

Gmail Tip #43: Notes in Just Two Clicks!

â??Tjeerdâ?• from the Netherlands submitted a neat Gmail Tip that takes a different yet very simple approach to creating and managing â??Notesâ?• in your Gmail account. Notes are simply messages typically sent to yourself to store useful information. Read on for a simple method of creating Notes with just two button clicksâ?¦

jimstips.com

In my Gmail Tip #3: How to Maintain â??Notesâ?•,
I described a rather elaborate, yet effective way to manage Notes in your Gmail account. Itâ??s elegant, but it requires some setup and prior knowledge of Labels and Filters.

Tjeerd suggests an alternative method that leverages the â??Draft Messageâ?• function:

Just click â??Compose Mailâ?• and create a message with no recipient.

If you want, you can include â??Noteâ?• in the Subject. Use whatever organizational description you want.

Then, write your note, click the â??Save Draftâ?• button, and you now have a saved Noteâ?¦in just two clicks!

Basically, you are just creating Draft messages, but the Draft feature is typically very underutilized, so why not make it more useful?

Gmail already assigns a specific â??Viewâ?• to Drafts so they are easily accessible. Draft messages are treated like any other message, so they are completely searchable letting you can take full advantage of all of Gmailâ??s great searching capabilities. Additioanlly, you can even apply Labels to make managing even these Notes suitable to your needs!

Thanks to Tjeerd for the Tip!

Category

1. Gmail Tips

Tags

1. Gmail
2. news

Date
11/10/2026
Date Created
06/09/2005

jimstips.com