

# Google Drive 25 Productivity Tips

*25 Tips better productivity with Google Drive*

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## 25 Tips better productivity with Google Drive

1. Use the Google Drive Mobile App to access your files on the go: The Google Drive Mobile App allows you to access your files on the go, making it easier to work from anywhere.
2. Use the "Make a copy" feature to create a copy of a file: The "Make a copy" feature in Google Drive allows you to create a copy of a file, making it easier to work on a file without affecting the original.
3. Use the "Add to My Drive" feature to access frequently used files faster: The "Add to My Drive" feature allows you to access frequently used files faster by adding them to your My Drive folder.
4. Use the "Share" feature to collaborate on files with others: The "Share" feature in Google Drive allows you to collaborate on files with others, making it easier to work on a project with multiple people.

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5. Use the "Organize" feature to keep your files organized: The "Organize" feature in Google Drive allows you to keep your files organized by creating folders and sub-folders.
6. Use the "Upload" feature to upload files from your computer: The "Upload" feature in Google Drive allows you to upload files from your computer, making it easier to store and access files in the cloud.
7. Use the "Download" feature to download files from Google Drive: The "Download" feature in Google Drive allows you to download files from Google Drive, making it easier to access files offline.
8. Use the "Comment" feature to collaborate on files in real-time: The "Comment" feature in Google Drive allows you to collaborate on files in real-time, making it easier to work on a project with multiple people.
9. Use the "Version history" feature to track changes made to a file: The "Version history" feature in Google Drive allows you to track changes made to a file, making it easier to see who made changes and when.
10. Use the "Star" feature to mark important files: The "Star" feature in Google Drive allows you to mark important files, making it easier to find them later.
11. Use the "Trash" feature to recover deleted files: The "Trash" feature in Google Drive allows you to recover deleted files, making it easier to restore files that were accidentally deleted.
12. Use the "Notifications" feature to receive updates on changes made to a file: The "Notifications" feature in Google Drive allows you to receive updates on changes made to a file, making it easier to stay up to date on changes made to a file you're working on.
13. Use the "Preview" feature to view files without downloading them: The "Preview" feature in Google Drive

allows you to view files without downloading them, making it easier to view files without using up storage space on your computer.

14. Use the "Sort" feature to sort files by name, date, or other criteria: The "Sort" feature in Google Drive allows you to sort files by name, date, or other criteria, making it easier to find specific files.
15. Use the "Filter" feature to filter files by type, owner, or other criteria: The "Filter" feature in Google Drive allows you to filter files by type, owner, or other criteria, making it easier to find specific files.
16. Use the "Tags" feature to categorize files: The "Tags" feature in Google Drive allows you to categorize files, making it easier to find files that belong to a specific category.
17. Use the "Link sharing" feature to share files with others: The "Link sharing" feature in Google Drive allows you to share files with others, making it easier to share files without having to send large attachments via email.
18. Use the "Collaborate" feature to work on a file with others in real-time: The "Collaborate" feature in Google Drive allows you to work on a file with others in real-time, making it easier to work on projects with multiple people.
19. Use the "Add-ons" feature to extend the functionality of Google Drive: The "Add-ons" feature in Google Drive allows you to extend the functionality of Google Drive, making it easier to customize Google Drive to meet your specific needs.
20. Use the "Integrations" feature to integrate Google Drive with other tools: The "Integrations" feature in Google Drive allows you to integrate Google Drive with other tools, making it easier to use Google Drive as part of a larger workflows.

21. Use the "Google Docs" feature to create and edit documents in Google Drive: The "Google Docs" feature in Google Drive allows you to create and edit documents in Google Drive, making it easier to collaborate on documents with others.
22. Use the "Google Sheets" feature to create and edit spreadsheets in Google Drive: The "Google Sheets" feature in Google Drive allows you to create and edit spreadsheets in Google Drive, making it easier to collaborate on spreadsheets with others.
23. Use the "Google Slides" feature to create and edit presentations in Google Drive: The "Google Slides" feature in Google Drive allows you to create and edit presentations in Google Drive, making it easier to collaborate on presentations with others.
24. Use the "Google Forms" feature to create and share forms in Google Drive: The "Google Forms" feature in Google Drive allows you to create and share forms in Google Drive, making it easier to gather information from others.
25. Use the "Google Drawings" feature to create and edit diagrams in Google Drive: The "Google Drawings" feature in Google Drive allows you to create and edit diagrams in Google Drive, making it easier to collaborate on diagrams with others.