

# 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*.

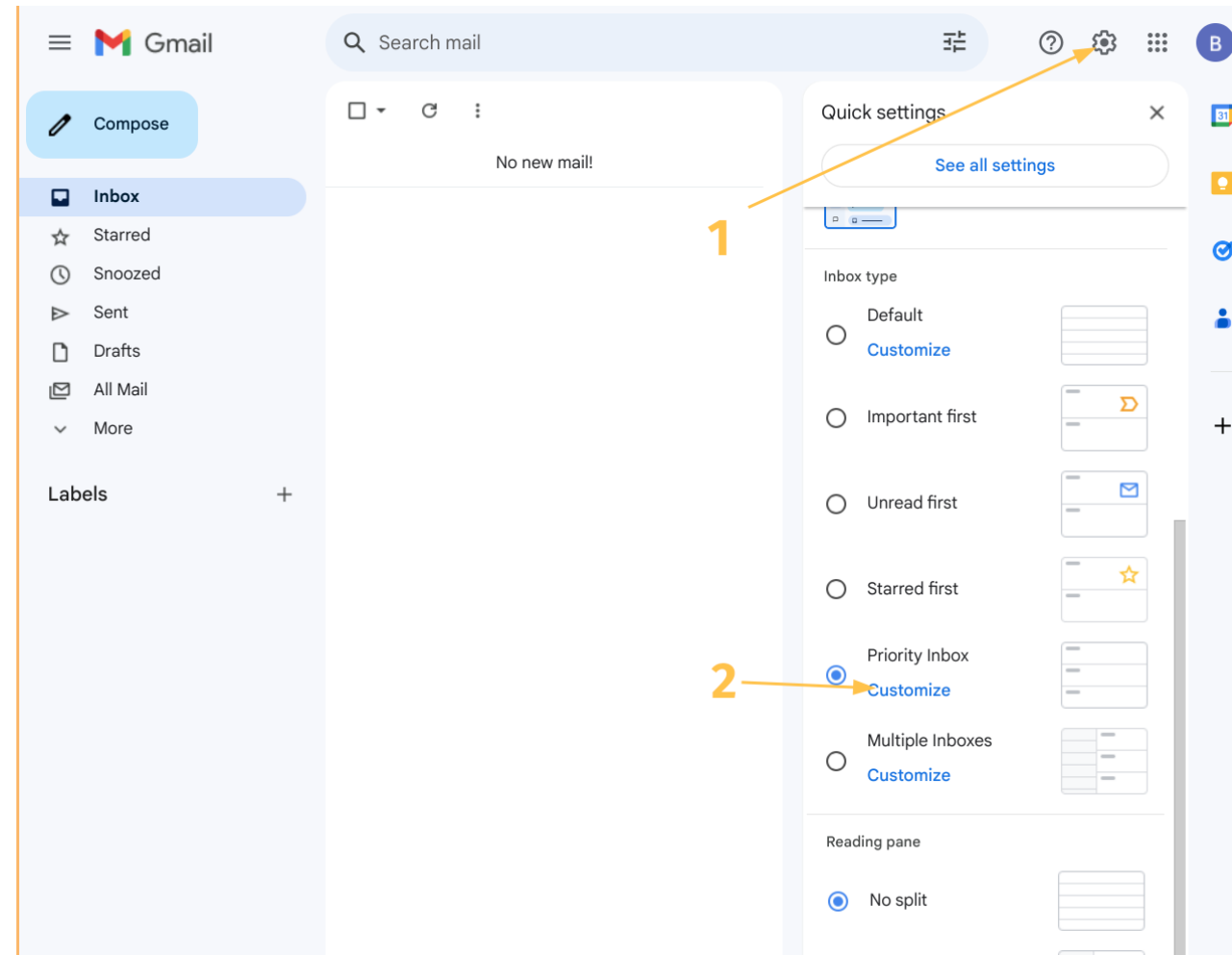
# The workflow

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

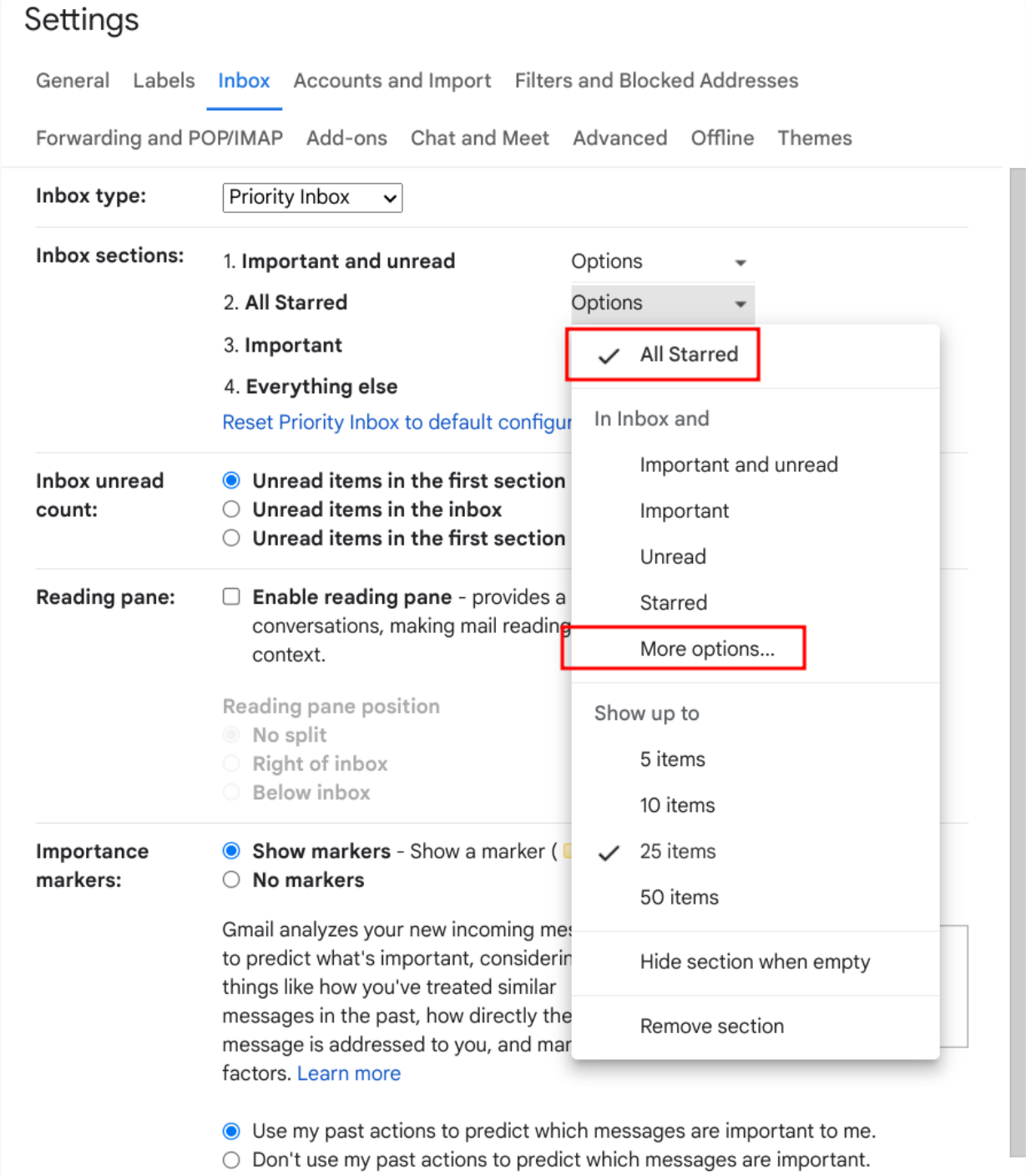
1. Open the settings panel.
2. Select **Priority Inbox**.
3. Open **Customize**.

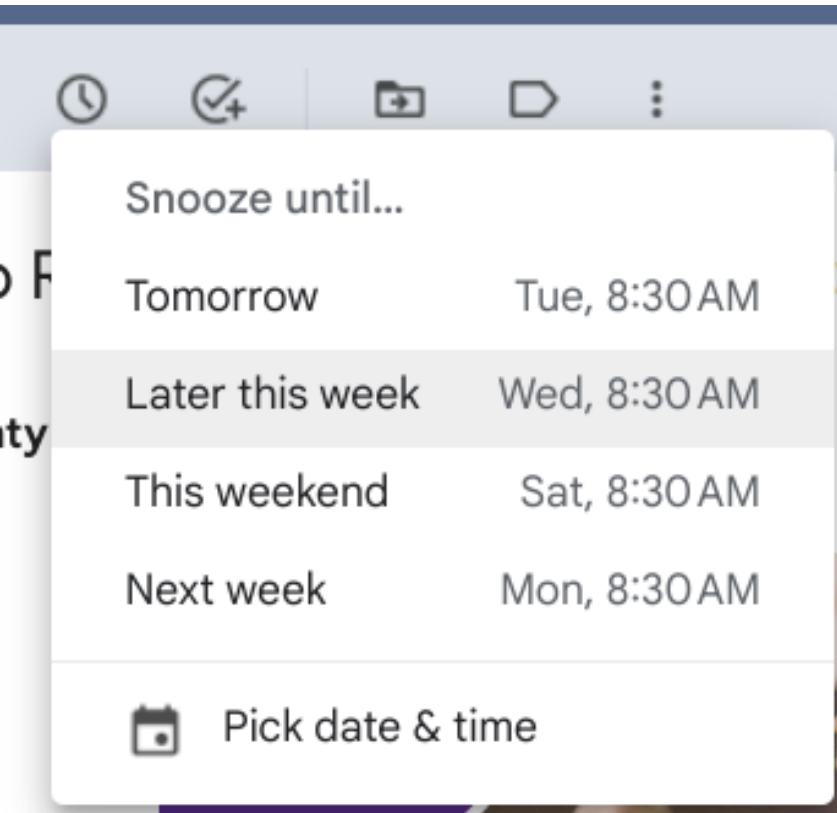


# Inbox sections

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





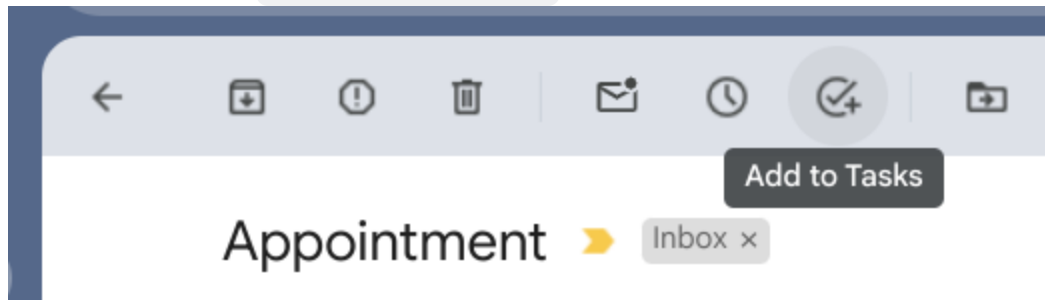
## Snooze

Shortcut: **b**

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

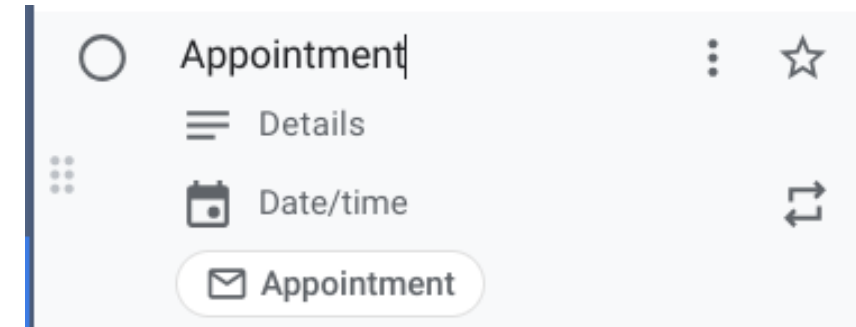
# Todo

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.



# Speed up

Increase your pace by using keyboard shortcuts. You may need to enable shortcuts in settings first.

- **j / k** - Go to next/previous conversation
- **u** - Go to list of conversations
- **e** - Archive
- **s** - Star
- **b** - Snooze
- **Shift + t** - Create a Task
- **z** - Undo last action
- **?** - See all shortcuts