Some Key
Automations

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Automations

Overview

Here I share some additional resources that demonstrate some of the automation work I've done.

Lots of these applied mostly to administrative tasks or optimizing data entry but the logic and skill sets are transferable.

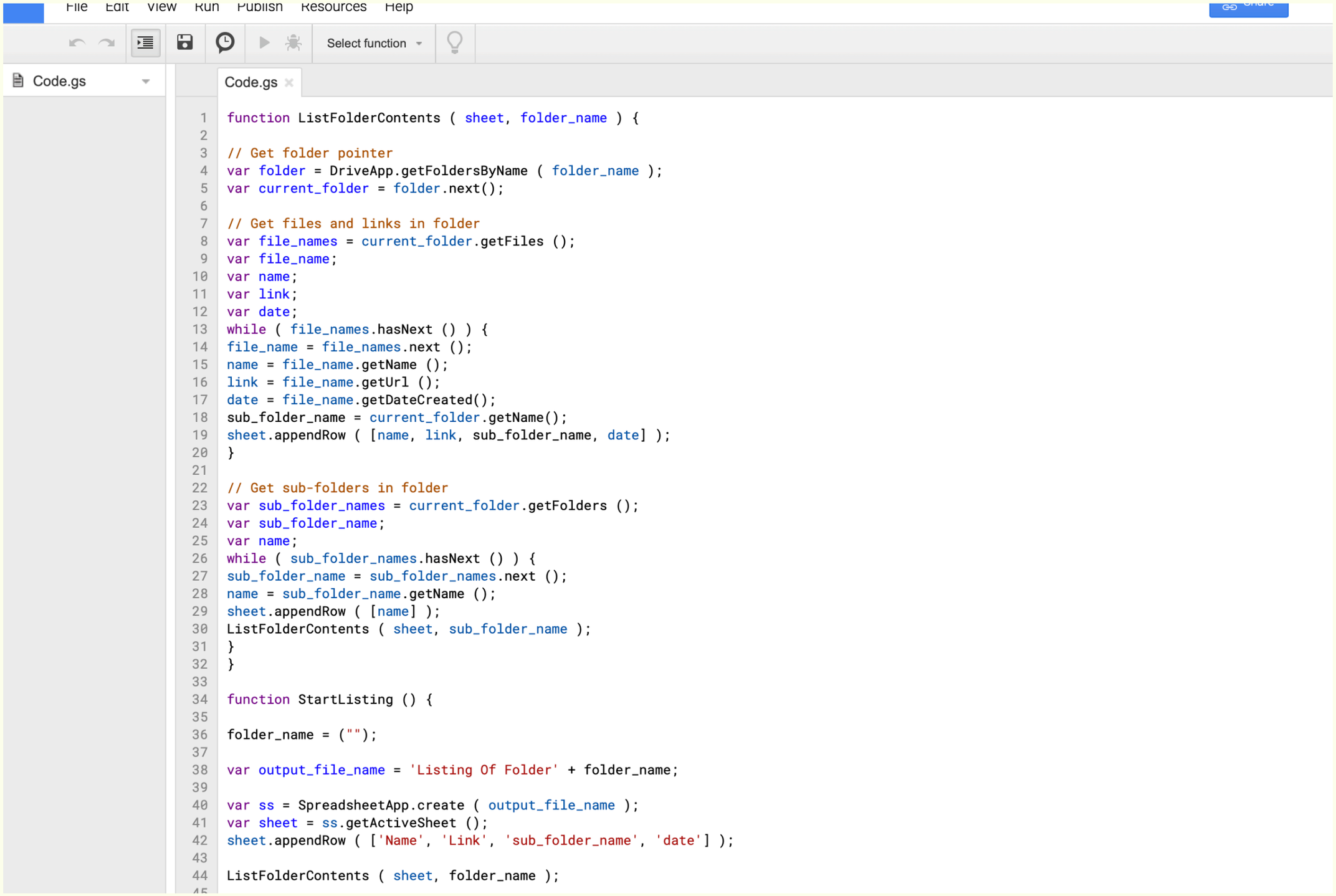
For fun, I have employed these code snippets to automate tasks for me:

- Create subfolders in google app scripts - I needed to pull out specific information and format the directories of my google drive / translate each file and folder into spreadsheet format.

- I actively use automation tools to archive old emails in my inbox to reduce the clutter when certain labels are applied.

- Various flows using zapier for streamlined productivity

Subfolder iterator



Create subfolders in google app scripts - I needed to pull out specific information and format the directories of my google drive / translate each file and folder into spreadsheet format.

Inbox management

gmailAutoarchive

File Edit View Run Publish Resources Help

gmailAutoarchive

autoarchive.gs

autoarchive.gs

```
function gmailAutoarchive() {

  var delayDays = 2; // will only impact emails more than 48h old
  var maxDate = new Date();
  maxDate.setDate(maxDate.getDate()-delayDays); // what was the date at that time?

  // Get all the threads labelled 'newsletter'
  var label = GmailApp.getUserLabelByName("newsletter");
  var threads = label.getThreads(0, 500);

  // we archive all the threads if they're unread AND older than the limit we set in delayDays
  for (var i = 0; i < threads.length; i++) {
    if (threads[i].getLastMessageDate()<maxDate)
    {
      threads[i].moveToArchive();
    }
  }
}

```

I actively use automation tools to archive old emails in my inbox to reduce the clutter when certain labels are applied.

Zapier in motion

I also set up a workflow that would parse the contents of an email and automatically add a calendar invitation to my schedule and include the buffer time needed both before and after the call to take notes and log the contents of the notes in our CRM tool.

