

Google Workspace Tasks

Across the Google Workspace applications, wherever you can 'comment' for example on a Google doc, Google sheet or Google slide - you can assign a task so that the participant will receive an email with a link to the document. Just start your comment with a '+' or an '@' and then start typing their email address.

How to assign a task in Google Workspace:

- Right click in a document/sheet/slide and click insert 'Comment'
- As soon as you type '@' you will see the email drop down where you can choose the name of the employee you want to assign the task to.
- Make sure you tick the checkbox underneath the message box before you click assign.
- The assignee will receive an email with the task and a hyperlink to the document.

How to find assigned tasks in Google Workspace

Gmail -

Comments and assigned tasks appear in your inbox from the following email address "comments-noreply@docs.google.com".

With this knowledge you can go ahead and set up a filter to automatically store incoming assigned tasks them in a Gmail folder.

Google Drive -

The more straightforward way to find your assigned Google Workspace tasks is by using your Google Drive:

- Open up the search box in Google Drive
- Scroll down to the bottom where it says 'Follow up'
- Select 'Action items only'
- Alternatively you can type `followup:actionitems` in the search bar