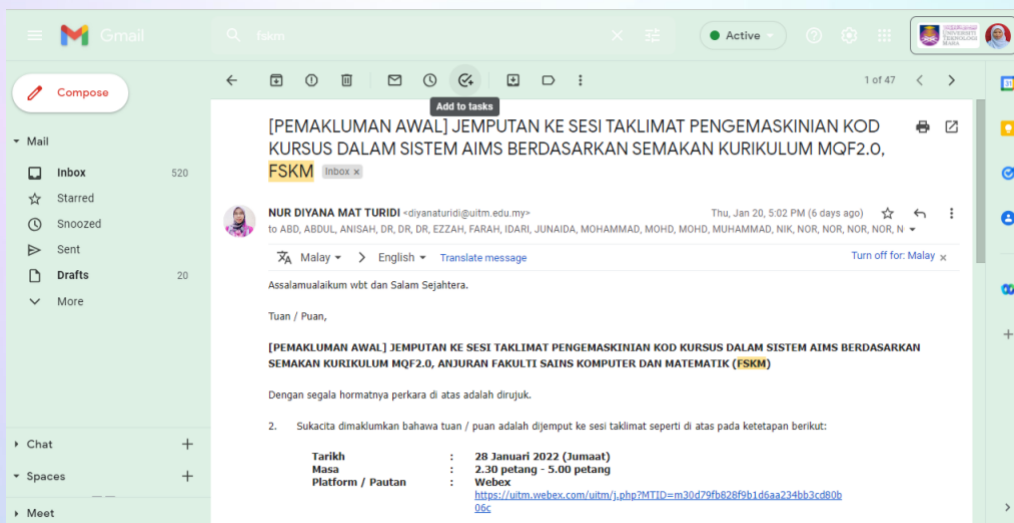# TIPS AND TRICKS: HOW TO CREATE MY TASK IN GMAIL

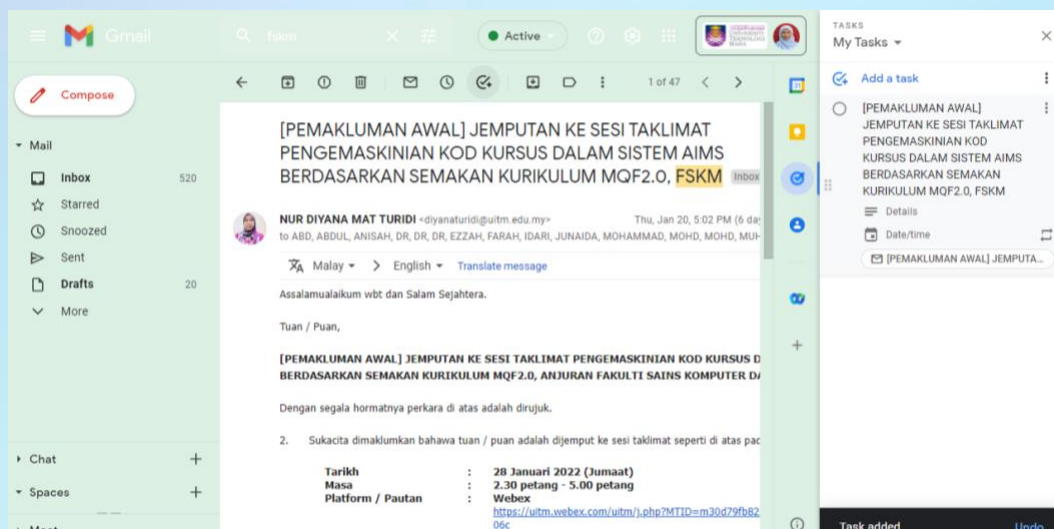## Rafizah Kechil, Azlina Mohd Mydin & Wan Anisha Wan Mohammad

My Task is one of Gmail's built-in apps that allows you to create tasks directly from an email. My Task panel will appear on the right side of your email, allowing you to view your workgroups and create new tasks.
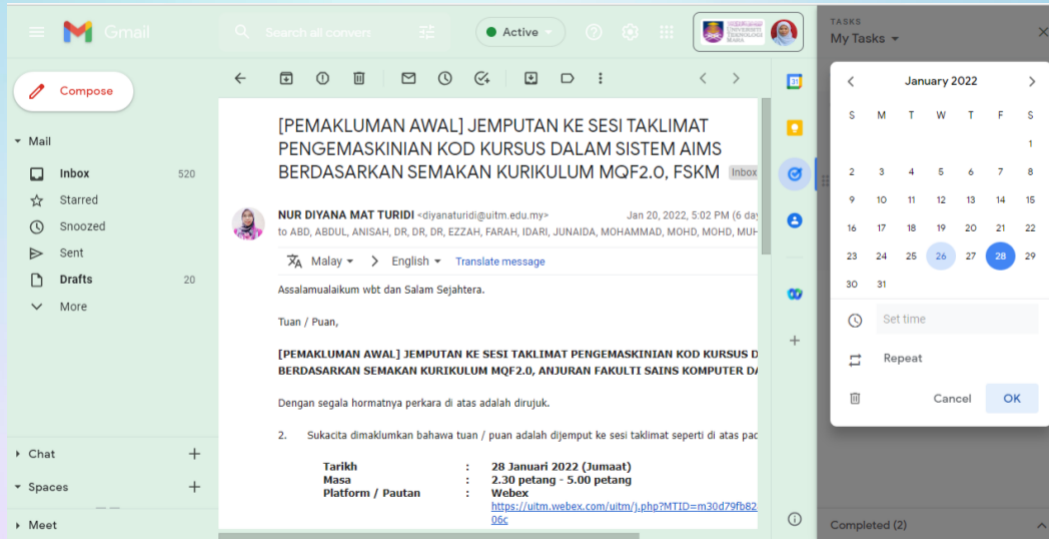
Steps:

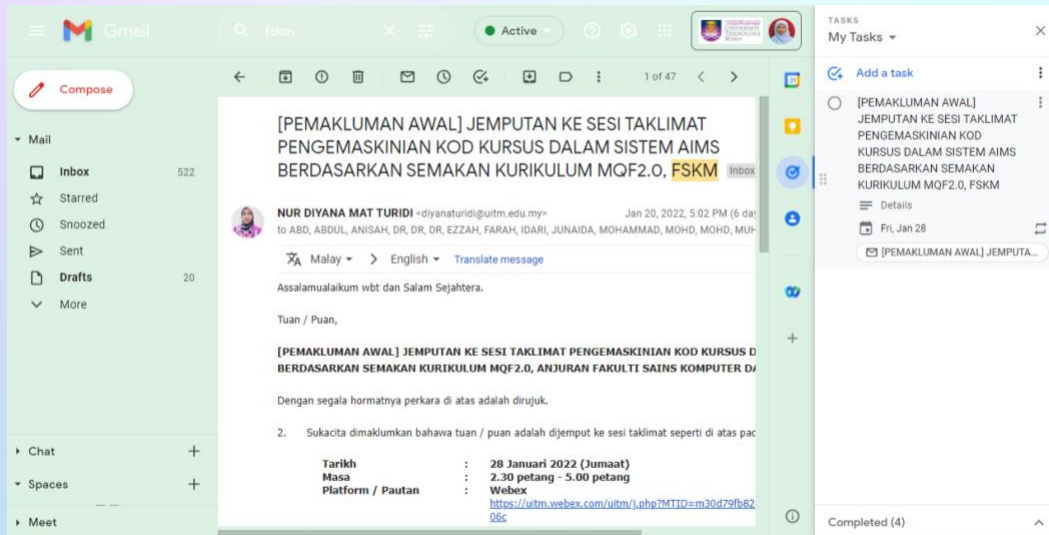1. Open any email and click "Add to tasks".

2. My Tasks will appear on the right side of your email.

3. Select date and time.

4. Your "My Task" manager is ready to use.

Reference:

A. Sharma (2022). *Gmail Task manager: Turn your emails into tasks.* Automate.io. Retrieved January 26, 2022, from https://automate.io/academy/posts/gmail-task-manager