

7 Gmail tips that will save you 100s of hours & change your life:



1. Undo that email you just sent

Ever had that sinking feeling right after you press send?

Undo it before disaster strikes:

- Setting icon (top right)
- Settings > General
- Toggle on 'undo send'
- Choose 30 secs

Next time you send an email the 'undo' button will appear.

2. Send your email later

Want to make it look like you're at your desk at 0800?

Now you can do exactly that:

- Click the down arrow next to 'Send'
- Choose 'Schedule Send'
- Pick the date + time you want

Sit back + relax.

3. Prep your replies

Sick of typing out the same replies again + again?

You don't have to.

- Enable first in Settings > Advanced > Enable templates
- Draft your email
- Click the 3 dots
- Save as template

Next time, use that template to save yourself time.

4. Search for messages

Need to find an old message?

The search function makes this easy.

Type into the search box:

- from:x or to:x for the person
- after:x or before:x for the date
- size:x for large emails
- has:attachment

Combine the terms to fine tune your search.

5. Ignore those annoying conversations

In an email thread where everyone keeps using 'reply all'?

Mute it to stop it distracting you:

- Open the email
- Click the 3 dots at the top
- Click mute

Future replies will be archived (but you can still find them if needed).

6. Use shortcuts

Instead of moving around your desktop, save yourself time by using keyboard shortcuts.

Add a cc, format text, insert links + more.

- Settings
- All settings > General
- Keyboard shortcuts - on

Learn your favourite shortcuts.

7. Snooze an email

Have an email that you don't need to deal with now?

Set a reminder for later:

- Click on the clock icon on the right
- Choose how long you want to snooze the email

It'll appear back in your inbox on that date.

