

Getting things done

with Gmail

Why get things done?

- Based on lessons learned when dealing with hundreds of incoming messages.
- In a daily or weekly session go through a batch of incoming messages.
 - No ongoing distractions.
 - No anxiety over missed emails.
 - A rapid pace makes process *satisfying*.

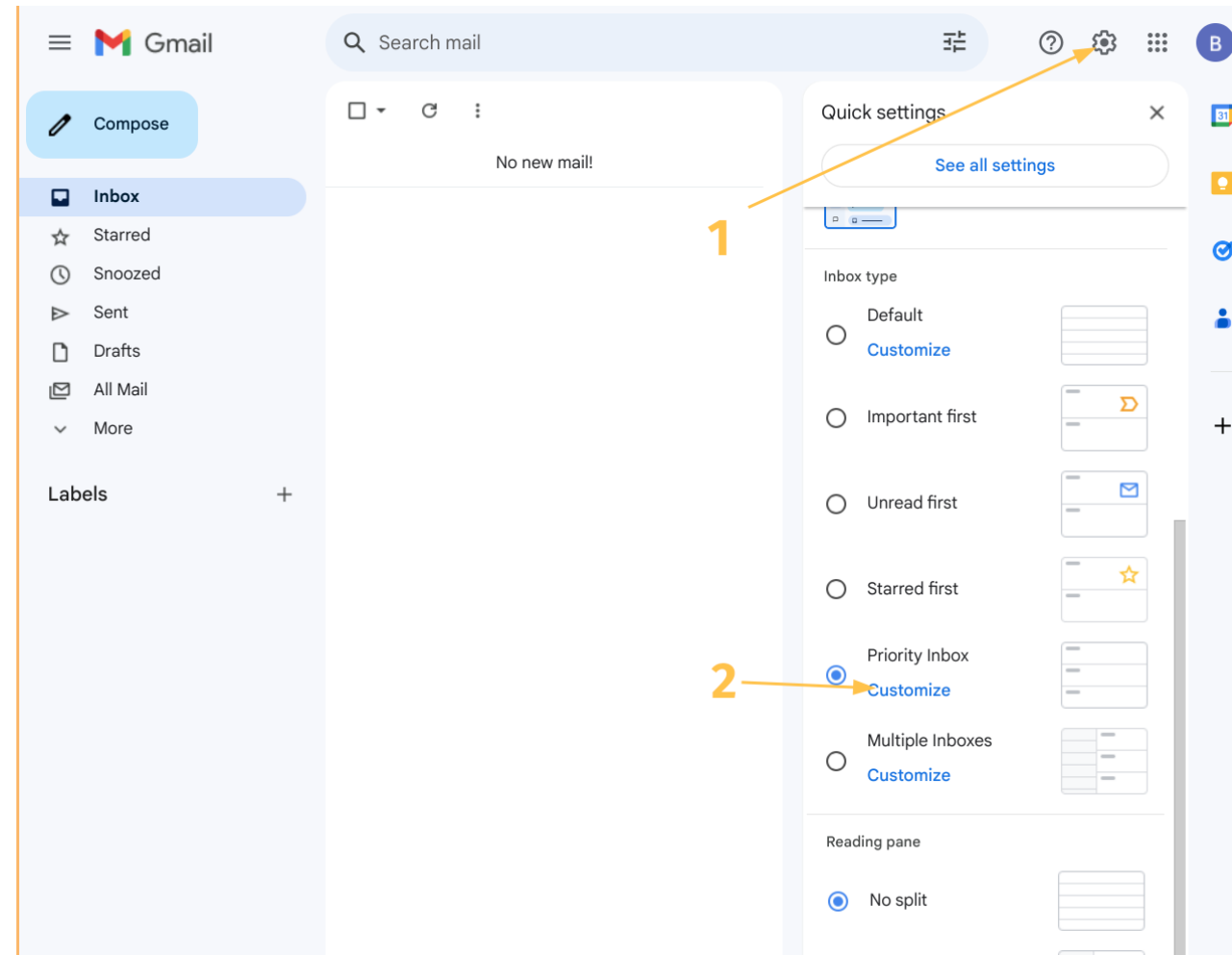
The workflow

Go through emails one by one. Ideally: **touch each email exactly once** and decide its fate:

1. Is it actionable?
 - **No**: Categorize and archive it.
2. Is it a single 2-minute action?
 - **Yes**: Do it now!
3. Is this a task for you?
 - **Yes**: Move to Todo.
 - **No**: Delegate and snooze.

My Setup

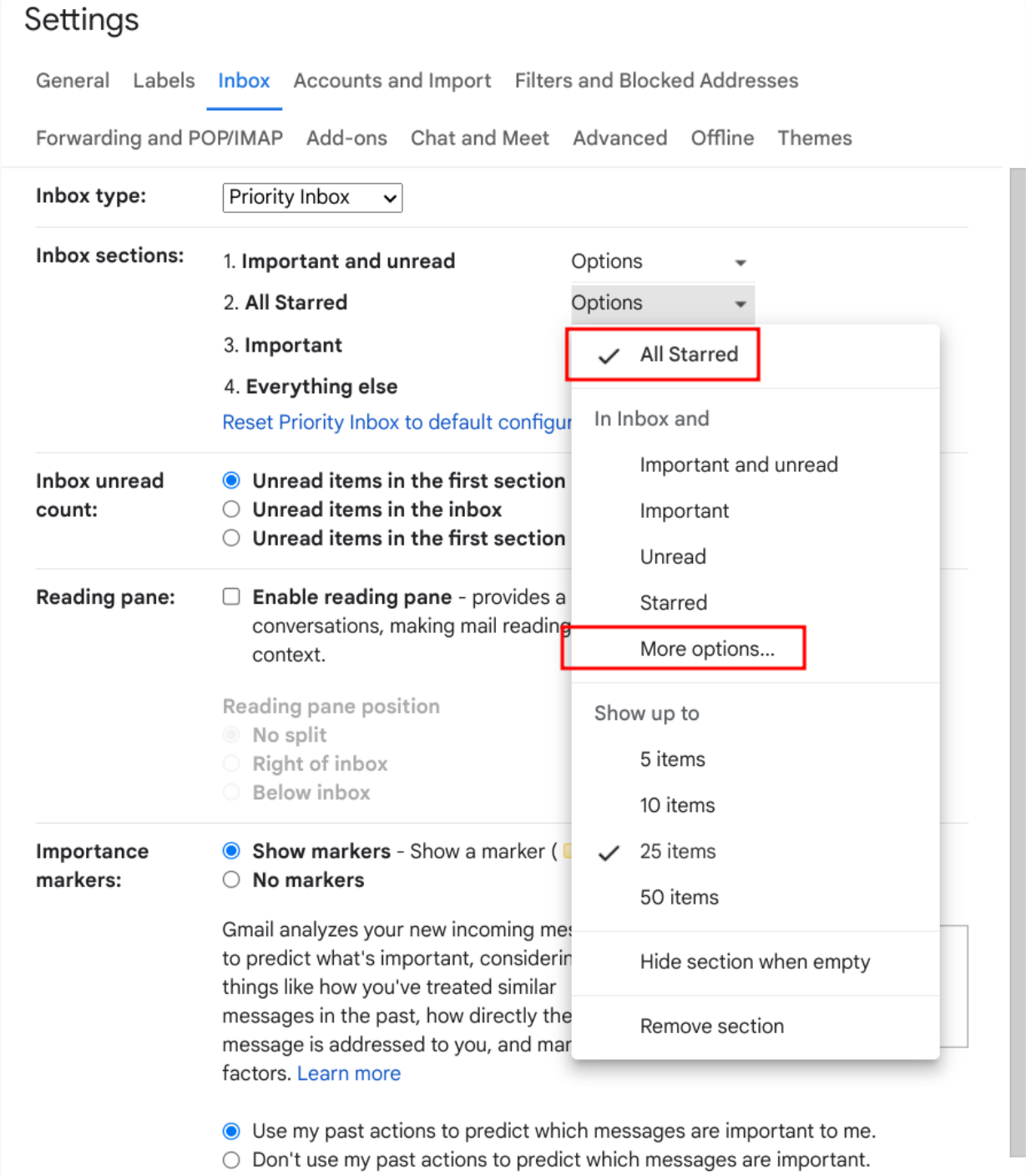
1. Open the settings panel.
2. Select **Priority Inbox**.
3. Open **Customize**.

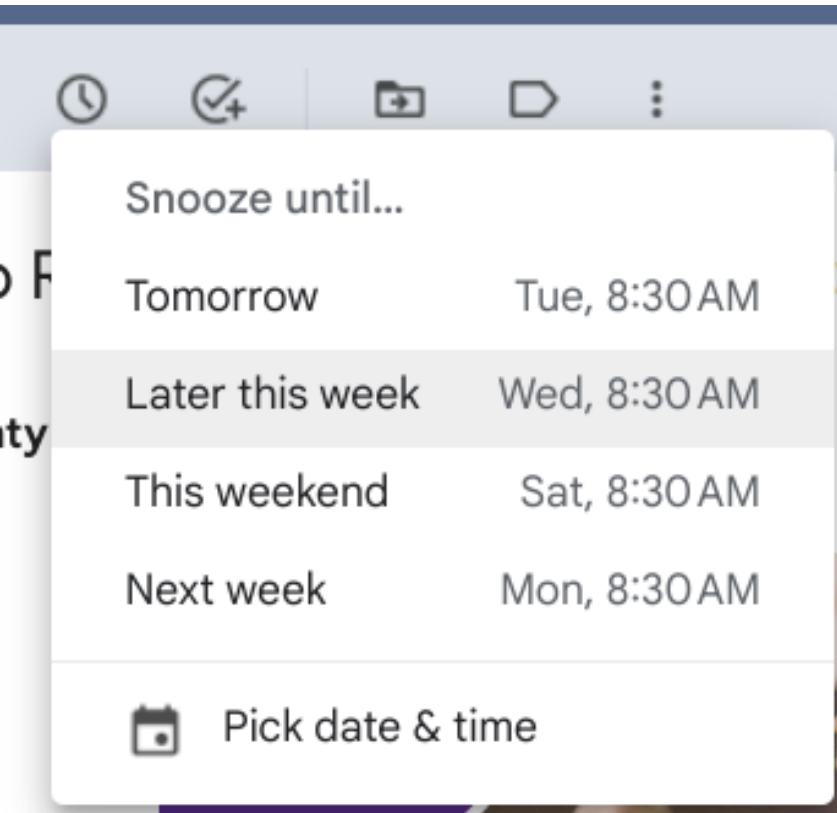


Inbox sections

I use the following 4 sections:

- 1. Important and unread
- 2. **All Starred**
 - Including archived items.
 - Look for it in *More options...*
- 3. Important
- 4. Everything else





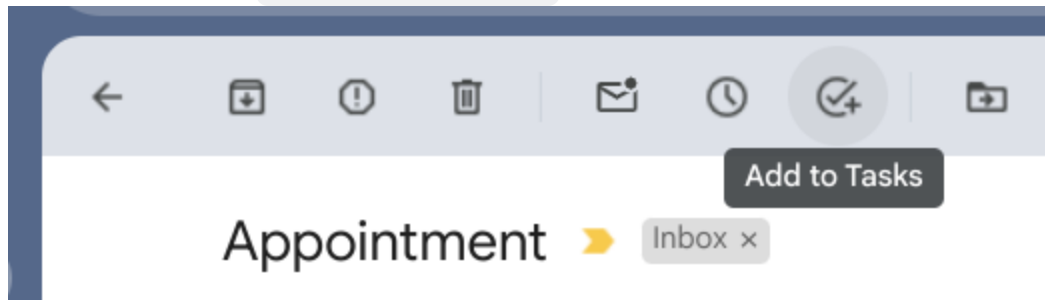
Snooze

Shortcut: **b**

When you're waiting for someone to get back to you, snooze it.

Todo

Shortcut: `Shift + t`



Tasks that need planning or more time go to the Todo list and the email gets archived.

The task will link back to the email.

