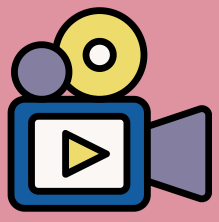
FLAG, SNOOZE, CREATE A TASK OR EVENT

STREAMLINE YOUR GMAIL INBOX

BLUE BUTTERFLY SOLUTIONS:
TAMMY SCHAEFER



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STEP-BY-STEP GUIDE: MANAGING EMAILS YOU CAN'T ADDRESS RIGHT AWAY

Tools to make processing Your Inbox a Snap!

- Use stars and labels for quick, deadline-based follow-ups.
- Snooze emails to avoid distractions while ensuring timely reappearance.
- Convert emails into tasks to integrate them into your workflow.
- Schedule calendar events for emails that involve meetings or time-blocking.

Here's steps for applying these strategies:

1. Flagging Emails for Follow-Up

- **Open your Gmail inbox and find the email you want to flag.**
  - Star the Email:
  - Click the star icon next to the email. This highlights it as important.
- **Use Labels for Organization:**
  - Right-click on the email and choose "Label" to assign it a category (e.g., "Follow-Up").

Best For: Emails you need to address by a specific deadline.

2. Snoozing Emails to Reappear Later

- **Snooze the Email:**
  - Open the email, then click the clock icon (Snooze) at the top of the email window.
- **Choose a Time:**
  - Select preset times like "Later Today," "Tomorrow," or "Next Week." For custom times, choose "Pick date & time" and set a specific date and time.
- **Find Snoozed Emails:**
  - Snoozed emails will move to the "Snoozed" folder and reappear in your inbox at the designated time.

Best For: Emails you want to address later without keeping them visible in your inbox.

3. Creating a Task from an Email

- **Turn the Email into a Task:**
  - Open the email and click the "More" menu (three dots) in the email toolbar.
  - Select "Add to Tasks."
- **Customize the Task:**
  - Open the Google Tasks sidebar, find the new task, and edit details like the title, due date, and description.

Best For: Emails that require action as part of your to-do list.

4. Scheduling a Calendar Event from an Email

- **Add the Email to Your Calendar:**
  - Open the email and click the "More" menu (three dots).
  - Select "Create event."
- **Schedule a Meeting:**
  - In Google Calendar, set the meeting details (e.g., date, time, and location).
- **Send the Invitation:**
  - Add participants to the event and send the invite.

- **Best For:** Scheduling meetings or reminders tied to specific emails.

Want Help With Your Email?

Schedule A Chat With Me