

American Bus Association

Hot Tips for Gmail/Google Workspace Users

Presented by Randy Dean, MBA

The E-mail Sanity Expert®

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Key Strategies Shared:

- SCREEN TOOLS and LAYOUT in Gmail
 - The four side buttons: Google Calendar, Keep, Tasks, and Contacts
 - The “Pop Widget” to expand Calendar, Keep, and Contacts to full screen tabs
 - The Google “Rubik” to launch/open other Google Tools/Apps
 - Accessing the Chrome Web Store to find apps for your Chrome browser
 - The Shortcuts for Google browser add on – how to add, customize
 - The ability to “drag” open tabs to a second screen
 - Opening Settings in Gmail – Quick Settings and “See All Settings”
- CONVERTING E-MAILS TO TASK, CALENDAR, CONTACTS w/ DRAG & DROP
 - For e-mail – select Google Tasks as side tab in Gmail, then Left click on e-mail in inbox, hold the click, drag to task – then open and edit task as needed
 - For calendar – open the e-mail, select the ellipses on top (“the three dots”), select “Create Event” – showed how to easily convert to meeting also
 - For contact – “hover” over the name either in e-mail list or open e-mail. If already in Contacts, will show info and option to edit. If not, gives option to add.
- GOOGLE CALENDAR VIEWS AND OPTIONS
 - View options button top right – day, week, month, schedule, 4 days, “Today” button
 - Click and drag over to see special views (two-week view)
 - Dragging full calendar to second monitor for E-mail + Task on one screen and Calendar on next – full view of your day, plans, and e-mails
 - Going into your Chrome browser settings and changing “On Startup” – copy and paste URL for your Calendar so Chrome opens to your Google Calendar on start up
- VIDEOS AVAILABLE FOR DEEPER STUDY ON MY YOU TUBE CHANNEL
 - Using Google Tasks: <https://youtu.be/qVuiVznLpXw>
 - Tips for Google Keep: <https://youtu.be/oQAqrWZFkjY>
 - My Full YouTube “Viewers Guide”:
http://www.randalldean.com/YouTube_Guide_Timelyman.pdf

- **GMAIL SETTINGS:**

- Setting up Filters for Important Messages/Deleting Junk & Spam
- Changing notifications to “Important Mail Only” in General Tab
- Setting up Multiple Signatures (New e-mail and for replies/forwards) in General Tab
- Where to find/set up Out of Office autoreply (under Signatures in General Tab)
- Taking advantage of the Gmail “Keyboard Shortcuts” (suggestion to print and practice from shortcuts list)
- Setting up and using Templates in the Advanced Tab in Settings to create “automated message templates” – using the ellipses (“three dots”) lower right screen on Compose screen for e-mail

*For reference, once again, here is the link to my **YouTube Channel “Viewer’s Guide”** where you can do much deeper self-study on many of these tips and more!*

https://randalldean.com/wp-content/uploads/2022/01/YouTube_Guide_Timelyman.pdf

Enjoy! Hope to see you at a future ABA event or webinar!



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See a full listing of Randy's most popular programs here:

http://www.randalldean.com/Randy_Dean_Popular_Program_Descriptions_BF_2021.pdf

LinkedIn: <http://www.linkedin.com/in/randydean> * **YouTube:** <https://www.youtube.com/c/RandyDeantimelyman>

Randy Dean's Quick Tips for Gmail & Google

- 1. In Chrome Browser settings, set up so your Gmail opens automatically and logs you in.**
And this will help automate the very next step for you ...
- 2. Use “Shortcuts for Google” app from Chrome Store to Set Up Productivity Suite:**
Select apps for Gmail, Google Calendar, Contacts, Tasks, Keep, and Drive. Push button start up for the day. Can also add Search, Translate, Maps, Store, YouTube, more!
- 3. E-mail Decision Tree:** Quick ones now, longer ones: task or calendar, then file or delete!
- 4. Use the “More” button in open e-mail to convert e-mails into task and calendar items:**
Simply click on “More” and then “Add to Tasks” or “Create Event”
- 5. Mouse over the Sender’s address to add to Google Contacts:** With an open e-mail, simply mouse over the sender’s address – pop up window will let you add to Contacts
- 6. Use Canned Responses as an “Auto-E-mail-Tool”:** This is in the Settings under Labs. Enable Canned Responses, and then you can create automated responses to FAQs
- 7. You could also add your automated responses to Google Keep:** Once you save a note in Keep, when open, lower right corner, you have options to share, including by e-mail
- 8. Get Notices when Your “Most Important Senders” send an email:** First, under Settings, create a filter off that sender’s e-mail address and then mark those important – hit save. Then, turn on notifications ONLY for important e-mails under Settings General tab.
- 9. Get in Your General Settings Tab.** Set up your automated signature, set up your picture, turn on your “stars”, reduce notifications, and learn Keystroke Combos.
- 10.SPAM?** Select checkbox next to likely spam messages coming into your Gmail inbox, and then use the “Stop Sign” button at the top. Those messages will now go to spam.
- 11.Don’t start your day in your e-mail!** Instead, start your day for a couple minutes in your calendar, reviewing back a few days, and forward a week or so, then ...
- 12.Build a smart task list for Today!** ... a task list that matches your available time for today and focuses on key projects, priorities, clients, and customers ... this is a **5-minute drill!**
- 13.Too much going on?** Re-file those tasks that aren’t critically urgent/important for today back to Projects/People so your task list fits your day (“effective procrastination”!)
- 14. Remember** – favorite task views are “Today”, “By Project”, “By People”, “Completed” – you can use the last one to track what you got done and when you got it done!
- 15. Work your day after your inbox is clear with the Task, Task, Task, E-mail strategy!**
- 16. Start Your E-mails with Good Subject Lines!** Make sure your subject lines reflect the project, person, client, and/or task they are related to – make it easy for recipient!
- 17. Keep Your E-mails Short and Sweet!** Get to the point, but do it nicely! Identify tasks, owners of tasks, and due dates very clearly
- 18. E-mail is NOT good for complex, difficult, emotional, or hyper-urgent messages.**
Works best: simple info that’s easily understood and acted on & not critically urgent.

19. **If that e-mail is urgent, pick up the phone to make sure it was received.** Remember, some e-mails fail, and some people aren't constantly checking their e-mail!
20. **PUTP** – Pick up the phone! **EOM** – End of message. **NRN** – No Reply Necessary
21. **Go BIG!** Build a “Priority Note” at least once a year that features your key goals, projects, activities, events, and people. Break it down into subprojects and action items.
22. **Refer to Your Priority Note Every Week:** Incorporate it into your task list and calendar as individual task and calendar items to fit your most important “stuff” in your plans
23. **Try to work the majority of your day from your Calendar and Task list, not your e-mail inbox!** This will help you be more focused, more productive, and less distracted.
24. **Have fun, and always look for places to get a little better, smarter, faster.**

**Visit my YouTube Channel for Short Tutorial Videos on
Gmail, Google, Outlook, and More
(Consider Subscribing!)**

<https://www.youtube.com/user/janarandydean>

Three of my Favorite Gmail Tips:

<https://youtu.be/5Y4cxK4ap-Y>

A Useful Chrome Add-On: Shortcuts for Google

<https://youtu.be/TPc-sOmwel8>

Reducing E-mail Distraction in Outlook/Google:

<https://youtu.be/K8zSp0RLnUw>

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Get access to full-length training programs (for a fee) on my website. Click on the e-learning tab for more info.



The E-mail Sanity Expert's[®] YouTube Viewing Guide



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Use this guide to view and learn from my favorite YouTube productivity videos for my course attendees and followers.

Outlook Videos:

Converting e-mails to task, calendar, contacts: <https://youtu.be/YMhkNcBt9k4>

Signatures, Drafts & Quick Parts: Automate! <https://youtu.be/zOOGIXMt7xq>

Get to Your Folders Faster in Outlook, Windows, and Even Gmail: <https://youtu.be/Fujr1B21pHI>

My Favorite "Right-Click" E-mail Options: <https://youtu.be/BJaNieVToww>

My Favorite Outlook Calendar Views/Hacks/Tips: <https://youtu.be/EF5WEALORvc>

My Favorite Task View in Outlook: Today's Tasks https://youtu.be/Vbqtd_NQ9FA

Three Other Outlook Task Views I Use: <https://youtu.be/j1eX4t91OAw>

New Changes in Outlook Search: <https://youtu.be/DYcDToF781M>

How to Use Categories in Outlook: https://youtu.be/sV4pjjLZI_k

Gmail/Google Videos:

Converting Gmails into G Task, Calendar, & Contacts: <https://youtu.be/KtaeEzbWZh8>

Gmail Templates to Automate Message Responses: <https://youtu.be/i9NtJFdHKrg>

Gmail Tips: 3 Favorites: <https://youtu.be/5Y4cxK4ap-Y>

A New Change to Gmail Settings: <https://youtu.be/Dpb2XslcxR0>

Google Tasks: A Deeper Dive for Higher Usage: <https://youtu.be/qVuiVznLpXw>

How I use Google Keep for Note Management: <https://youtu.be/oQAqrWZFKjY>

A Useful Chrome Add-on: Google Shortcuts: <https://youtu.be/TPc-sOmwel8>

E-mail Strategy/Tip Videos/Vlogs:

BRAND NEW: 60-min Taming E-mail Interview: <https://youtu.be/leeXwkRyFTO>

How we manage e-mail/projects/tasks "backwards": <https://youtu.be/THtjMGAV9ko>

Three philosophies for e-mail folder design: <https://youtu.be/ErAw1ZUYXS4>

Cleaning up a MESSY inbox! <https://youtu.be/yEyxLPSq6q8>

Using "Delayed Send" in Outlook/Gmail: <https://youtu.be/3YT-caFXNwM>

The Compelling Case for Shorter E-mails: <https://youtu.be/vRYYkJQKbsA>

Creating a Group Distribution List – Outlook & Gmail: <https://youtu.be/duhaxwGt96A>

Dark side of "Unsubscribe": could make spam worse! https://youtu.be/9Co_jWsqCuk

Continued on next page ...

OneNote, OneDrive, Microsoft Teams, Office Lens (NEW!)

My Favorite OneNote Tips and Strategies: <https://youtu.be/m4OwLOGPYag>

OneDrive, OneDrive Live, and Office Lens: <https://youtu.be/M2Avj7AU-1A>

Using Blur & Backgrounds in MS Teams: <https://youtu.be/i343kzsvlbk>

Setting up New Teams & Channels in Teams: https://youtu.be/JwtkO7_fgMQ

Zoom & GoToMeeting/Webinar Tips

Top GoToMeeting/GoToWebinar tips: <https://youtu.be/-Psr4ObS7Vc>

Favorite Zoom Videoconferencing Tips: <https://youtu.be/UBAzKSxG5e0>

Using Blank Wall as Zoom Green Screen: <https://youtu.be/69ZqRsM7YXk>

Zoom White Board/Interactive Brainstorm: <https://youtu.be/rkNqVCQ6N9Q>

Other Strategy/Tip Videos/Vlogs:

Super Simple Tip for Reducing Start-of-Day Distraction (by adjusting settings in Outlook & Google/Gmail): <https://youtu.be/oCsDDIQodD4>

Office/Desk Clutter Clean-up Recommended Process: <https://youtu.be/ez-v5nLB9Q>

Two Suggested Meetings to Make Your Teams and Meetings Both Work Better!

<https://youtu.be/zyGZBto7LMs>

Adjusting Windows Settings for "Tired Eyes": <https://youtu.be/wssqb1HGp6I>

Smart Phone Favorite Reference Apps: <https://youtu.be/argXROFkt-E>

Value of Prep, Post, and Planning Lists: <https://youtu.be/u1mzK7YfeKc>

Just for Fun:

Five Minutes of Random Tech Tips: <https://youtu.be/ES1cw4KGpv4>

Yellowstone National Park: My Personal Top Ten (This is actually my most viewed video on my channel!): <https://youtu.be/0K2W7ryn3C0>

My 14 Minute Demo Video: Live Showcase Event: <https://youtu.be/Csu1qjNRedI>

Four Beach Trip "Life Hacks" (this was fun): https://youtu.be/-ZE_2RlrRfl

More?

Yes, I'll be making a LOT more videos in coming years. I'm planning to add more videos on 365 tools & tips, Google Suite tools, more Vlogs (video blog posts), as well as redoing some of my more popular but older tech videos for Outlook and Gmail.

If you would like to get first access to these videos when they are posted, you have three easy options:

1. [Subscribe to my channel!](#) (Use the link and hit Subscribe. Recommend you also turn on the Notification bell to know when new videos get posted.)
2. [Support me on Patreon](#) (Special bonuses, content, and offers for my supporters!)
3. [Link up on LinkedIn:](#) I post my new e-news and videos to LinkedIn regularly.
4. Join my free monthly E-news: [Click this link to send me an e-mail](#) – put "Subscribe" in the subject line – you'll get one tip, one app, and one "life hack" per month!

Learn about my new "microlearning" video tips on next page ...

FEATURED VIDEOS:

Your Computer Clipboard:
Changing settings to use multiple items at once:

<https://youtu.be/cUkaF6MMgJw>

Brand New Video:
Five Key Reasons for a Messy Inbox (and My Recommended Solutions!)

<https://youtu.be/Vut5ZLLqwAo>



Remember, I also have an [e-Learning Channel](#) with full-length training programs for a fee. If you want to build deep expertise, I recommend you look at the options available [here](#).

Special Pricing Now due to Coronavirus!

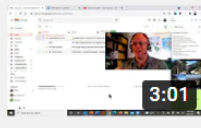
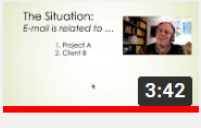
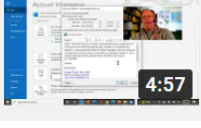

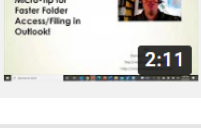
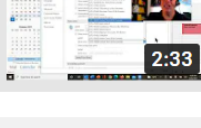
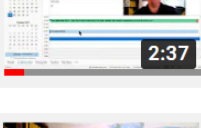

Or, review my [subscription options and bonuses for supporters through my Patreon.com account](#).

SOMETHING NEW!

“Microlearning” Videos

“Microlearning” is a concept in training that due to today’s “challenged” attention spans, working adults have a hard time focusing on full-length training programs. Instead, they might do better with MUCH shorter training tips that they are exposed to more frequently, but that only provide one or two tips per lesson. As such, I’m now creating a series of microlearning videos that will be posted on my YouTube channel but also added as additional bonus content to my full length, multi-part video-based e-learning programs on my e-Learning Academy: <https://randy-deans-e-learning-academy.thinkific.com/>

Note that all of these components (videos below, full-length video training, my other YouTube video lessons on the previous pages, and related PDF handouts files and bonus files) could be added to your organization’s LMS or promoted as bonus content following a live in-person or webinar session (creating a “blended learning” experience for your team/members/attendees.)

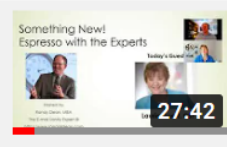
	Microlearning New Email to Person in Inbox Using Quick Contact Info in both Outlook and Gmail Randy Dean
	Microlearning Video: "Code wording" E-mail Subject Lines Before Filing in Outlook for Better Search Randy Dean
	A New Microlearning Video: Setting Up and Using Out of Office Autoreply in Microsoft Outlook Randy Dean
	Next Microlearning Video: Setting up Gmail Out of Office Autoreply Randy Dean
	Micro Tip: Get to Your Outlook E-mail Folders Faster! (When you have opened way too many!) Randy Dean
	Microlearning Tip (2 Min) Outlook Calendar -- How to Show Multiple Time Zones on Calendar View Randy Dean
	Microsoft Outlook Calendar Microlearning Video: Setting "Always on" Default Reminders for New Items Randy Dean
	Microlearning Video: Outlook Calendar Changing Time Slot Views (with a special "wigglybutt" guest) Randy Dean

[This is just a sampling of the microlearning videos already created. Click here to see the full playlist on YouTube](#)

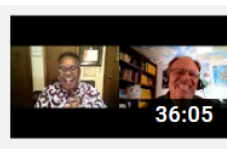
SOMETHING ELSE NEW!

“Espresso with the Experts”

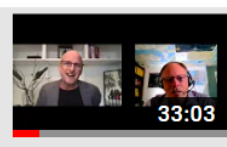
I have been a professional speaker and trainer now for 17+ years. In that time, I've met other speakers, experts, and authors that also have outstanding content and delivery. This year, I decided to showcase some of these wonderful resources in a new podcast series, “Espresso with the Experts”. *NOTE: If you know of someone that would make a great guest on my series, please [send me an e-mail](#) so I can learn a bit more about them.*



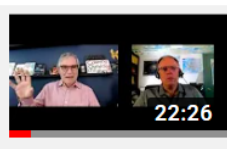
A New Feature Podcast: Espresso with the Experts featuring Laurie Guest CSP -- Customer Service Guru
Randy Dean



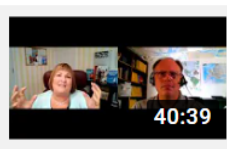
Bernadette Johnson Espresso with Experts: Leaders Make a Difference by BEing the Difference
Randy Dean



John Kennedy Espresso w/ The Experts: "If Better is Possible, Good Isn't Enough."
Randy Dean



Jeff Tobe Espresso w Experts: "Coloring Outside the Lines" from Cust. Service to Customer Experience
Randy Dean



Dr. Sherene McHenry: The People IQ Expert(R) -- Espresso with Experts Podcast w/ Randy Dean
Randy Dean

I will continue adding more expert interviews over time. [Bookmark the playlist here on my YouTube channel](#) to see more interviews as they are posted.

You could also [join me on LinkedIn](#) to get notifications when I post these and other new videos as well as my monthly e-newsletter, Timely Tips. (You can also subscribe by sending me an e-mail at randy@randalldean.com and putting “Subscribe” in the subject line.)

Finally, this will be a free course on my [e-Learning Academy](#) so I can make the knowledge of these experts something my clients, course attendees, and viewers can continue to benefit from in the future.