



THANK YOU
FOR YOUR

download

To access your new **To do List**, simply click [here](#).

HOW TO DUPLICATE

Step 1: Open Your Template Link

After your purchase, you will receive an email containing a link to access your Notion template. Click on this link to open the template in your web browser.

Step 2: Sign in to Notion

You will need to sign in to your Notion account to access the template. If you do not have a Notion account, you can create one for free on the Notion website.

Step 3: Duplicate the Template

Once you're signed in and the template is open, go to the upper-right corner of the screen. You will see a button labeled "Duplicate". Click on this button.

Step 4: Select Workspace

A pop-up window will appear asking you to select the workspace where you want the template to be duplicated. Choose the desired workspace and click on "Duplicate".

Step 5: Start Using Your Template

After duplication, the template will appear in the selected workspace. You can start editing and customizing the template according to your needs.

Troubleshooting

If you encounter any issues while duplicating the template, please check the following:

- Make sure you are logged in to your Notion account.
- Ensure you have sufficient permissions in the workspace where you're trying to duplicate the template. If not, you might need to create a new workspace or adjust your permissions.

