Getting things done

with Gmail

These slides: https://bttk.github.io/gtd

Source code: https://github.com/bttk/gtd

Why get things done?

- Based on lessons learned when deailng 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.

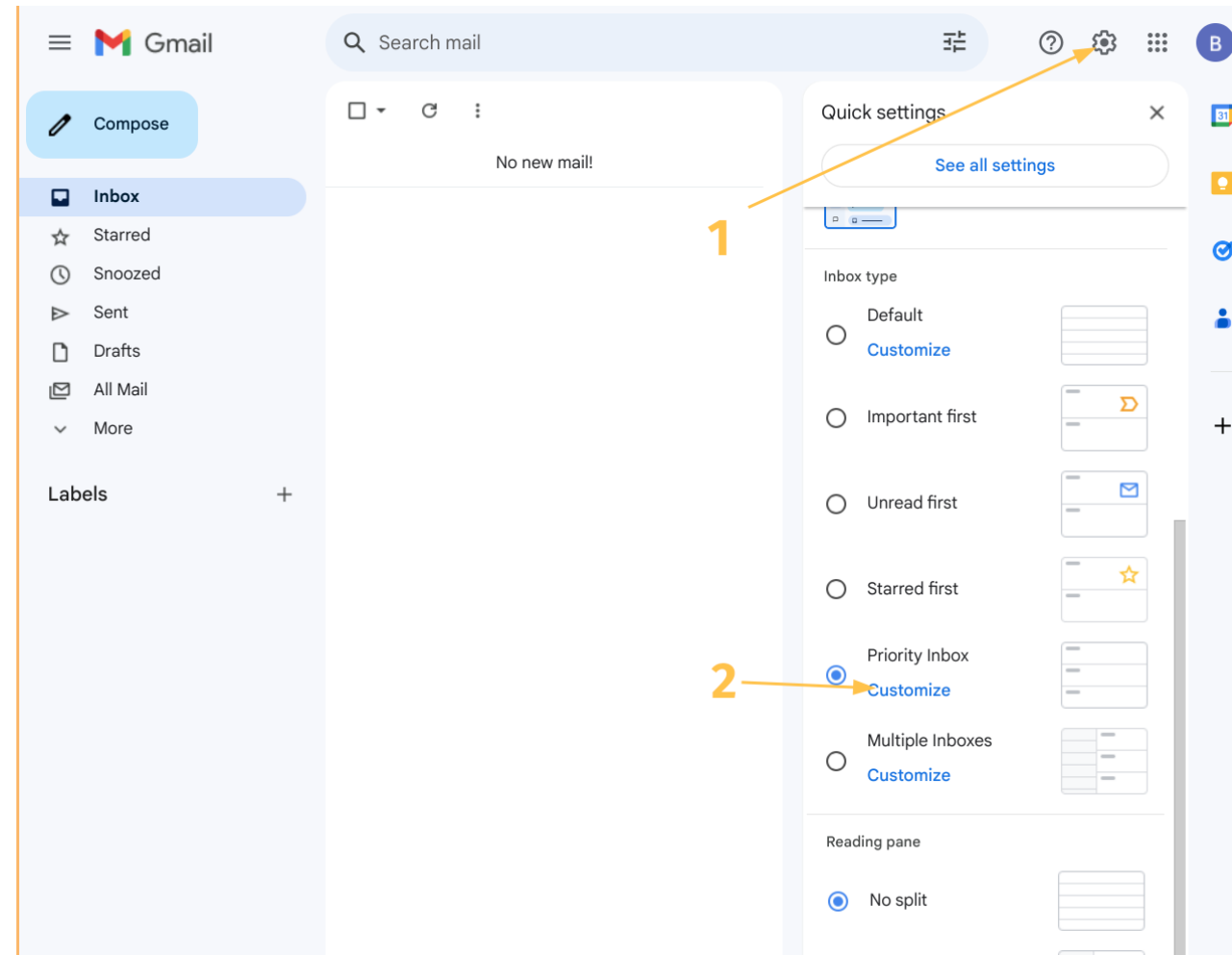 - A rapid pace makes process *satisfying*.

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.
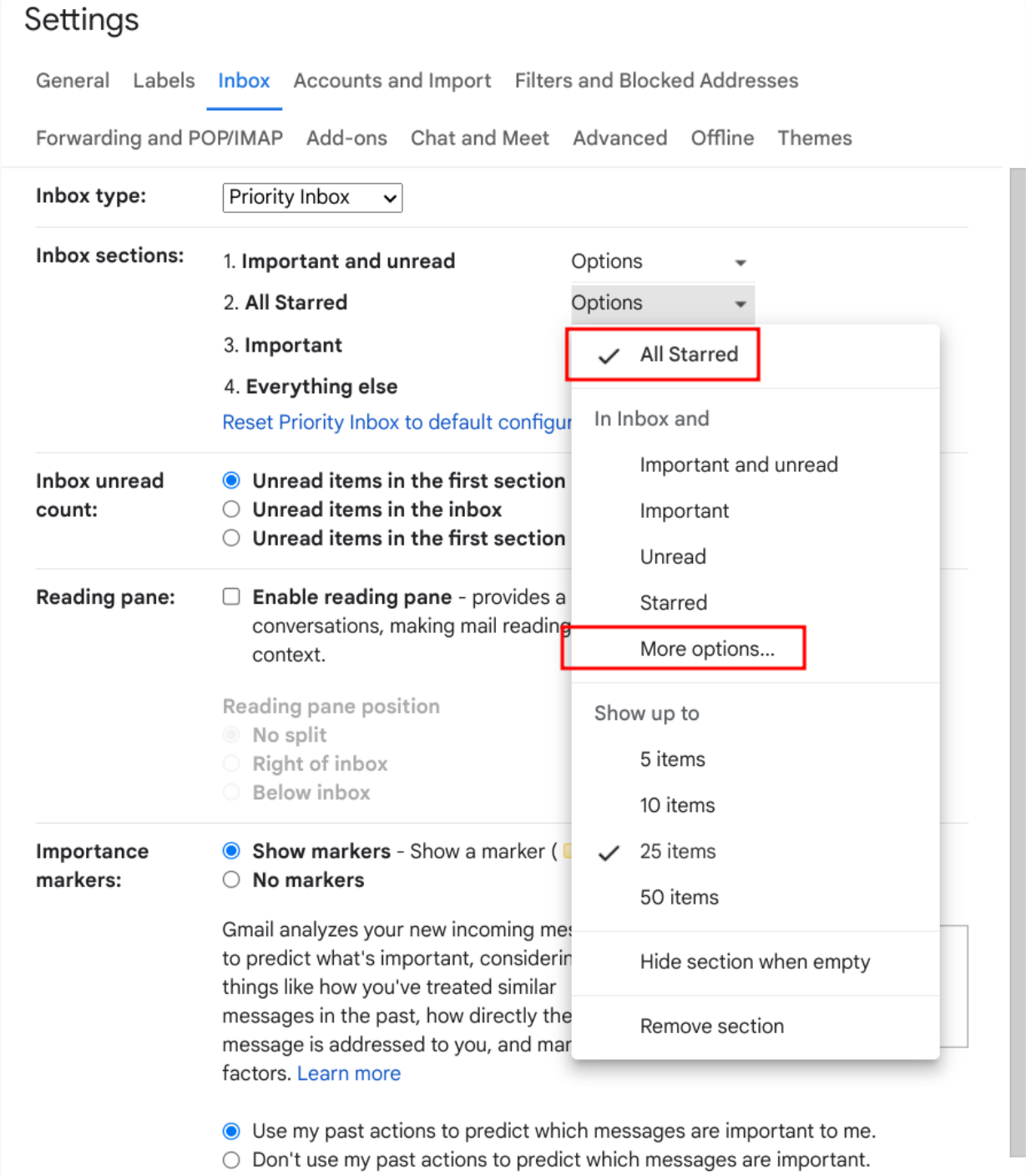
    - **No**: Delegate and snooze.

My Setup

1. Open the settings panel.

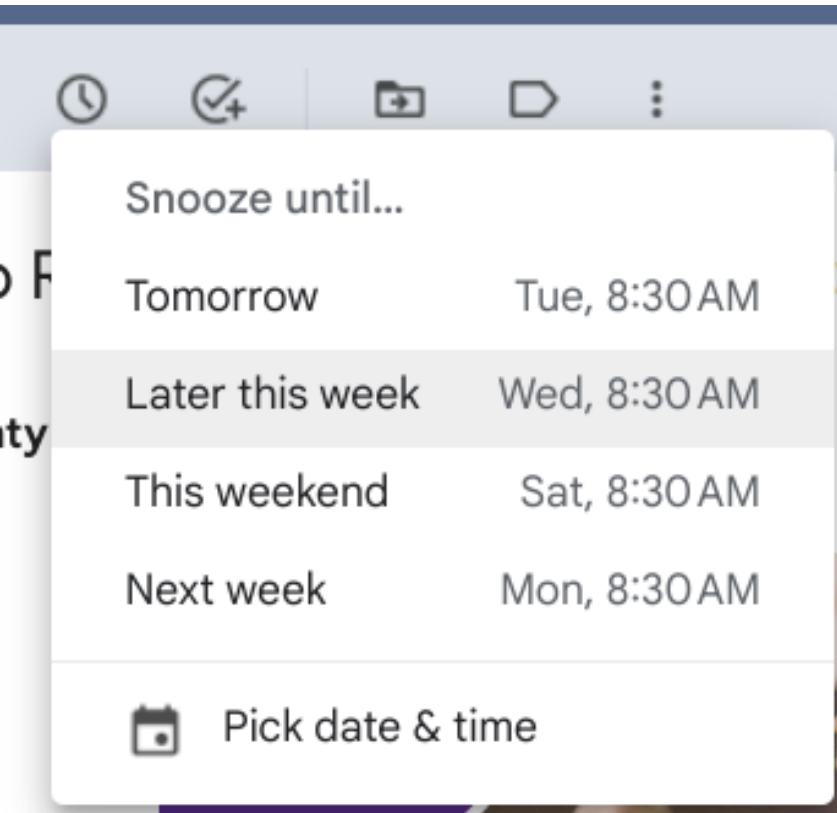2. Select **Priority Inbox**.

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...*

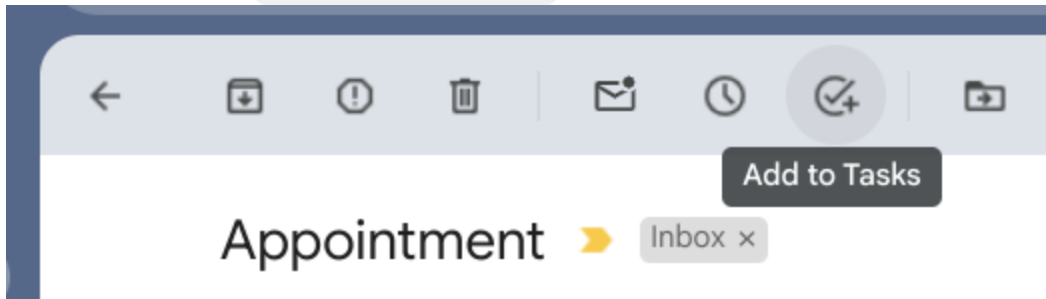3. Important

4. Everything else

Snooze

Shortcut: b

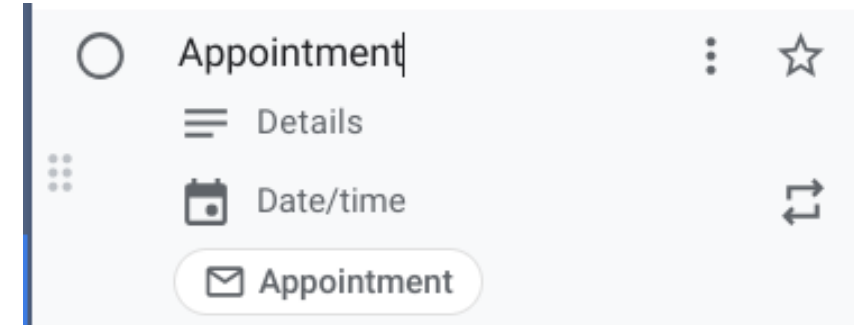When you're waiting for someone to get back to you, snooze it.

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