Your Google Workspace PANIC Guide!

Quick Fixes for Your

Everyday Workspace Wobbles!

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HELLO!

You're running a solo business, juggling a hundred things, and then - BAM! 💥

- ➔ Gmail decides to 'hide' an important email...
- ➔ Drive suddenly 'loses' a client's file...
- ➔ Calendar double books you for no reason!

Cue: mini meltdown! 🫠

I want this guide to be your calm-in-a-crisis companion, a Google Workspace 'first aid kit' for when things aren't doing what they're supposed to!

Inside you'll find quick, clear fixes for the most common "What just happened?!" moments in Gmail, Drive, and Calendar.

So let's take a breath, grab a cuppa, and press the (virtual) panic button together. 🤗

Sharon x

P.S. If you have any questions, feel free to email me: sharon@sharonstutorials.com and I'll try my best to help you.
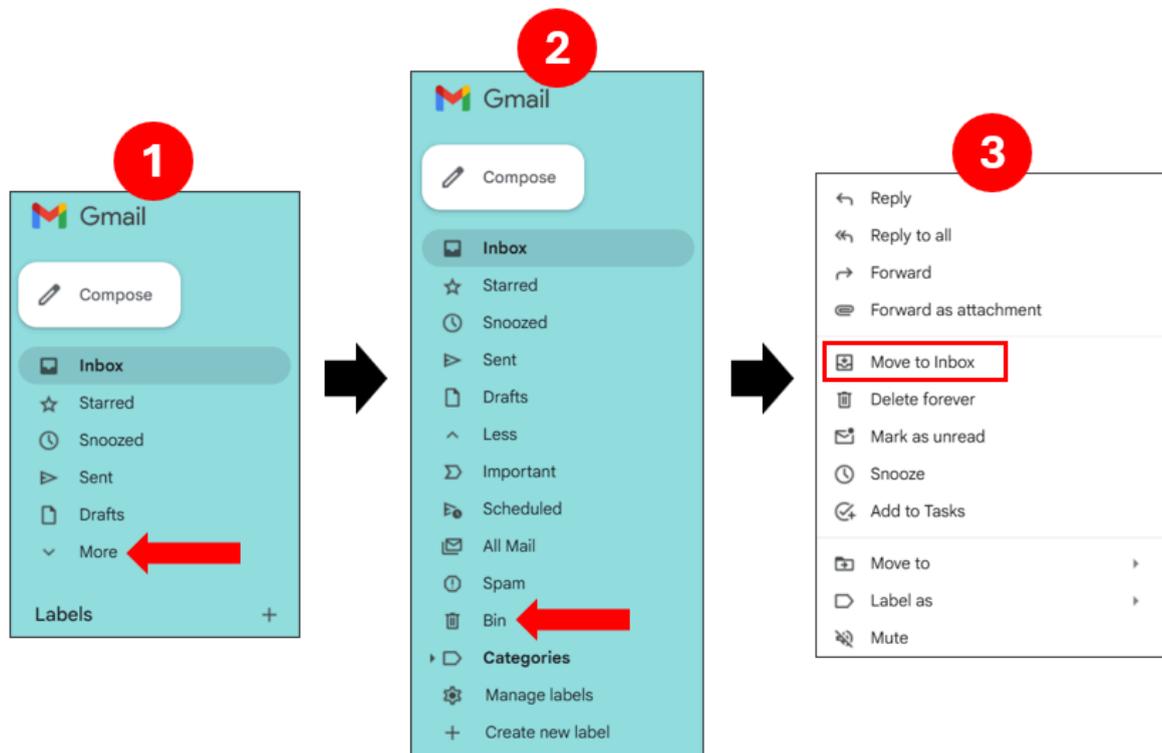
GMAIL GLITCHES ✉️

"I accidentally deleted an email I need!"

💡 **QUICK FIX**

- Click **More** in the left hand menu
- Click the **Bin/Trash** label
- Find the email and **right click** on it
- Click on **Move to Inbox**

Note: Deleted emails stay in the Bin/Trash for 30 days before being permanently deleted.
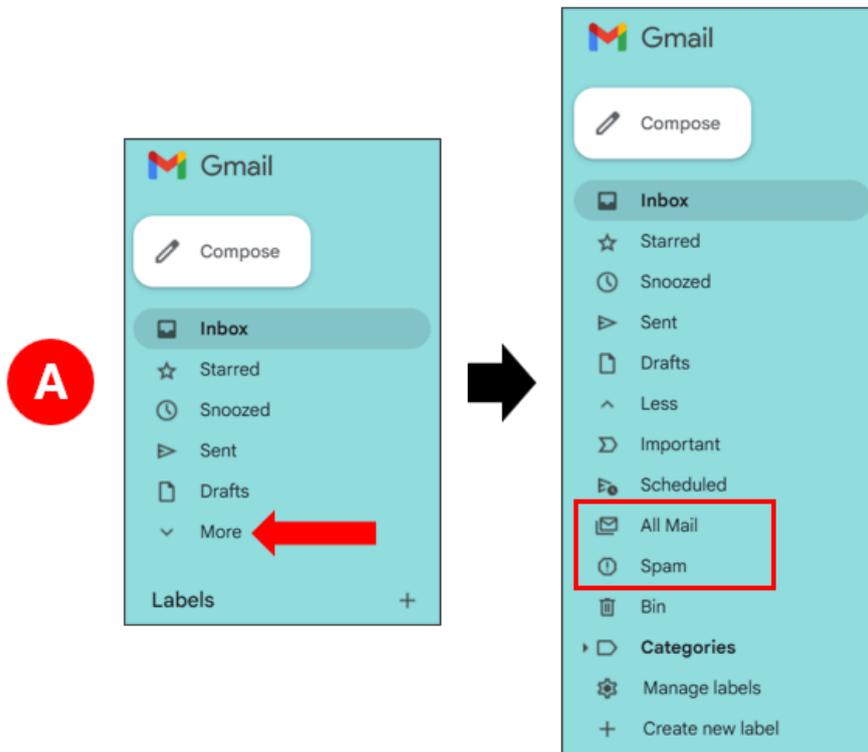
"My client says they sent an email, but I can't find it!"

💡 **QUICK FIX**

A. Check **Spam** and **All Mail:**

- Click **More** in the left hand menu
- Click the **Spam** label and look for email
- Click the **All mail** label and look for email

B. Use **Search:**

- Type *from:client@clientsemailaddress*
- Or search keywords with *has:attachment* or *older_than:7d*


"My inbox is a disaster, help!"

💡 **QUICK FIX**

A. Archive emails more than 1 year old:

- In the **Search** bar, type: *older_than:1y* then press **return**
- Select all emails by clicking on the checkbox at the top of the inbox and click on the **Archive** icon next to it

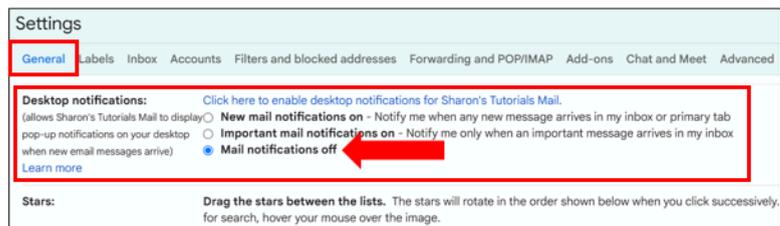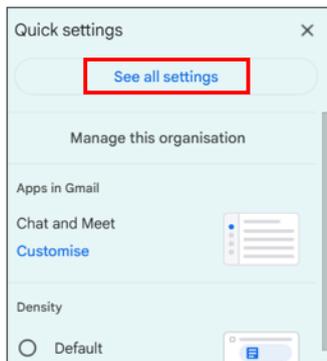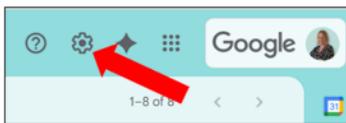**B.** Create one label called To Follow Up

- Click on the **Plus** symbol next to **Labels** in the left hand menu
- Call it To Follow Up
- Drag 3 important emails from your inbox into the To Follow Up label
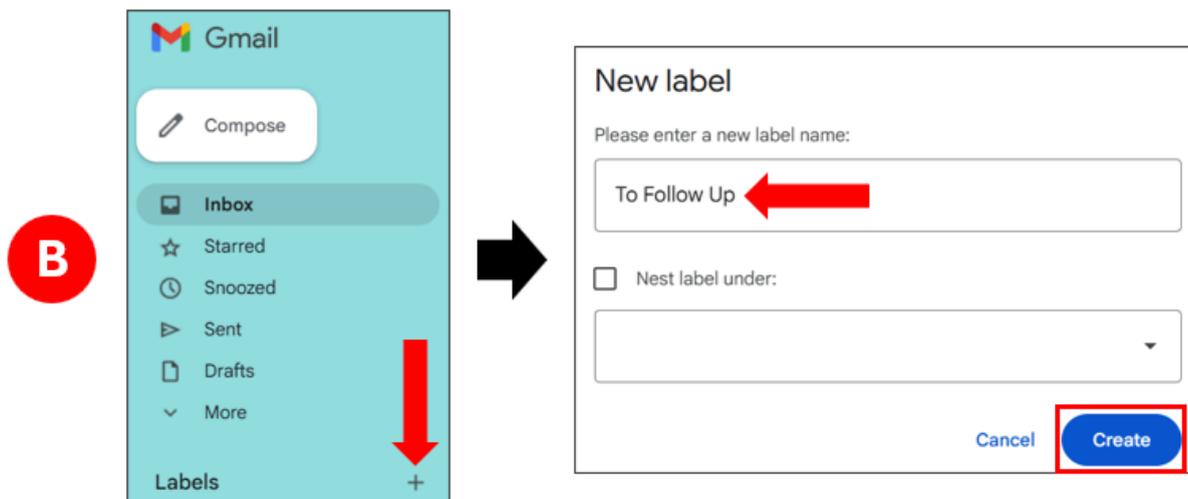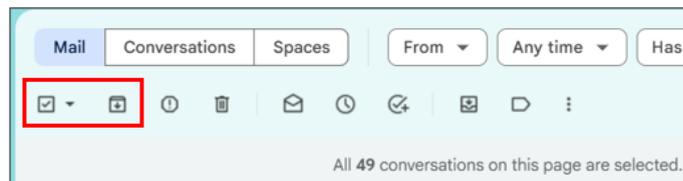
# *"I'm getting overwhelmed with notifications!"*

DRIVE DISASTERS 📁

"I saved a file, but now I can't find it!"

💡 **QUICK FIX**

Search for the file in the Recent folder**:**

- Click on the **Recent** folder in the left hand menu
- Search for a *specific file type* by clicking on the **Type** filter button across the top and choosing the file type (e.g. documents, forms, audio etc.)
- Search by *file owner* by clicking on the **People** filter button across the top and choosing the person then selecting **Owner**.
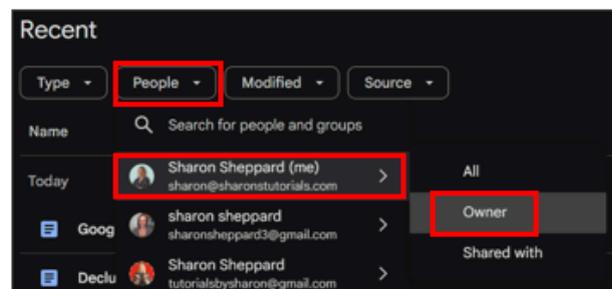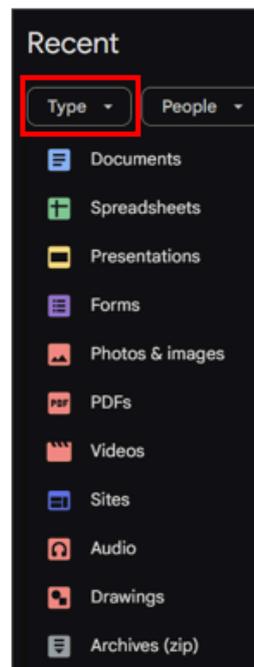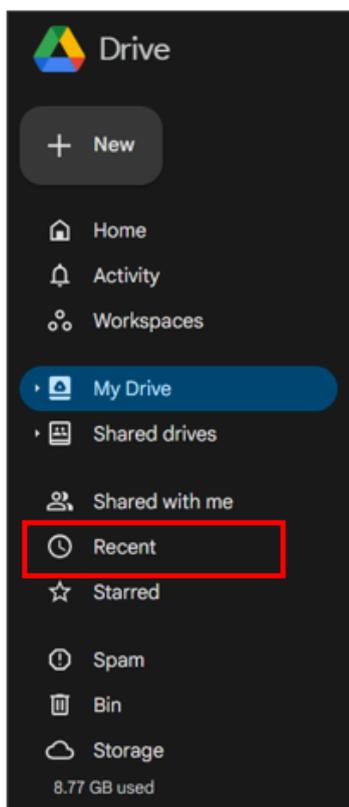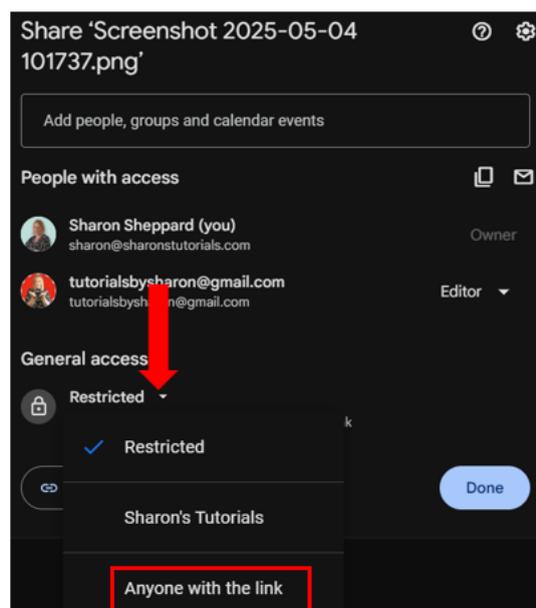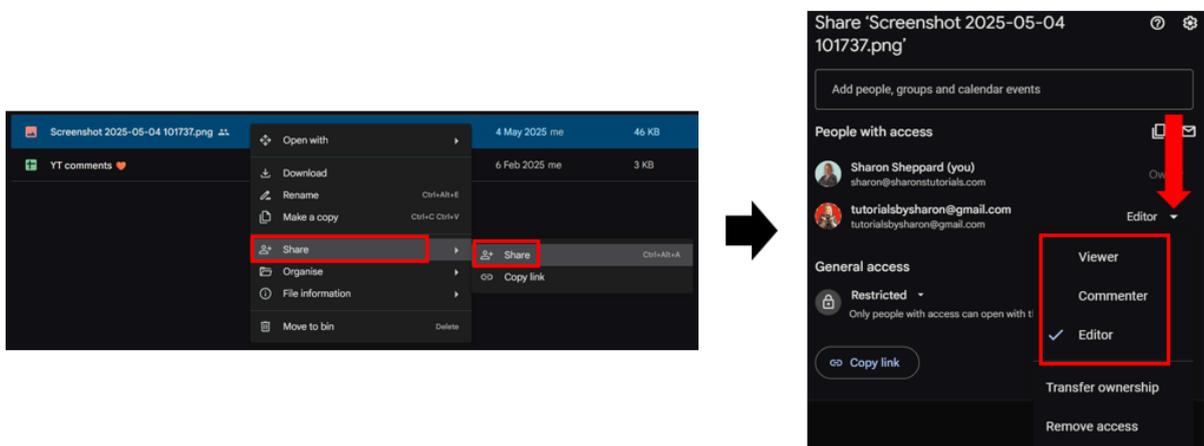
"I shared a doc, but they say they can't open/edit it!"
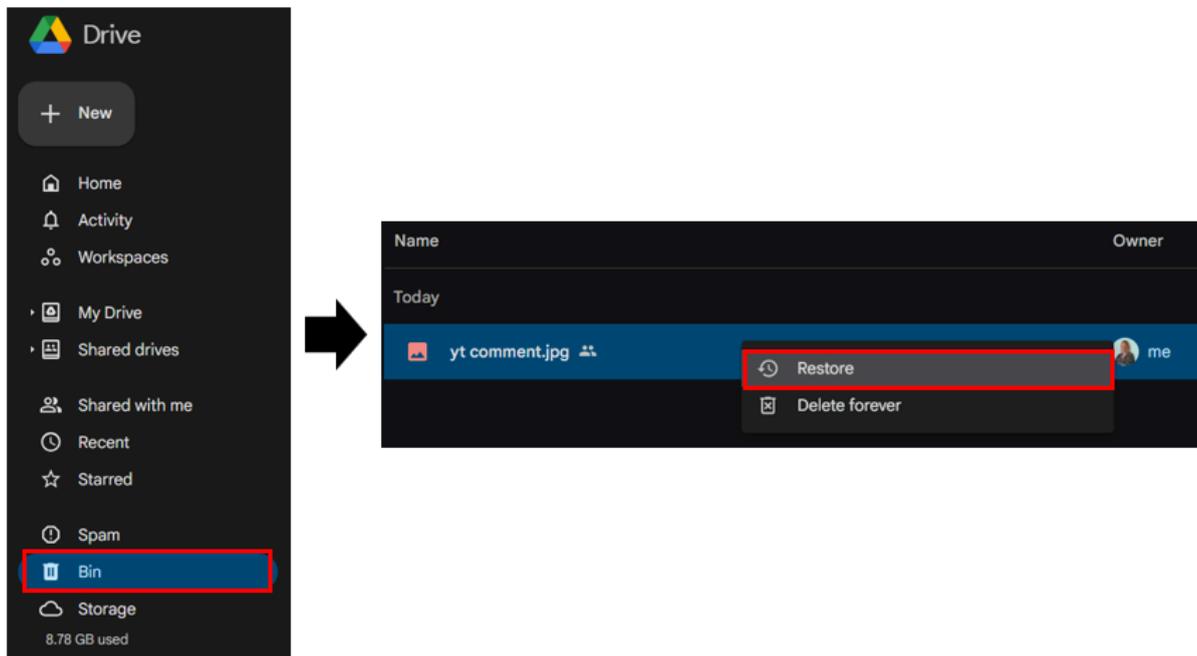
"I accidentally deleted a file!"

💡 **QUICK FIX**

- Click the **Bin/Trash** folder in the left hand menu
- Find the file and **right click** on it
- Click on **Restore** and it will move back to its original location.

Note: Deleted files stay in the Bin/Trash for 30 days before being permanently deleted.

CALENDAR CONFUSION 📅

"My event shows the wrong time!"

💡 **QUICK FIX**

Check the time zone:

- Click the **gear icon** in the top right corner to access your **Settings** (or use keyboard shortcut **s**)
- Click on **Time Zone** in the left hand menu
- Make sure the Primary time zone is correct
- Click the **back arrow** in the top left corner to return to the calendar
- Adjust the event's time if it was created in the wrong time zone.
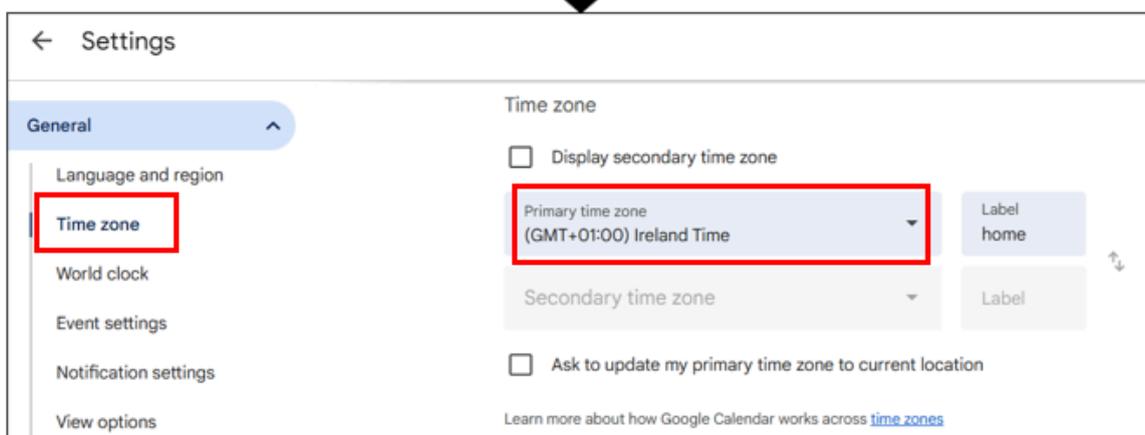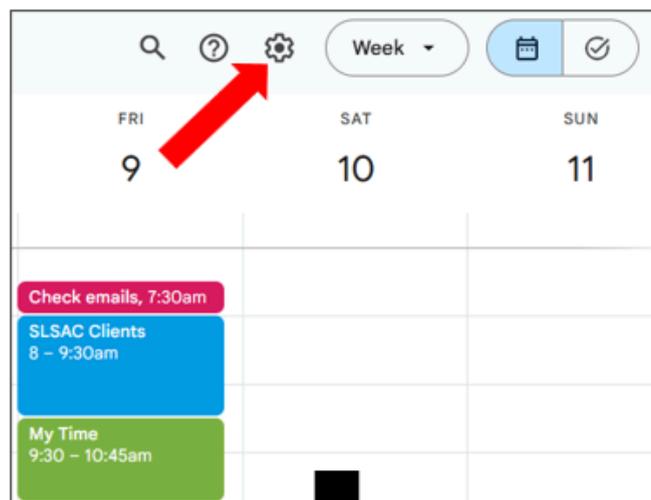
"I keep missing events!"

💡 **QUICK FIX**

Set default event notifications:

- Click the **gear icon** in the top right corner to access your **Settings** (or use keyboard shortcut **s**)
- Scroll down to **Settings for my calendars** section and click on the relevant calendar
- Click on **Event Notifications** in the left hand menu
- Edit the notification that's there already or click **Add notification**
- Set either **Notification** (pop-up) or **Email**
- Choose how long before the event you want to be notified
- Add another notification if required.
- Changes are automatically saved so just click on the back arrow in the top left corner to get back to your calendar.
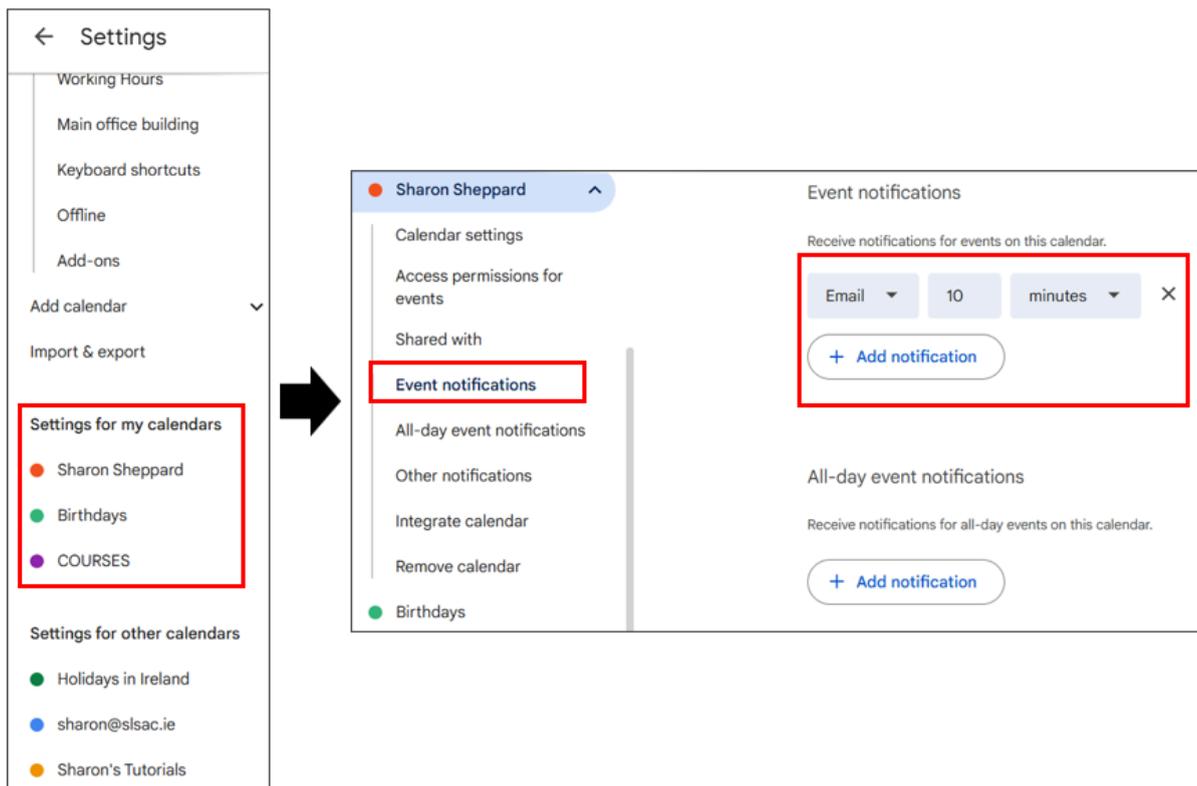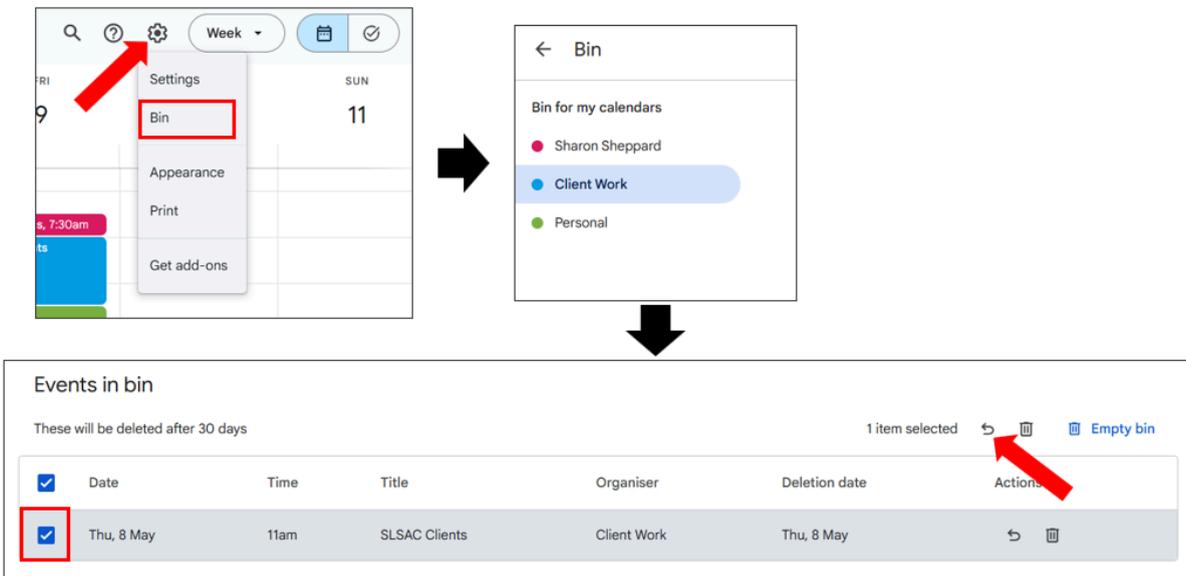
"I deleted an event by mistake!"

💡 **QUICK FIX**

- Click the **gear icon** in the top right corner, then click on **Bin/Trash**
- Click on the correct calendar on the left hand side (if you have multiple calendars)
- **Check the box** to the left of the deleted event you want to keep
- Click on the **Restore** icon and the event will move back to its original location.
- Click the **back arrow** in the top left corner to return to the calendar

Note: Deleted events stay in the Bin/Trash for 30 days before being permanently deleted.

STILL FEELING A BIT WOBBLY?

Don't worry, you've got this! (And I've got you)

You've survived the tech chaos - and hopefully avoided throwing your laptop out the window. But if you're still one tab away from Googling "how to throw Gmail into the sea", I'm here to help. 😊

I work with solo business owners who want less stress and more "oh wow, that was easy."

Whether it's a friendly 1:1 session or a bite-sized mini-course that won't take over your week (or your will to live), I've got simple solutions that work.

(No hold music. No jargon. Possibly biscuits. 😉)

WHY LISTEN TO ME?

Hi, I'm Sharon. 👋

I'm your Google Workspace guide dedicated to helping you streamline your admin with ease. After more than a decade as a Virtual Assistant supporting coaches, consultants, and trainers, I founded Sharon's Tutorials in 2021 to simplify Google Workspace for solo business owners.

Through my step-by-step video tutorials and practical guidance, I remove the tech overwhelm, making everyday business tasks smoother and more efficient.

I'm all about clarity - no jargon, no fluff - just straightforward, easy-to-implement solutions. Whether it's organising emails, managing tasks, or optimising workflows, I want to show you how to spend less time on admin so you can spend more time doing what you love.

Feel free to get in touch, if you'd like a quick chat.

Sharon x