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# Gmail This Week

**Lingsheng Yao**



## **Gmail This Week:**

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**The Ridiculously Simple Guide to Gmail** Scott La Counte, 2019-08-21 Email as a communication tool has been used since the 1960s. Commercial use of email is still relatively young. Today, email is dominated by one company: Google. Estimates show that over 50% of all people with email use Gmail. If you picked up this book, you probably have one or are considering getting one. For its email service, Gmail is easy enough to use: compose, email, send, email done. But there's more to Gmail than sending and receiving email. How do you get not-spam emails to stop showing up as spam? For example, what on Earth are labels? And how do you get email forwarded to another inbox? If you want to be a power user, then read on.

**Tame Your Gmail in 5 Easy Steps with David Allen's GTD** Dominic Wolff, 2014-04-09 Do you feel like you're always behind the 8-ball? Do you get to the end of your day but feel like you accomplished nothing? Do you have a tendency to put things off until the last minute? We all tend to delay things from time to time, and some days we're just swamped with work when there's so many things to be done. Even the most organized people will struggle with time management at one point or another. Dominic Wolff addresses these problems and more in his latest book, *Tame Your Gmail in 5 Easy Steps with David Allen's GTD*. This book will show you how to manage your time better and actually get things done. Wolff, an author and advocate of productivity tools, has written several books about using the famous Getting Things Done (GTD) time management system developed by David Allen in combination with different software applications: first with Evernote, and now Google's Gmail, Tasks, Calendar, and Drive. Yes, the power of GTD and all these Google services are combined in a single book. Let's say you have a thousand things going on at work. You can simplify this by putting incoming/pending tasks into different inboxes. Doing so will allow you to execute all work as bite-size chunks, and you'll know exactly what to do anywhere, anytime. That's basically what Getting Things Done is. *Tame Your Gmail in 5 Easy Steps with David Allen's GTD*.

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