

Twitter Thread by [Blake Burge](#) ■



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Gmail has 1.8 billion users.

But most of them don't know how to use it effectively.

Here are 8 ways to double your Gmail productivity today: ■

1/ Mute Conversations:

We've all been there.

Copied on an email chain with several other people, on a topic that's somewhere south of relevant to you.

No worries. Just mute the conversation.



- Select the message
- Click the 3 dot icon above
- Select "mute"



If you're part of an email conversation that's no longer relevant to you, mute the conversation.

Muting keeps future responses to that thread out of your inbox so you can focus on important messages.

Mute a conversation

1. In [Gmail](#) , select the conversation you want to mute.
2. Click More  and select Mute.
3. After you mute a conversation, it's removed from your inbox and archived. You can still see the conversation in All Mail with a Muted label applied.

2/ Look like you're working (when you're not)


Gmail offers scheduling... Who knew?

No need to be physically sitting at your desk, or hammering out emails on your phone after hours.

- Compose your message
- Click the dropdown next to "send"
- Click "schedule send"



The image shows three panels of instructions for scheduling emails in Gmail. The top panel is for 'Computer', the middle-left for 'iPhone & iPad', and the middle-right for 'Android'. Each panel lists five steps and includes a note that you can have up to 100 scheduled emails.

Computer Android iPhone & iPad

1. On your computer, go to [Gmail](#) .
2. At the top left, click **Compose**.
3. Create your email.
4. At the bottom left next to "Send," click the dropdown arrow ▾
5. Click **Schedule send**.



Note: You can have up to 100 scheduled emails.

Computer Android **iPhone & iPad**

1. On your iPhone or iPad, open the Gmail app .
2. At the bottom right, tap **Compose** .
3. Create your email.
4. At the top right, tap **More** ⋮.
5. Tap **Schedule send** > select an option.

Note: You can have up to 100 scheduled emails.

Computer **Android** iPhone & iPad

1. On your Android phone or tablet, open the Gmail app .
2. At the bottom right, tap **Compose** .
3. Create your email.
4. At the top right, tap **More** ⋮.
5. Tap **Schedule send** > select an option.

Note: You can have up to 100 scheduled emails.

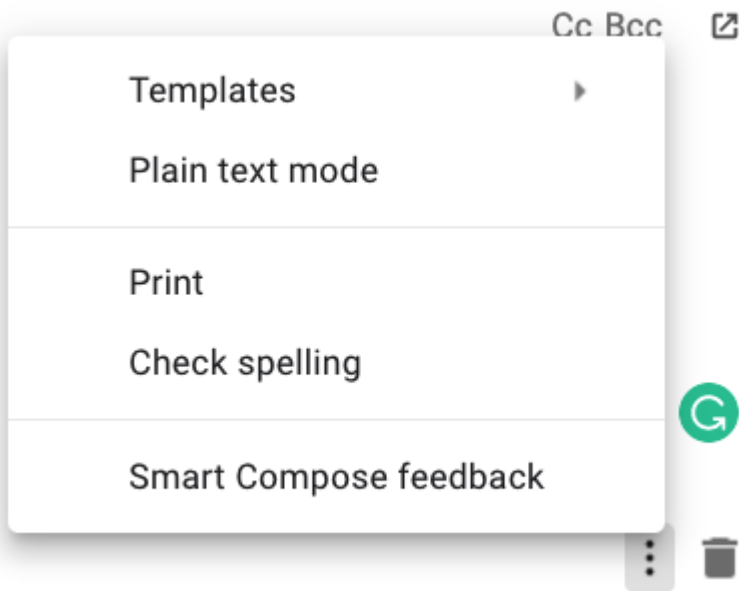
3/ Send pre-set replies:

Tired of typing the same responses time and time again?

Never fear, canned responses are here!

- Head to settings > all-settings
- Locate "templates"
- Click "enable"

Templates can be inserted through the "more options" menu in the compose toolbar.



4/ Remove those annoying tabs:

Maybe it's just me, but I hate the "social & promotions" tabs that come with the standard Gmail setup.

Let's trash them, & get all your mail in one place.

- Head to settings > all-settings
- Inbox > categories
- Choose which to show as tabs

Primary

Social

Promotions

Updates

Forums

Starred messages

Include starred in Primary

Bundling in Promotions

Enable bundling of top promo emails in Promotions

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.

The screenshot shows the Gmail inbox interface. At the top, there are three tabs: "Primary" (with a car icon), "Social" (with a person icon), and "Promotions" (with a star icon). Below the tabs, there are four email rows, each with a checkbox and a star icon. An arrow points from the "Social" tab to the second email row in the list.

5/ Preview emails:

Converting from Outlook & miss your "preview pane?"

Gmail lets you preview as well.

- Head to settings > all-settings
- Locate Inbox > enable reading pane

Now you can read mail right next to your inbox - Read & write faster while adding more context.

Reading pane: **Enable reading pane** - provides a way to read mail right next to your list of conversations, making mail reading and writing mail faster and adding more context.

Reading pane position

- No split**
- Right of inbox**
- Below inbox**

6/ Keyboard shortcuts:

Save time using Gmail's built-in shortcuts.

Navigate your inbox, format text: Archive, delete, & more.

- Head to settings > all-settings
- Locate general > keyboard shortcuts
- Select "on"

Need a complete list?

Type "shift + ?" with Gmail open.

Shortcuts you can use

You can use keyboard shortcuts to navigate your inbox and messages, format text, and complete actions like archiving and deleting.

To see a complete list of keyboard shortcuts, including which need to be turned on, type ? when you have Gmail open.

Note: Keyboard shortcuts work differently on PC and Mac computers. On PCs, you'll use Ctrl instead of ⌘.

Compose & chat

| Action | Shortcut |
|--|--------------------|
| Previous message in an open conversation | p |
| Next message in an open conversation | n |
| Focus main window | Shift + Esc |
| Focus latest chat or compose | Esc |
| Advance to the next chat or compose | Ctrl + . |
| Advance to previous chat or compose | Ctrl + , |
| Send | ⌘/Ctrl + Enter |
| Add cc recipients | ⌘/Ctrl + Shift + c |
| Add bcc recipients | ⌘/Ctrl + Shift + b |
| Access custom from | ⌘/Ctrl + Shift + f |
| Insert a link | ⌘/Ctrl + k |
| Go to next misspelled word (Mac only) | ⌘ + ; |
| Open spelling suggestions | ⌘/Ctrl + m |

Formatting text

Actions

7/ Auto-advance:

"Inbox zero" sure sounds nice.

Speed up the process of deleting emails by enabling "auto-advance."

Once on, Gmail won't send you back to your inbox each time you delete an opened message.

- Head to settings > all-settings
- Advanced > auto-advance
- Enable


Auto-advance

Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.

Enable
 Disable

8/ Self-destructing emails:

In Gmail, this is known as "Confidential Mode"


- Navigate to compose an email
- Locate the  icon at the bottom
- Click & set the expiration date

You can even require an SMS passcode for the recipient to open the message!

Confidential mode

Recipients won't have the option to forward, copy, print, or download this email. [Learn more](#)

SET EXPIRATION

Expires in 1 week  Fri, Sep 24, 2021

REQUIRE PASSCODE

All passcodes will be generated by Google. 

No SMS passcode SMS passcode

Cancel

Save

9/ As for me...

If you found these helpful, why not share?

- Retweet the first tweet and help others find this thread

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I write about mental models, productivity, & building a better you. <https://t.co/9gdTmHKY4X>

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\u2022Productivity

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\u2022Interesting People, Products, & Businesses

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Please read, enjoy, and share!

— Blake Burge \U0001f4a1 (@blakeaburge) [June 8, 2021](#)