Randy Dean's Quick Tips for Gmail & Google

1. **In Chrome Browser settings, set up so your Gmail opens automatically and logs you in.** And this will help automate the very next step for you …

2. **Use "Shortcuts for Google" app from Chrome Store to Set Up Productivity Suite:** Select apps for Gmail, Google Calendar, Contacts, Tasks, Keep, and Drive. Push button start up for the day. Can also add Search, Translate, Maps, Store, YouTube, more!

3. **E-mail Decision Tree:** Quick ones now, longer ones: task or calendar, then file or delete!

4. **Use the "More" button in open e-mail to convert e-mails into task and calendar items:** Simply click on "More" and then "Add to Tasks" or "Create Event"

5. **Mouse over the Sender's address to add to Google Contacts:** With an open e-mail, simply mouse over the sender's address – pop up window will let you add to Contacts

6. **Use Canned Responses as an "Auto-E-mail-Tool":** This is in the Settings under Labs. Enable Canned Responses, and then you can create automated responses to FAQs

7. **You could also add your automated responses to Google Keep:** Once you save a note in Keep, when open, lower right corner, you have options to share, including by e-mail

8. **Get Notices when Your "Most Important Senders" send an email:** First, under Settings, create a filter off that sender's e-mail address and then mark those important – hit save. Then, turn on notifications ONLY for important e-mails under Settings General tab.

9. **Get in Your General Settings Tab.** Set up your automated signature, set up your picture, turn on your "stars", reduce notifications, and learn Keystroke Combos.

10. **SPAM?** Select checkbox next to likely spam messages coming into your Gmail inbox, and then use the "Stop Sign" button at the top. Those messages will now go to spam.

11. **Don't start your day in your e-mail!** Instead, start your day for a couple minutes in your calendar, reviewing back a few days, and forward a week or so, then …

12. **Build a smart task list for Today!** … a task list that matches your available time for today and focuses on key projects, priorities, clients, and customers … this is a **5-minute drill!**

13. **Too much going on?** Re-file those tasks that aren't critically urgent/important for today back to Projects/People so your task list fits your day ("effective procrastination"!)

14. **Remember –** favorite task views are "Today", "By Project", "By People", "Completed" – you can use the last one to track what you got done and when you got it done!

15. **Work your day after your inbox is clear with the Task, Task, Task, E-mail strategy!**

16. **Start Your E-mails with Good Subject Lines!** Make sure your subject lines reflect the project, person, client, and/or task they are related to – make it easy for recipient!

17. **Keep Your E-mails Short and Sweet!** Get to the point, but do it nicely! Identify tasks, owners of tasks, and due dates very clearly

18. **E-mail is NOT good for complex, difficult, emotional, or hyper-urgent messages.** Works best: simple info that's easily understood and acted on & not critically urgent.

19. **If that e-mail is urgent, pick up the phone to make sure it was received.** Remember, some e-mails fail, and some people aren't constantly checking their e-mail!
20. **PUTP –** Pick up the phone! EOM – End of message. NRN – No Reply Necessary
21. **Go BIG!** Build a "Priority Note" at least once a year that features your key goals, projects, activities, events, and people. Break it down into subprojects and action items.
22. **Refer to Your Priority Note Every Week:** Incorporate it into your task list and calendar as individual task and calendar items to fit your most important "stuff" in your plans
23. **Try to work the majority of your day from your Calendar and Task list, not your e-mail inbox!** This will help you be more focused, more productive, and less distracted.
24. **Have fun, and always looks for places to get a little better, smarter, faster.**

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Three of my Favorite Gmail Tips:

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A Useful Chrome Add-On: Shortcuts for Google

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Reducing E-mail Distraction in Outlook/Google:

https://youtu.be/K8zSp0RLnUw

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