

A man and a woman are standing in a modern office environment, looking at a tablet held by the woman. The man is wearing a light blue button-down shirt and has his arms crossed. The woman is wearing a green sleeveless top. In the background, there are large windows and a tall green plant. The overall scene is bright and professional.

SADA

30+

Tips to Save Time & Trees With G Suite

G Suite replaces clunky, time-consuming, and paper-wasting “old school” tools and processes with modern, ecologically friendly alternatives.



Introduction

Made for a mobile, global workforce, **G Suite's** cloud-native collaboration and productivity apps, including Gmail, Drive, Calendar, Meet, and more, enable onsite and remote teams to collaborate effectively and spend more time doing work that matters. G Suite replaces clunky "old-school" tools and processes with modern, efficient alternatives. If you're looking for ways to use G Suite to get organized, save time, and benefit the environment, check out these 30+ tips!

Gmail: More Than Just an Email App

Far more than just a way to send messages back and forth, Gmail is a powerful electronic communications tool with a wealth of helpful and time-saving features.

Old-School Way	G Suite Way
Type out emails manually, one by one. Hope that you didn't misspell anything, especially if you were frantically replying on a mobile device while standing in an airport check-in line.	Speed things up and minimize errors with Smart Compose and Smart Reply, which use advanced artificial intelligence to suggest and autofill words and phrases for you. Smart Compose makes intelligent suggestions as you type, while Smart Reply lets you reply to others' messages by choosing from standard responses, such as "Thank you" or "Sounds good."
Waste time looking for, downloading, configuring, and figuring out how to use a third-party app so that you can send a large email attachment. Cross your fingers that it works, and that the IT department doesn't bust you for using a shadow app.	Just use a Google Drive link; it's simple, it's fast, it works, and it's fully integrated with the rest of G Suite, so you'll stay on the IT department's good side.
Manually add email recipients to messages.	Gmail suggests recipients to add to your email based on previous messages you've sent. Simply click on a recipient to add them to the "To" field.
Oops! You put someone in the To field who should have been cc'ed or bcc'ed. You need to delete them from one field to put them in the other one.	Easily drag and drop contacts between fields.
Send an urgent email to a colleague, not knowing they are out of the office.	Before you even craft your email, Gmail displays a message letting you know they are out of the office.
Send an email just to ask someone a quick question, cluttering their inbox and yours.	Type out emails manually, one by one. Hope that you didn't misspell anything, especially if you were frantically replying on a mobile device while standing in an airport check-in line.

Stay on Top of Things With Google Calendar

Google Calendar fully integrates with the rest of G Suite and makes sure you don't miss important events.

Old-School Way	G Suite Way
Use a third-party app to create a conference call, then manually copy the meeting information to an electronic calendar.	Add a Google Meet session to a Google Calendar event; a link and a dial-in number is automatically generated, and everything is sent to the participants all at once.
Coordinating a group call = struggling to find a time that works for everyone.	Create an event and add the participants. Then, select Suggested Times or Find a Time to see when all participants are available. Additionally, you can add a supervisor's or colleague's calendar to view their free/busy blocks.
Manually edit a calendar event that needs to be moved to a new day/time.	Drag and drop the calendar event to the new day or time, minimizing the opportunity for an error.
Being a remote worker or in a different time zone than everyone else means constantly having to manually decline and reschedule meetings because they are outside of your working hours.	Have Calendar generate a warning when your colleagues try to schedule a meeting outside of your working hours.
Manually decline meetings when you are out of the office.	Calendar automatically sends a message declining new and existing meetings when you're out of the office.
Manually add directions to a calendar invite to make sure everyone knows how to get to an in-person event.	Because Calendar integrates with Google Maps, all you have to do is type a location in the Location bar of the calendar event, and the attendees can access a map and directions.

Old-School Way	G Suite Way
Print your schedule out. Waste paper and printer ink, and hope you remember everything you're supposed to do today.	Use the Google Calendar mobile app. Get emails and push notifications to keep your day on track.
Keep your personal and work calendars on separate platforms, then have to move back and forth to view and coordinate them.	Add your personal Google calendar to your My Calendars and easily see what each day looks like, from personal doctor appointments to client meetings.

Drive, Docs, Sheets & Slides: Create, Share, and Access Your Files From Anywhere

Slow, outdated tools can turn everyday tasks (like attaching files) into protracted undertakings. Google Drive, Docs, Sheets and Slides offer everything you need to bring your projects to life faster, smarter, and more collaboratively.

Old-School Way	G Suite Way
Multiple versions of a document live in various places. No one's 100% sure on which one is the "One True Version."	Use the Suggestion mode in Google Docs to collaborate in real time, on one document, kept in one place.
Create charts and tables manually in Excel.	Use the Explore feature in Sheets to generate stunning visual displays of data.
Editing the data in an Excel graph after having copied it into a presentation means recreating the entire graph in the presentation.	Link the graph in Slides when pasting from Sheets; this allows the graph to be quickly updated when an edit is made to the data in Sheets.
Manually format slides in PowerPoint to make them visually appealing. Success hinges heavily on your artistic ability.	The Explore feature in Slides makes it easy for anyone to create eye-catching presentations.
Open a new tab to perform a search for an image. Waste time sorting through images that you can't use because they're copyrighted.	In Docs, Sheets, or Slides, select Insert – Image – Search the Web. All of these images are free to use!
Spend a lot of time searching high and low for email messages or files that contain very specific information you needed 15 minutes ago. Waste time sorting through about 100 wrong files before finding the right one.	Use Advanced Search to craft granular queries and quickly find what you need when you need it.

Old-School Way	G Suite Way
Encounter difficulty accessing different files in multiple locations.	Create a priority workspace to keep all files in one convenient location.
Recreate documents from scratch because they were accidentally deleted.	Everything is automatically saved! Use Version History to see or restore past versions.
Manually recreate filters in Excel.	Create filter views in Google Sheets for easy access to needed information, without altering the Sheet for others who are viewing at the same time.
Put on your best proofreading glasses; you need to comb through an Excel spreadsheet to determine what changes, if any, your team made.	View the version history or check the cell history in Google Sheets. You can also set up Notification Rules and be notified when changes are made to a particular Sheet.
Manually organize and analyze electronic survey responses.	Use Google Forms and have charts automatically created for you. Want to see the raw responses? They're automatically saved to a Google Sheet.
Save a document, then open up an email to attach it.	Send the document as an attachment right from Google Editor.
Print out meeting agendas and hand them to attendees.	Create agendas in Google Docs and attach them right to their Calendar events. This saves paper and enables attendees to edit or add to the agenda in advance.

Keep & Tasks: No More Clutter From Sticky Notes

Many G Suite users have never heard of Keep and Tasks, which is a shame; they're handy little note-taking and to-do list apps that render sticky notes obsolete. Keep is about to get even better; [Google plans to integrate it as the default notes app for Google Assistant](#) and add audio support.

Old-School Way	G Suite Way
Clutter your workspace with sticky notes.	Use Google Keep to keep track of notes. You can add others to a note, and if the note gets really long, easily convert it to a Google Doc.
Print out an email that contains important instructions, or scrawl them onto a sticky note or scratch paper.	Add the email to your Google Tasks list.
Create a calendar event for items on your to-do list.	Add a date and time to your task in Google Tasks. These tasks will appear in your Google Calendar.

Chrome: Browse the Web at the Speed of Google



Google Chrome is the **world's most popular web browser**, accounting for more than half of all internet traffic. It's fast, secure, and built for mobility.

Old-School Way	G Suite Way
Do without access to your bookmarks and other information when using a different computer.	Logging into Chrome gives you access to all saved bookmarks, passwords, company approved extensions, and more, from any computer.
If you accidentally close a tab, it's lost.	Pinning tabs in Chrome stops them from being accidentally closed.



About SADA

SADA is a global leader in providing business and technology consulting services that transform organizations. SADA has proven expertise in enterprise consulting, cloud platform migration, custom application development, workplace transformation, cloud managed services, and change management. As a Google Cloud Premier Partner with multiple Specializations, SADA has gained global accolades and awards including the 2018 Google Cloud Global Partner of the Year and 2017 Google Cloud North America Partner of the Year. SADA's team of certified experts help enterprises modernize by providing innovative cloud solutions to accelerate digital transformation leveraging the entire Google Cloud portfolio.

I could not have picked a better company to work with on this initiative. SADA has been extraordinary, responsive, and creative!

Daniel Morreale | VP & CIO, Hunterdon Healthcare

A Few of Our Clients



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