the time I have. Explain the order in one short sentence each. Keep every other commitment on the list.

Show me: TODAY (up to 3), THIS WEEK, WAITING, LATER, and NEEDS AN ANSWER. If more than three tasks truly must happen today, flag the conflict. Ask which task I want your help finishing first.

Say the useful constraints

Include how much time you have today, actual deadlines, who is waiting and anything only you can decide. You can say "I do not know the date." A worry can stay a worry; it does not need to become a task.

02 / Check the list.

The point is a list you can act on, not a tidy summary you never open again.

A messy voice note

"Maya needs feedback by 2pm. School form tomorrow. Dentist sometime this month. Birthday Saturday. Still waiting for Sam's quote. I keep thinking about the garage."

A useful result

TODAY

Review Maya's proposal -> open the file and mark the decision she needs.

Sign the school form -> find the form and check missing fields.

Decide party food -> confirm guests, then compare two options.

THIS WEEK: dentist and printer ink.

WAITING: Sam's venue quote.

LATER: garage ideas.

Check three things

Did it invent a due date? Did it leave out a promise you made? Does each task start with a real action?

Treat the third priority as a suggestion when no deadline was given.

Keep the human part

If four things really must happen today, ask what needs to move or be delegated. A top-three view must not hide the fourth commitment. Sample dates are fixed teaching dates, not your current calendar.

03 / Put it in Notion.

Start with the supplied CSV. Then connect a write-enabled Notion tool if your app supports one.

Build the dashboard

Import notion-tasks.csv. Set Task to Title, Due date to Date and Time estimate to Number. Add Status views for Today, This week, Waiting and Later. The full field map is in notion-setup.md.

Copy this prompt

Turn the approved task list into my Notion Action Dashboard. First tell me which Notion page or database you can read and whether this connection can write. If you cannot write, return an import-ready CSV using the template columns in this kit.

Use my chosen database; do not create a second one if it already exists. Map Task to the title property; use Status, Area, Due date, Time estimate (minutes), Next step, Waiting on, Source and AI help. Create views called Today, This week, Waiting, and Later. Show setup instructions for any view the tool cannot create.

Show the proposed rows and ask me to approve them before the first write. After approval, create or update the rows once and give me the Notion link. On later runs, update existing matching tasks and ask about ambiguous matches. Keep unknown dates empty. Never silently mark a task complete.

If the connection is read-only

Paste the approved rows into Notion or import the CSV. Read access does not mean the app can update your page. The dashboard still works without an automatic connection.

04 / Make the first task smaller.

Keep one dashboard. Return to the same Notion URL each day, so this becomes a system you actually use.

Copy this daily prompt

Open my Notion Action Dashboard at [paste link]. I have [45] minutes today. Read the open tasks and ask only about a missing fact that could change the order.

Choose today's three. For the first task, prepare a usable draft or file now: for example, a reply, an appointment shortlist or a one-page meeting brief. Tell me which connected app or file you need. Record the result link and the next step on the same task. Ask me before sending a message, booking or spending money. Do not call something done just because you drafted it.

Ask for an output, not more advice

Appointment task -> two available options with cost and location.

Proposal task -> a one-page summary of the decision.

Party task -> a shopping list for the guest count.

Email task -> a reply you can review and send.

Your 2-minute quality check

Open the Notion page. Confirm three tasks are visible. Open the first task and see a next action. Check one source. Confirm a draft is still marked draft. Close the chat and reopen the board: this is where tomorrow starts.

Setup references

ChatGPT Voice and Notion MCP documentation are linked on the web guide. Updated September 14, 2026. All supplied tasks are fictional examples.

[ChatGPT Voice](#)

[Notion MCP](#)

[Notion MCP supported tools](#)