

Grow with Google

# Work Smarter With Google's Productivity Tools



Google's free productivity tools include Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, and Sites. Google Workspace business plans provide custom email, additional storage, video recording, customer support, and more. [workspace.google.com](https://workspace.google.com)

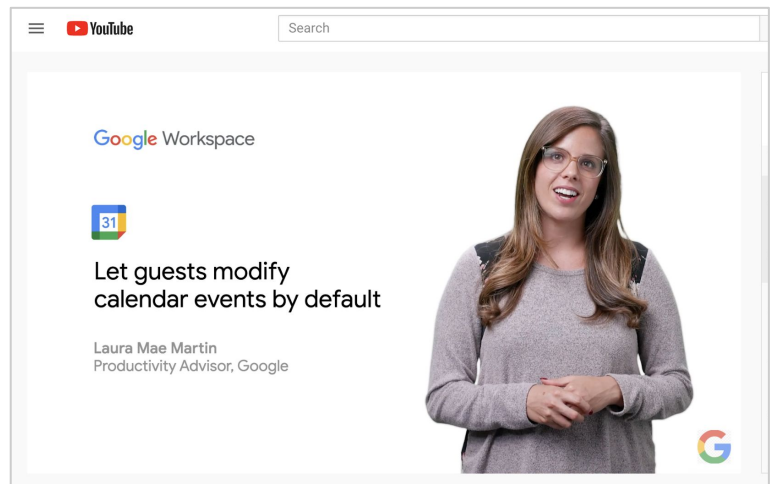
## Laura's Productivity Tips

View and share my weekly tips at [g.co/workyourspace](https://g.co/workyourspace)

Define **productivity** as doing what you intended.

Decide on your **priorities** and say no to everything else.

Schedule half an hour of **"me" time** every day.



Laura Mae Martin is Google's Executive Productivity Advisor





## Make your files work for you

Find answers in the Google Workspace [Learning Center](#).

### Tips: Be more productive

- [Quickly create new files with .new](#)
- [Use Office files in Google Docs](#)
- [How to search for files](#)
- [Add stars to important files and folders](#)
- [Type with your voice](#)
- [Work offline in Google Drive](#)



## Organize your (Gmail) inbox

Try these 10 tips to optimize your [inbox](#).

### Tips: Be more efficient

- [Use filters to manage email](#)
- [Turn emails into tasks](#)
- [Snooze email](#)
- [Create templates](#)
- [Schedule an email to send later](#)
- [RSVP to Calendar events from Gmail](#)
- [Work offline in Gmail](#)



## Lead better meetings

Learn how to host Google Meet video calls with these [training resources and tutorials](#).

### Tips: Be more effective

- [Share your calendar](#)
- [Let people propose new meeting times](#)
- [Schedule meetings from Gmail](#)
- [Email meeting guests](#)
- [Turn on captions in Google Meet](#)
- [Offer appointment slots](#)
- [Record meetings](#)