

# **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.

