NOTION HOW-TO

How to sort database entries

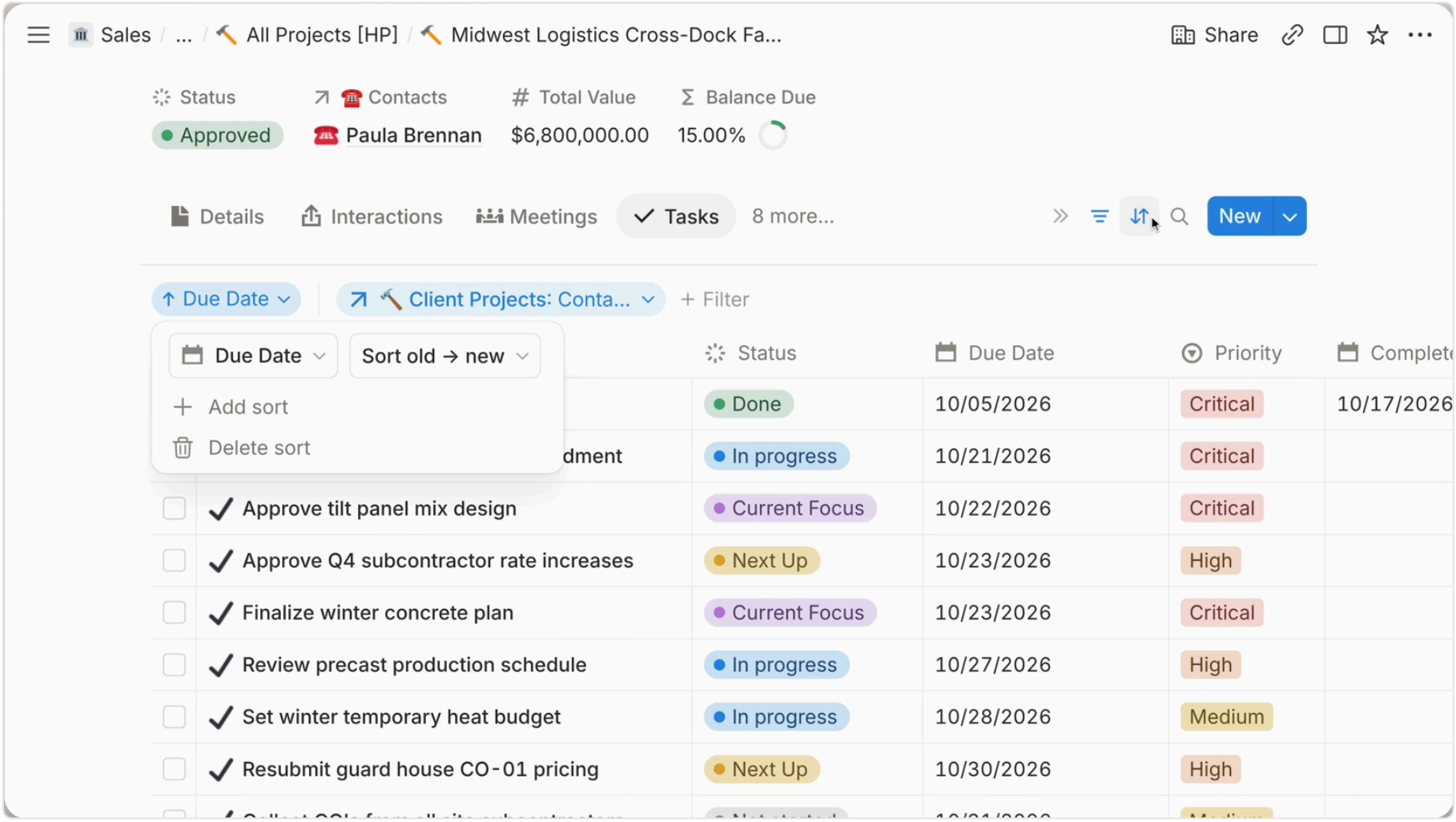
1. Click the sort arrows
2. Click the sort direction
3. Choose new to old

3 steps. Watch the video or a step's GIF for the motion; this guide holds each step's result.

Step 1 of 3

Click the sort arrows

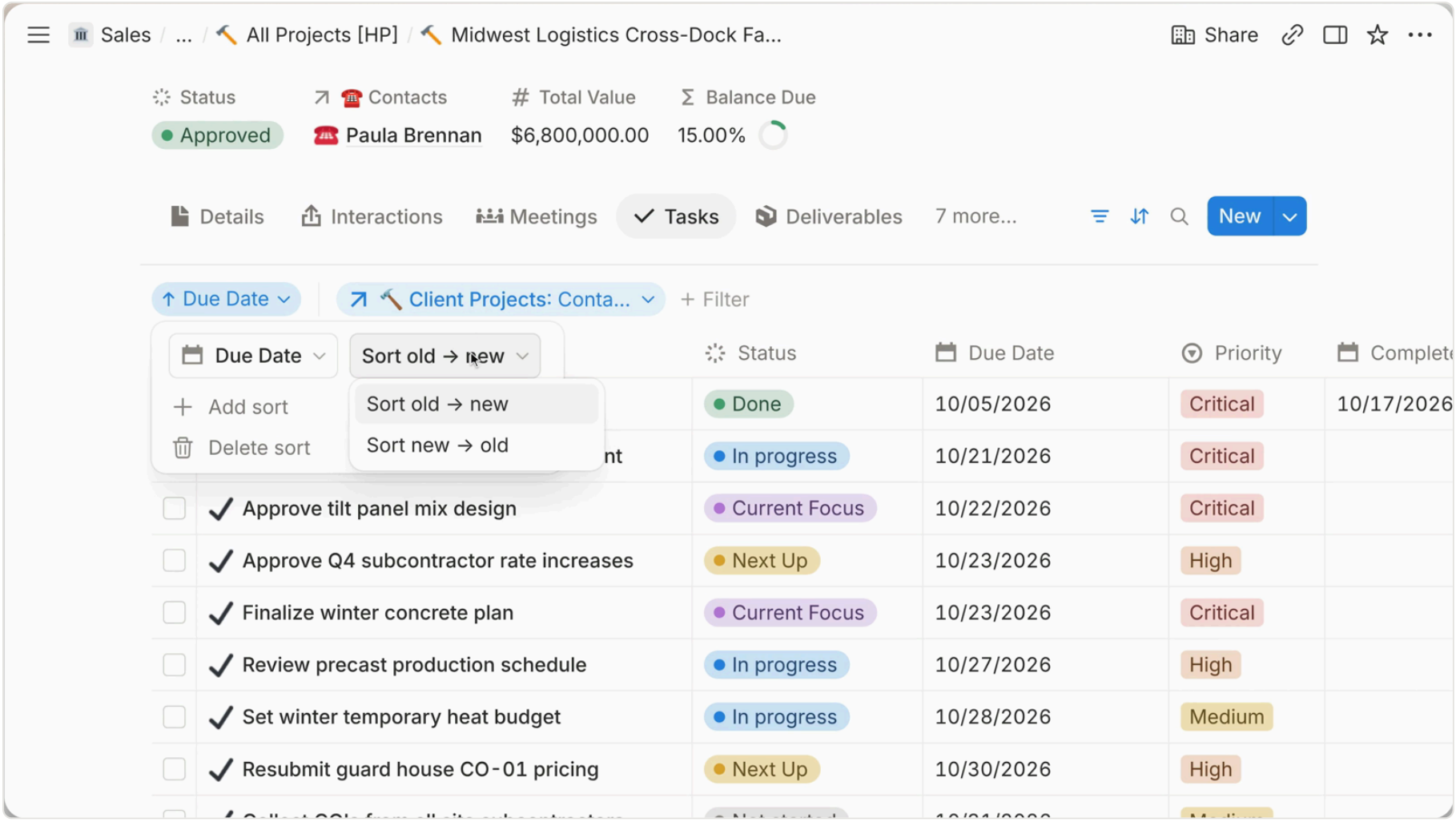
They sit next to the funnel. This view is already sorted by Due Date, oldest first.



Step 2 of 3

Click the sort direction

Each sort has a property and a direction.



Step 3 of 3

Choose new to old

The latest due dates move to the top. Add sort lets you sort by a second property too.

