

# Optimizing Gmail Study Guide

## How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Optimizing Gmail". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

## Course Overview – Optimizing Gmail

Are you an 'inbox zero' person or do you have thousands of unread emails lurking in your Gmail account? In this course you will learn the basics tools for managing your Gmail account to optimize efficiency and peace of mind, as well as some advanced tips to really make your email work for you. We will also look at some features, apps and plugins that are available to you for Gmail.

## Learning Objectives – Optimizing Gmail

By the end of this course, you will understand the following:

- Learn why email management is important
- Discover 3 ways to organize your emails
- Survey other options for optimizing Gmail

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## Why Email Management is Important

## Journaling

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## 3 Ways to Organize Your Emails

### Categories

### Labels

### Filters

### Exercise

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## Other Optimizations that Gmail Offers

### Integrate your to-do list with Gmail

### Hit snooze

### Undo Send!

### Save time and boost productivity

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## Gmail Management Tips and Tricks

### Aim for 'inbox zero'

Tip	Notes
Have a clear out	
Easily unsubscribe	

## Useful Extensions to Consider

### Postponing or scheduling emails

### Know whether your messages are getting through

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## Follow up like a pro!

## Master Gmail shortcuts

## Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What is your present experience of using Gmail like? How do you feel about your email inbox and the way that it works for you right now?
2. After studying the course, which tools appeal to you the most and how do you think they will make your Gmail experience better?
3. How do you feel about using or receiving Canned Responses? When do you think these would be appropriate or helpful to use?
4. What are the challenges or obstacles to implementing these Gmail tips and tricks and what would you need to help overcome them?
5. Are there settings or shortcuts within Gmail that you've discovered on your own that would be helpful to share with others? What are they?