

DIGITAL**SAVVY**HQ
FREE TOOLKIT · ITEM 2 OF 6

The AI Content OS

Notion Template Blueprint — build your content command centre in one sitting.

A FREE resource from DigitalSavvyHQ

Context — What This Is

The AI Content OS is a single Notion workspace that holds every piece of your content system: ideas, pillars, the production queue, your prompt library, and a publishing tracker. It replaces scattered notes-app ideas and a content calendar you never open.

Built for: solopreneurs and creators producing content alongside a full-time job — designed for a weekly batching rhythm, not daily improvisation.

Before: ideas live in your head or three different apps; you sit down to "create content" with no starting point. **After:** you open one workspace, see exactly what's due, and start from a pre-filled prompt.

Why It's Built This Way

- **One workspace, four databases** — enough structure to stay organised, not so much that setup itself becomes a procrastination project.
- **Pillars are a property, not a folder** — so one idea can belong to multiple pillars without being duplicated or filed twice.
- **The Prompt Library is separate from Ideas** — prompts are reusable infrastructure; ideas are disposable. Mixing them makes both harder to scan.
- **Deliberately left out:** approval workflows, client fields, and team assignment — this is a solo system. Add those later only if you start managing a team.

How to Set It Up

Step 1 — Create the Workspace

Action: In Notion, create a new page called "AI Content OS." This becomes your home/dashboard page.

Note: Free Notion plans support everything in this blueprint.

Step 2 — Database: Content Pillars

Property	Type	Notes
Name	Title	The pillar name, e.g. "AI Tools & Automation"
Description	Text	One sentence — what this pillar covers
Active	Checkbox	Toggle off pillars you're pausing

Step 3 — Database: Ideas Bank

Property	Type	Notes
Name	Title	The idea, one line
Pillar	Relation	Links to Content Pillars
Status	Select	Captured / In Progress / Ready / Published / Archived
Format	Multi-select	Post, Video, Carousel, Newsletter, Thread
Priority	Select	High / Medium / Low
Created	Created time	Automatic

Views: **Ideas Board** (Board, grouped by Status) · **By Pillar** (Table, grouped by Pillar)

Step 4 — Database: Production Queue

Property	Type	Notes
Name	Title	The piece being produced
Related Idea	Relation	Links to Ideas Bank
Platform	Multi-select	LinkedIn, Instagram, X, Newsletter, YouTube
Due Date	Date	When it needs to publish
Status	Select	Drafting / Editing / Scheduled / Published
Repurposed From	Relation	Links back to the original pillar piece (self-relation)

Views: **This Week** (Table, filtered Due Date = this week) · **Calendar** (Calendar view by Due Date)

Step 5 — Database: Prompt Library

Property	Type	Notes
Name	Title	Prompt name, e.g. "LinkedIn Hook Generator"
Category	Multi-select	Writing, Repurposing, Visual, Research
Tool	Select	ChatGPT / Claude / Gemini
Prompt	Text	The full prompt, with [PLACEHOLDERS]

Tip: paste the 50 Content Creation Prompts from this toolkit straight into this database — one row per prompt.

Step 6 — Configure the Dashboard

- Add a callout block at the top: "How to use this workspace" with a one-line summary of the weekly workflow (below)
- Embed a linked view of Production Queue filtered to "This Week"
- Embed a linked view of Ideas Bank filtered to "Ready"
- Add a button: "New Idea" → creates a new Ideas Bank entry

How to Use It

Weekly Rhythm

When	What You Do
Monday	Review Ideas Bank → move 3-5 "Ready" ideas into Production Queue
Monday-Tuesday	Batch-write using Prompt Library entries
Wednesday	Move drafts to Editing, apply the voice-guardrail pass
Thursday	Schedule everything marked "Editing" → Scheduled
Friday	Quick review: what published, what pillars are under-represented

Monthly Audit

- ☐ Archive Ideas Bank items untouched for 60+ days
- ☐ Review pillar balance — are 1-2 pillars dominating the Production Queue?
- ☐ Add 3 new entries to the Prompt Library based on what worked this month

Next Step: The DSHQ Vault

The Vault includes the full Founder Command Centre — this Content OS plus linked Finance, Client, and Ops databases, pre-built and ready to duplicate.

vault.digitalsavvyhq.com