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It's most days of your life every week that you stare at your screen – and a lot is likely spent in your Gmail inbox. Luckily, there's a way to master your inbox before mastering you. Here are 10 Gmail tips and tricks to help you control your email. Let Smart Compose help you respond faster to Gmail's Smart Compose feature to complete sentences for you. When you start typing emails, Gmail's artificial intelligence algorithm will guess what you want to say. By pressing the tab key, suggestions will automatically fill in the email. It's like we're finishing each other - To activate Smart Compose, go to → General → Settings, then switch the Smart Compose button. By enabling Personalization at the same time, Google's AI will tailor its composition suggestions to your preferences and habits. You can even provide feedback for Smart Compose so it can learn about your preferences and styles. To do this, go to the More Options button at the bottom of your email toolbar next to the Trash icon and select Create Smart Feedback. Schedule an email to send later In charge of sending a rejection email at 8pm but have to go home in time to watch The Bachelorette finale? Announcing major developments next week but heading for the holidays with no Wi-Fi? With Gmail's scheduling feature, you can decide when, exactly, an email will be sent. By clicking the small up arrow next to Send, and selecting the time and date, you can stay above the deadline while still living your life. When you're done with your email, click the down arrow at the bottom left of your new email next to the Send button. You'll be prompted with Schedule Send. Click this option and date and time to send the email. Email. this is selected, click Schedule Send and the email will be sent by itself without you having to put down your glass of wine. Cut corners (trackpads) with Gmail keyboard shortcuts are full of keyboard shortcuts that can make it much easier to handle your inbox. Watch your email write screen suddenly appear when you press the letter C on your keyboard, or automatically visit your draft by clicking B+D. Gmail has dozens of customizable shortcuts that can make your life easier. Go to → → Advanced Settings, and turn on Keyboard Shortcuts. There should now be a tab for keyboard shortcuts in the settings window where you can view and customize your options. You must make sure that keyboard shortcuts are also enabled in Settings → Keyboard → Public. To see a complete list of other Gmail options and shortcuts (including many options grouped by function), hold Down Shift + /. The panel will appear with the shortcut directory. Some personal favorite Gmail keyboard shortcuts: Shift + ! : Report as spam (emails you don't like will be *poof* from your inbox) Shift + # : Delete (read above) R: Reply (quickly respond, also prevent you from replying to all that is embarrassing) U: Mark it as unread (to go back to later, unless, of course, you enable snooze hacking) C: Create a new email A: Reply all (again, don't confuse this with r) E: Archive messages pressing G+ (I, D, S, or T) takes you to a variety of different inboxes, starred emails, or drafts, depending on which letter you press. Release the email Panic momentarily that occurs when you write Dear Kylie instead of Dear Kendall on that work email now and forever handled officially. Gmail now has the option to recall sent messages up to 30 seconds after you send them. To set it up, go to the Settings icon in the upper-right corner of your Gmail homepage, → General Settings, then toss unsans. You can decide how long you have before the option to call your email back from the abyss of the dark internet disappears. Nervous Nellies can choose the 30-second option, while Masochistic Marges can choose five seconds. This email will be destroyed on its own at 3, 2, 1... Sending embarrassing photos of your dog in a tutu or company confidential information is always a bit risky — so try Gmail's self-destruct feature. Like Snapchat emails, these messages only stay in the recipient's inbox for as long as you want. Emails can't be forwarded, copied, pasted, downloaded, or printed, and you can even revoke access from your own account before time runs out. After you create the email, click the small clock with the lock icon in the bottom toolbar, and select the recipient and time frame. That's not safe enough, you say? Features it also gives you the option to protect your password messages, so recipients must also enter the computer-generated password they received via text message before they can open it. Just click the option that says SMS passcode under Need Passcode and Gmail will send the passcode that recipients need to access the email. (Note: Some company Gmail accounts don't enable this feature. And if you want something even more secure, try a security-minded messaging service like Signal.) Can With Gmail Canned Responses, you can quickly set up and import pre-written responses into your email. This feature is mostly for you businesspeople out there who send the same email over and over to different people. This is a newer and more lazy copy/paste, but without anxiety accidentally pastes the wrong name on your greeting. Even import any subject lines and attachments you save with email templates. By labeling this canned response, you will be able to find what you need quickly and effectively. To turn on Canned Response, go to the Settings icon → General → Settings → enable Canned Response (Template). After you type the initial email, click the More Options icon next to the Trash icon on your Gmail toolbar, and select Canned Responses. From here, select Save Draft as Template, then Save draft as new template. From here, it will ask you to name your template — let's say I call me Network Template, and I can now send this email whenever I need to. Just open a new email, select more → And Can Disantor, and your template will appear. When you click it, the new email will be populated with saved templates. Voila! Less typing, more canned responses. Put your Gmail on hold Getting stressful emails after business hours can really dampen your happy hours or family time. Turn on Gmail's snooze feature when you need a break from your inbox, and your email will reappear at the time you choose. To snooze an email, hover over the message on your main Gmail screen, and click the clock icon on the far right. You can delay emails for a day, a week, a month, anyway, you can delay for a year. The email will reappear in your inbox when you're ready to respond. There is also a designated label for this pending email on the left side of your inbox just in case you need to find it sooner. If that's not enough for you to remember to respond to Grandma Jane's email, try clicking and dragging the email from your Gmail inbox directly to your tasks tab in the right pane of your screen. An email reminder will appear there, with a direct link below it that takes you directly to the message in question. Integrate these emails into the list You can be an effective way to remember to respond. Your personal assistant doesn't know you need instead of scrambling Your Gmail inbox to find which gate you're flying or where you met your mom for lunch, use payment and subscription features to view and manage your flights, dinner reservations, subscriptions, and more. It's like suddenly getting a personal assistant that you don't have to pay. This Gmail feature searches your inbox for every flight, hotel, concert, event, or restaurant booking you've created and neatly compiles in one place. It even tracks previous reservations and subscriptions that have expired. Open the circle in the upper right corner of your Gmail screen with your initial or private photos in it. Click Google Account → Payments and Subscriptions. Choose which options you want to see, whether it's a subscription, reservation, or purchase you've made, so you can view and track them. Put it on your tab of Gmail tab updates like a free personal organizer, split your inbox between several different tabs, including Social email (such as Facebook, Twitter, and Instagram), Updates (Newsletters, etc.), Finance, and Promos. The beauty of this feature is that your brain doesn't have to constantly switch tasks from news to work to mom's new Facebook photos that are tagged and go back to work again. Instead, choose which inbox label you want to handle, and go ahead and conquer the unread message. Your primary inbox will still contain all the most important messages to respond to, while other inboxes take more back seats. Go to the Settings icon → your Inbox and choose which tabs you want to filter incoming messages to your Gmail inbox. You can select as many as five different filters. Never break a chain If you want to copy colleagues to an email chain in Gmail, simply type +[their name] into the body of the email itself, and select their email address. Now, this email will automatically repeat it to the conversation. Yes, you can also type their email into the address field, but this way it feels cooler. For your safety, we have sent a confirmation email to the address you entered. Click the link to confirm your subscription and start receiving our newsletter. If you don't get confirmation within 10 minutes, please check your spam folder. Contact us at letters@time.com. letters@time.com.