

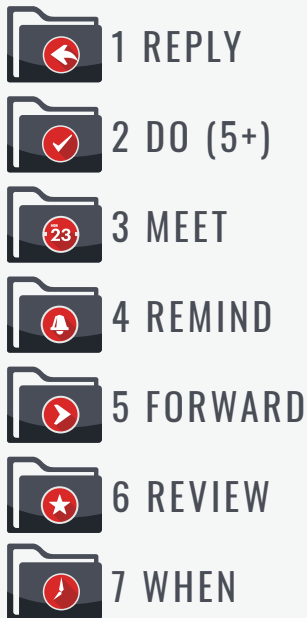


This guide includes everything you need to set up Gmail for the Stack Method™.

1 Create your folders (labels)

Create your Action and When folders

In Gmail, folders are called labels. The first step is to create the set of folders diagrammed below. Remember to customize Stack for your needs by adding or removing folders as you see fit. Also remember to include the number in the name of the folder. For a simple tutorial on how to create labels, [go here](#).



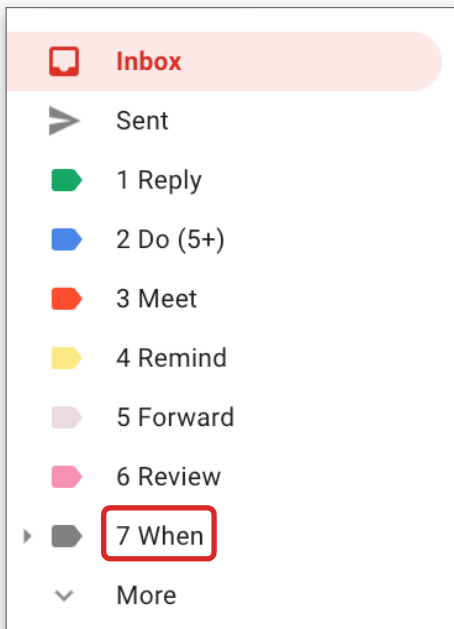
When folders are active, they can be nested under the main “7 WHEN” folder. This is to minimize side folders and reduce distraction when processing your inbox. These folders are best for storing information you are certain you will need to reference again. Here are a few examples of “When” folders:

- Arranging Thanksgiving Dinner
- Buying online
- Filing Taxes



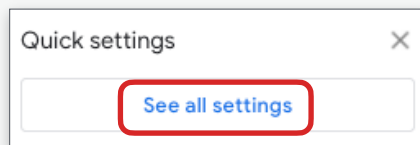
2 Clean up your labels

Remove unnecessary labels

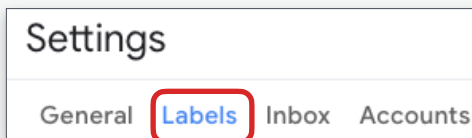


Unnecessary labels on your sidebar clutter your mind and distract you from focusing on the things that matter. We recommend keeping a very clean and simple sidebar by hiding anything you don't need. The image on the left is what Prasanth's sidebar looks like.

To edit or hide your current labels, click on the cog icon in the top right of your inbox, then click on the See all settings button.



Once in Settings, click on Labels to view your full list of labels.



From here, you can show and hide labels easily by clicking on hide for the labels you don't want to see. Hiding labels won't delete the label or any of your emails with that specific label, it will put them under the "More" menu on the left sidebar (as seen in in the first image above).

System labels	Show in label list
Inbox	
Starred	show hide
Snoozed	show hide
Important	show hide
Chats	show hide
Sent	show hide

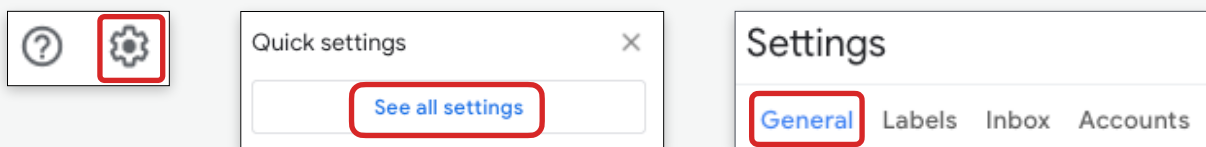


3 Set up your environment

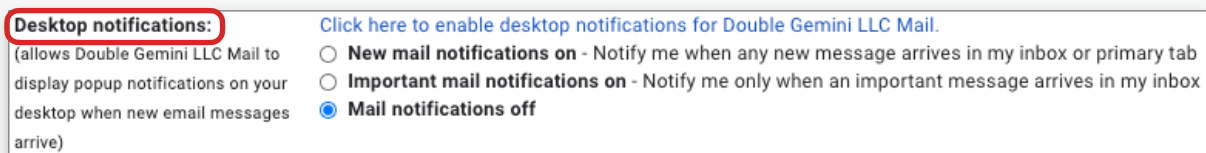
Turn off your notifications

Email notifications are distracting, are tempting to click on, and they destroy your concentration.

To turn off your notifications, click on the cog icon in the top right of your inbox, then click on the “See all settings” button. Once here, click on “General.”

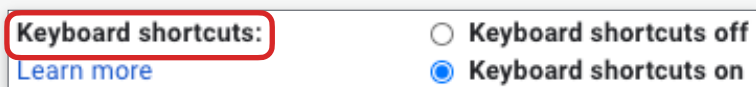


Scroll down until you see “Desktop notifications”, then select “Mail notifications off.”



Turn keyboard shortcuts on

Scroll down further on the General settings page until you see “Keyboard shortcuts”, then select “Keyboard shortcuts on.”



Remember to click on “Save Changes” at the bottom, before exiting this screen.



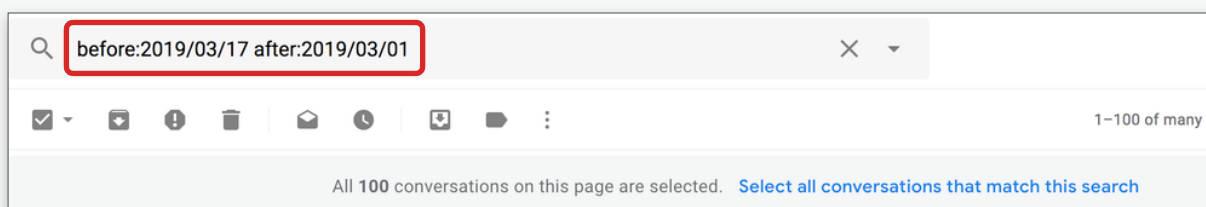
4 Archive your old emails

Clear old emails out of your inbox

To start out on the best foot, you'll want to archive all emails older than three weeks. The best way to clear old emails out of your inbox in Gmail is to archive them a year at a time. These emails can always be found in your "All Mail" folder.

Go to the Gmail search bar and enter "before: YYYY/MM/DD after: YYYY/MM/DD".

Replace the "YYYY/MM/DD" with the dates for the emails you want to archive. See image below as an example.

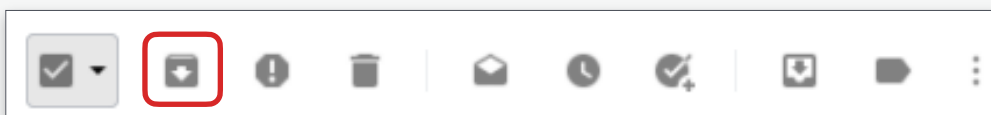


In the example above, we've selected three months worth of emails for a given year as Gmail can have trouble archiving too many emails at once. **We recommend archiving no more than one year of emails at a time.**

Once you hit the enter key, all of your emails within the requested time frame will appear. Above your list of emails, there will be a checkbox - select this to highlight all emails on your screen and you will then see the image below appear above your list of emails:

All 100 conversations on this page are selected. [Select all conversations that match this search](#)

Click on "Select all conversations that match this search", then click on the Archive button to the right of the checkbox:



Remember, archiving means you can still search and find these emails by using the search bar, except they will no longer be taking up space in your inbox.



5 Schedule Stacking time

- Create recurring calendar entries

Blocking out time to Stack helps you build the habit and ensures you email when it's time to email, and do your other work when it's time to do that work. To set up recurring calendar sessions, follow the steps below:

1. Click on your calendar

It's easiest if you click on the date and time (or approximate time) you would like to create an entry.

2. Title your calendar entry

We recommend you label your longer session as "Stack: Folders" and your shorter sessions as "Stack: Inbox".

"Stack: Folders" will be your time slot to empty your inbox into your action folders and work through your action folders. This will typically be a longer 1 hour session.

"Stack: Inbox" will be a shorter time slot to work through your inbox and answer emails directly out of your inbox.

These fields are located under the main menu bar on the left side. Save the calendar entry.

3. Set your event to recur

Double-click the calendar entry. Below the date and time, click on "Does not repeat". In the drop down menu, set it to recur by selecting "Every weekday (Monday to Friday)."

Stack: Folders

Jun 25, 2020 10:00 to 11:00 Jun 25, 2020 Time zone

All day **Does not repeat**

Does not repeat

Daily

Weekly on Thursday

Monthly on the fourth Thursday

Monthly on the last Thursday

Annually on June 25

Every weekday (Monday to Friday)

Custom...

4. Admire your calendar!

This is also a good time to check and make sure you saved the correct date/time. If you notice that the date or time is incorrect, you can click and drag this block to the correct date and time, or you can edit this by double clicking on the entry.

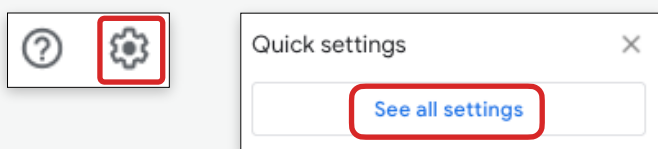


6 Set up your preview pane

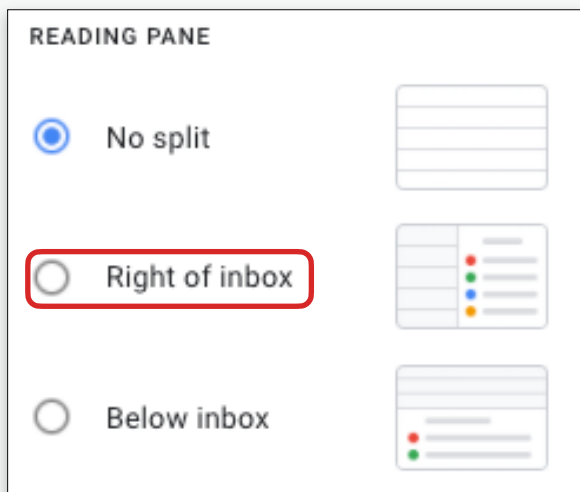
- Set up the reading pane

If you like the way Outlook allows for an email preview panel and would like to have that feature in Gmail - now you can.

To get to this, click on the cog icon in the top right of your inbox, then click on the “See all settings” button. Once here, click on General.



Scroll down until you see the image below, and select the option you prefer.



If you have any questions about the Stack Method™ or the set up process, please reach out to us at hello@doublegemini.com.