

Gmail Tip #36: Some Email Management Tips

This tip is inspired by an inquiry by â??Debraâ?• about how to find archived email. Though I cover Archiving in Gmail Tip #12: â??Archivingâ?• Explained, I feel that some general email management tips are in order. Managing email within Gmail can be easy or difficult depending on how you handle them. Read on for some simple tips to better manage your emailâ?¦

jimstips.com

First off, when you â??archiveâ?• an â??unlabeledâ?• email message, it simply â??drops outâ?• of the Inbox view and is later ONLY accessible from the â??All Mailâ?• view. While this is straight forward, it can be cumbersome if you have more than a handful of email messages. The problem with the â??All Mailâ?• view is that it includes just that: all email, labeled or otherwise, and Gmail provides no easy way to find â??unlabeledâ?• email. To me, an â??unlabeledâ?• email is an uncategorized email that has â??fallen through the cracksâ?• and must be Labeled. If I donâ??t, short of searching later, Iâ??ll never find it again. Why? I currently have over 1600 email message in Gmail, and effective use of Labels and Searching are the only way to manage them effectively.

My general practice is to assign a Label to EVERY email I receive in my Inbox that Iâ??m not going to trash. This way, EVERY email is available through its corresponding Label view.

If you want to â??clean upâ?• your unlabeled messages, see my Gmail Tip #22: Advanced Search â?? Multi-Labeled and Un-Labeled Messages for details on hoe to find â??unlabeledâ?• messages.

Category

1. Gmail Tips

Tags

1. find
2. Gmail
3. news
4. tips

Date

11/10/2026
Date Created
12/07/2004

jimstips.com