Google Workspace Productivity Essentials

Tip 1: Google Calendar + Google Tasks

Use time-blocking to manage your schedule and prioritize tasks

- ☐ Use **Google Tasks** to track to-dos and assign due dates/times.

- ☐ Show **Tasks** in **Google Calendar** in calendar view.

- ☐ Set recurring tasks for weekly planning or client follow-ups.

Tip 2: Gmail Action Bar

Turn emails into actionable tasks or calendar events.

- ☐ Use '**Add to Tasks**' icon to create follow-up tasks.

- ☐ Use '**Create Event**' to schedule meetings or dedicated focus time directly from emails.

Tip 3: Google Keep + Google Docs

Capture ideas and expand them into actionable documents.

- ☐ Use **Google Keep** for quick notes and checklists.

- ☐ Transform **Keep** notes into **Google Docs** to build out plans.

- ☐ Organize **Keep** notes with labels by project or client.

Tip 4: Google Forms + Google Sheets

Automate data collection and analysis.

- ☐ Use **Google Forms** for feedback or intake.

- ☐ Link responses to Google Sheets automatically.

Tip 5: Workspace Collaboration Features

Collaborate in real time with clients or team members.

- ☐ Use 'Suggesting' mode to offer edits without overwriting.

- ☐ Add comments for feedback and clarification.