

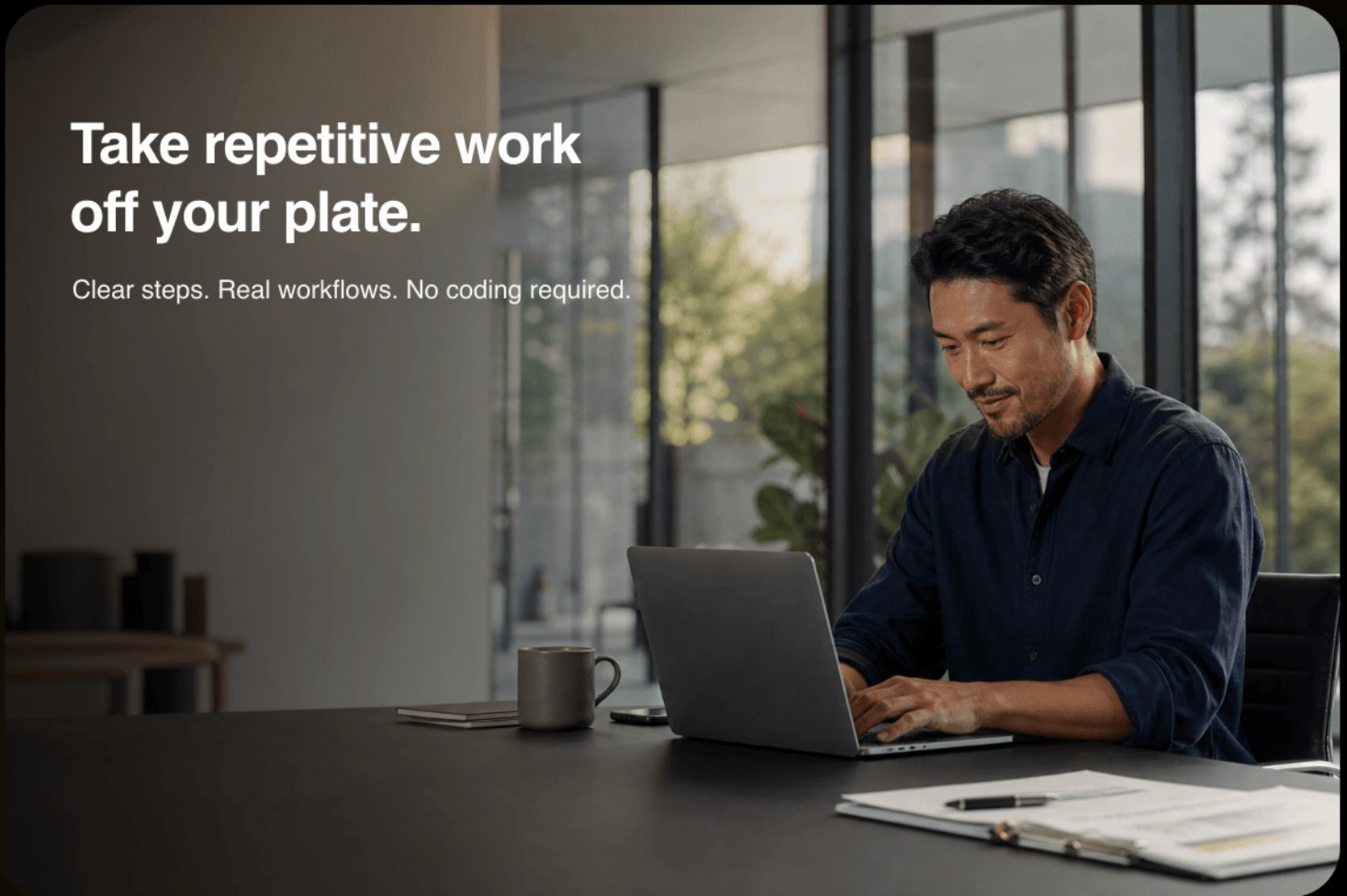
Make your work flow.

Build useful automations. Get hours back.

A practical, no-code guide for the work you already do.

Take repetitive work off your plate.

Clear steps. Real workflows. No coding required.



Save time.

Reduce repetition.

Stay in control.

Gmail · Drive · Sheets · Calendar · Chat · Tasks

Step-by-step screenshots · Practical recipes · Safe testing

www.beingrelentless.com

Practical systems. Meaningful progress.

A guide from Being Relentless for people who want technology to remove friction without losing control.



BEING RELENTLESS

Finish what matters, even when motivation fades.

Being Relentless helps ambitious builders create practical systems for clarity, consistency, and recovery, so they can keep meaningful commitments without perfect conditions.

AABHINNA SURESH KHARE

Two decades of leadership as a global Chief Marketing Officer and Chief Digital Officer, with experience across marketing, product, growth, and AI transformation.

VISIT

beingrelentless.com

Practical ideas for finishing meaningful work.

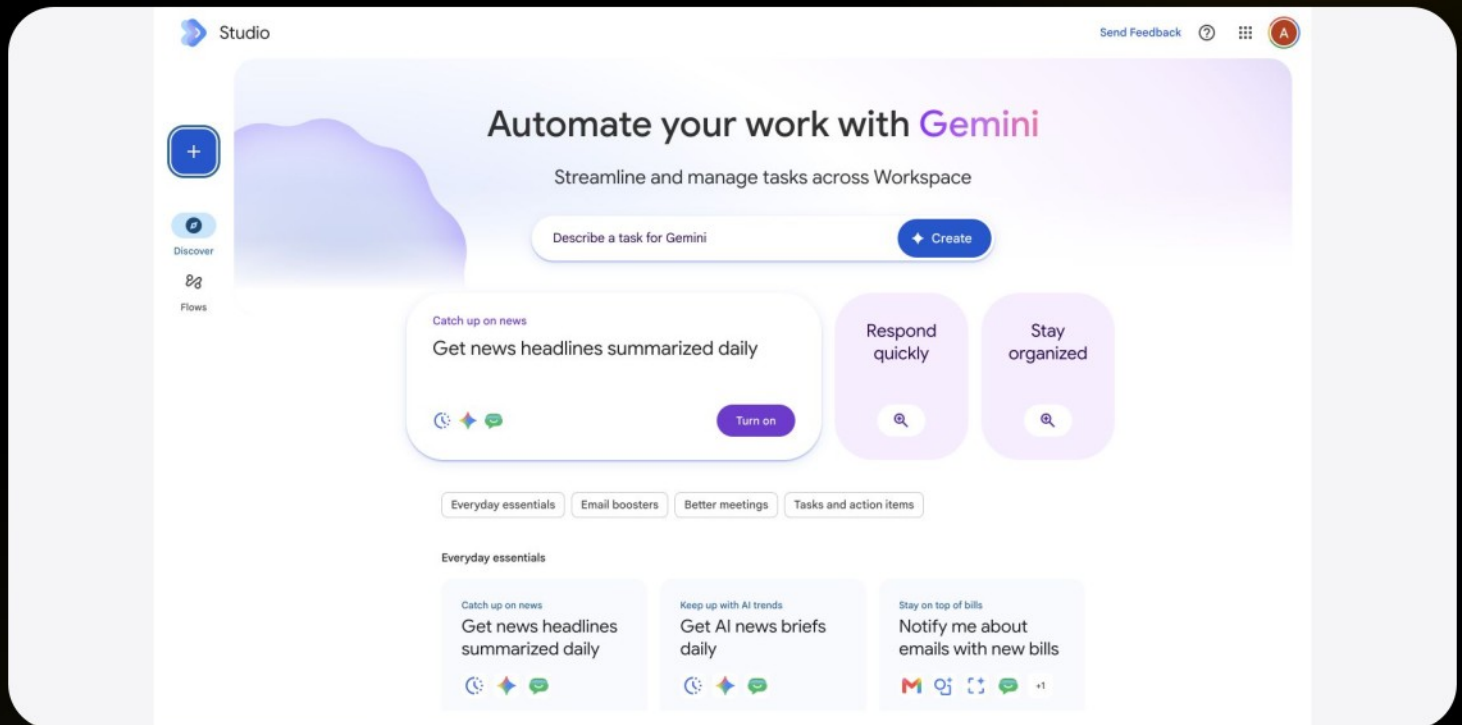
FOLLOW

Being Relentless

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Three ways to build a flow.

Every flow has one starter, one or more actions, and variables that carry information from earlier steps.



01

Describe with Gemini

Fastest custom setup.
Write the result and trigger
in plain language.

02

Use a template

Best for common jobs.
Fill the required fields,
test, then turn it on.

03

Build manually

Best for precise control.
Choose the starter, then
add actions and conditions.

STARTER

The event that begins the flow.

ACTION

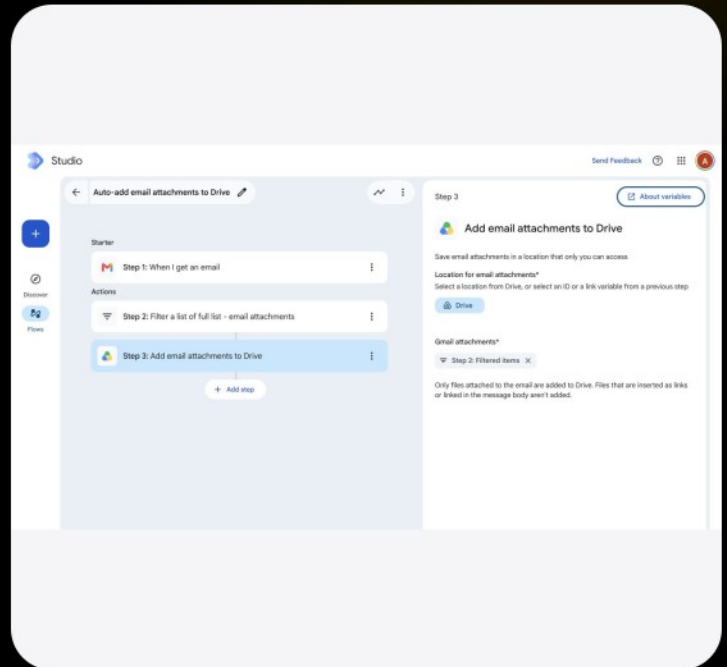
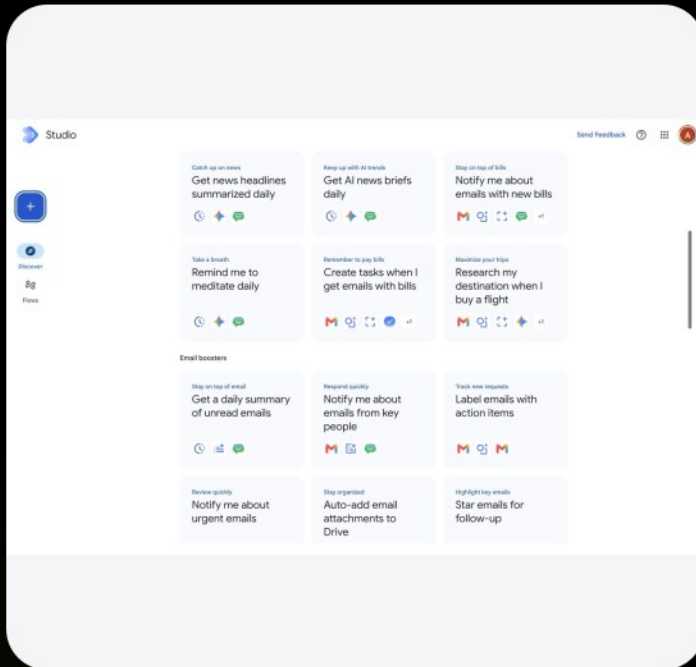
A task the flow performs.

VARIABLE

A value passed from an earlier step.

Start from a template.

The quickest route for common email, meeting, file, and task automations.



A reliable five-step start

- Open Discover and choose the goal that matches your work.
- Select a template for email, meetings, files, or tasks.
- Complete every field marked as required.
- Review the starter, filters, recipients, files, and destinations.
- Test the flow, then select Turn on.

BEST FIRST MOVE

Start with a template.
It reveals the correct structure before you build from scratch.

Describe the outcome.

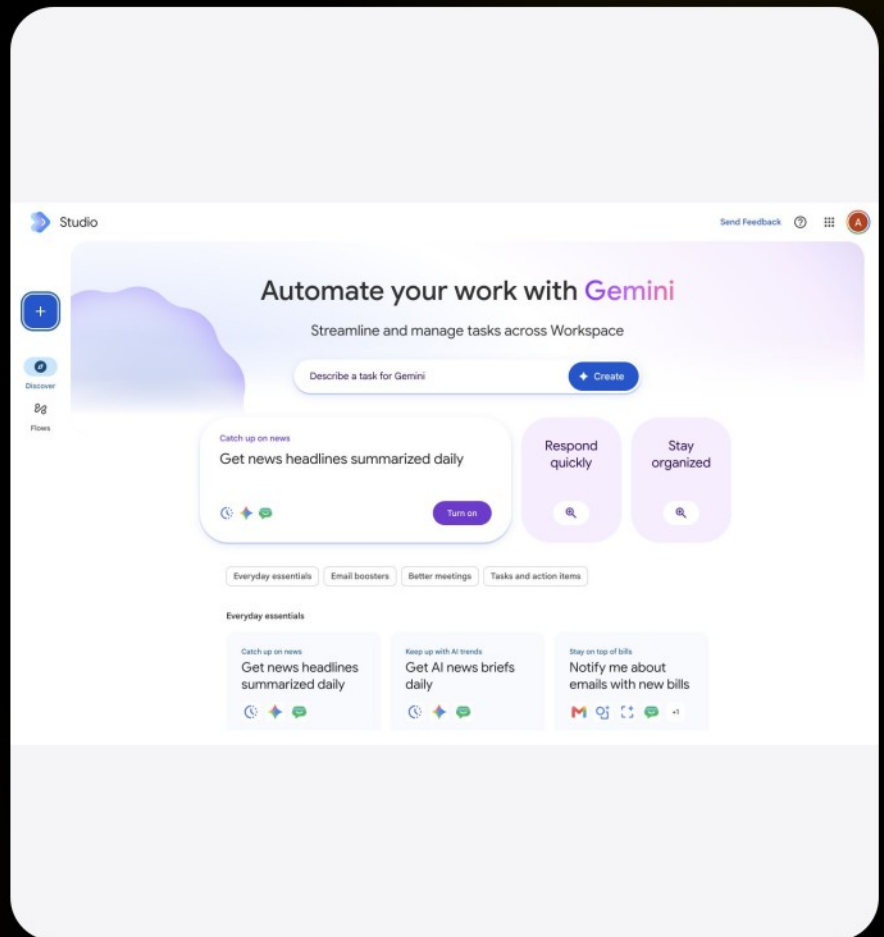
Tell Gemini when the flow should start, what it should do, and where the result should go.

PROMPT FORMULA

**When [trigger],
use [source data],
then [action],
and send or save
the result to
[destination].**

GOOD PROMPTS ARE

- Specific about the trigger
- Clear about the output
- Precise about the destination



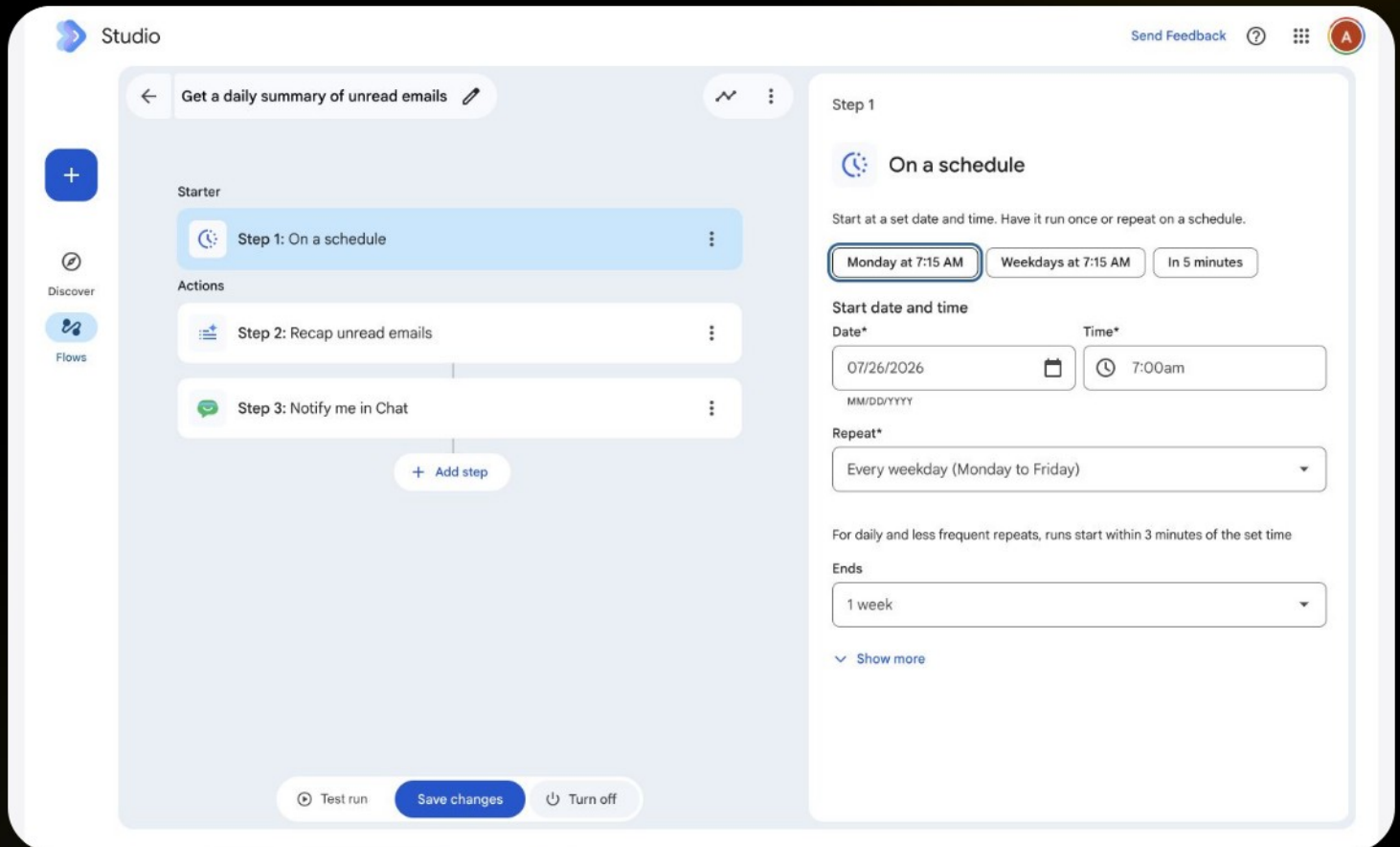
Review before activation

Gemini creates a draft. You remain responsible for recipients, filters, files, actions, and the variables passed between steps.

Read every step · Narrow broad triggers · Confirm every variable

Build with exact control.

Choose New flow when you need to control the starter and every action.



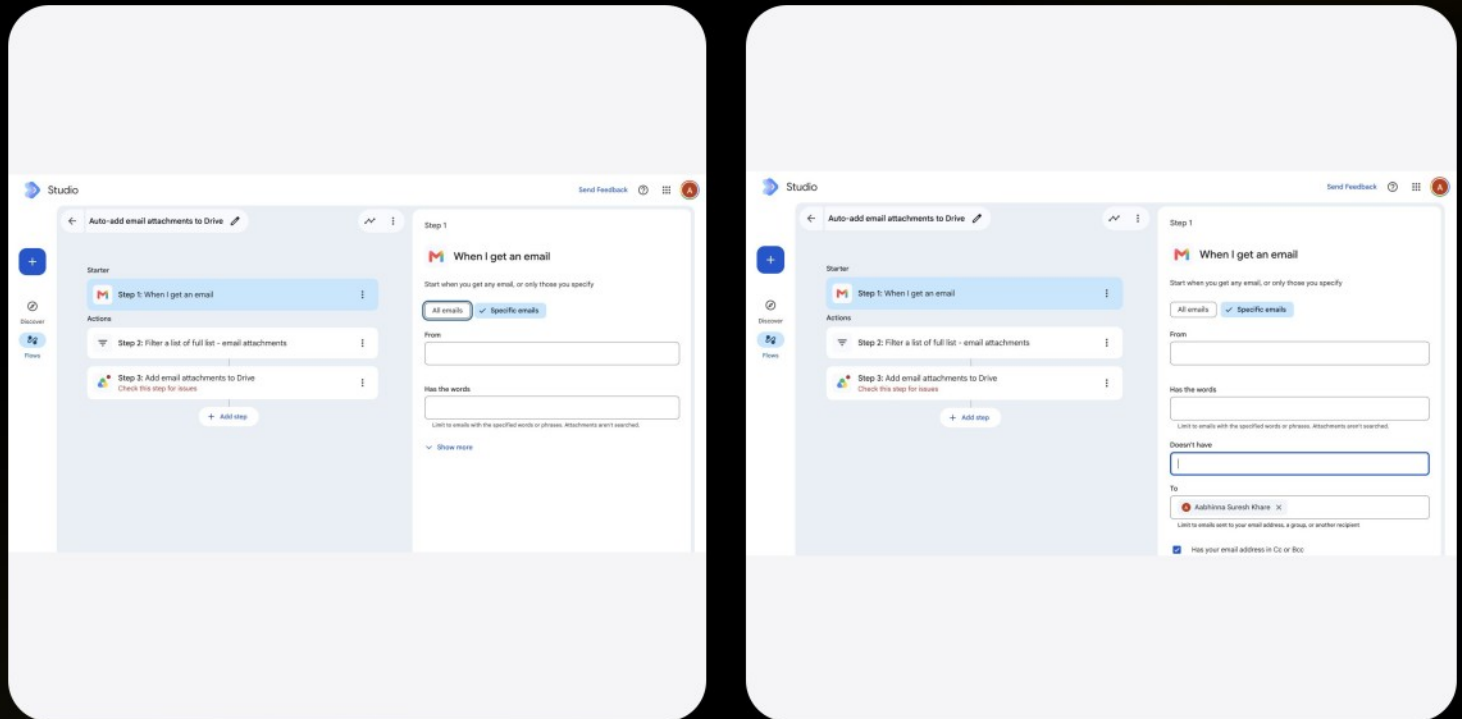
Build the sequence

ONE STARTER. AS MANY ACTIONS AS THE WORK REQUIRES.

- Choose one starter and complete its schedule, filter, folder, sheet, or space.
- Select Choose a step and add the first action.
- Add more actions in the order they should run.
- Rename the flow so its purpose is obvious.

Automate only the email that matters.

The safest Gmail flows use narrow filters so they run only on relevant messages.



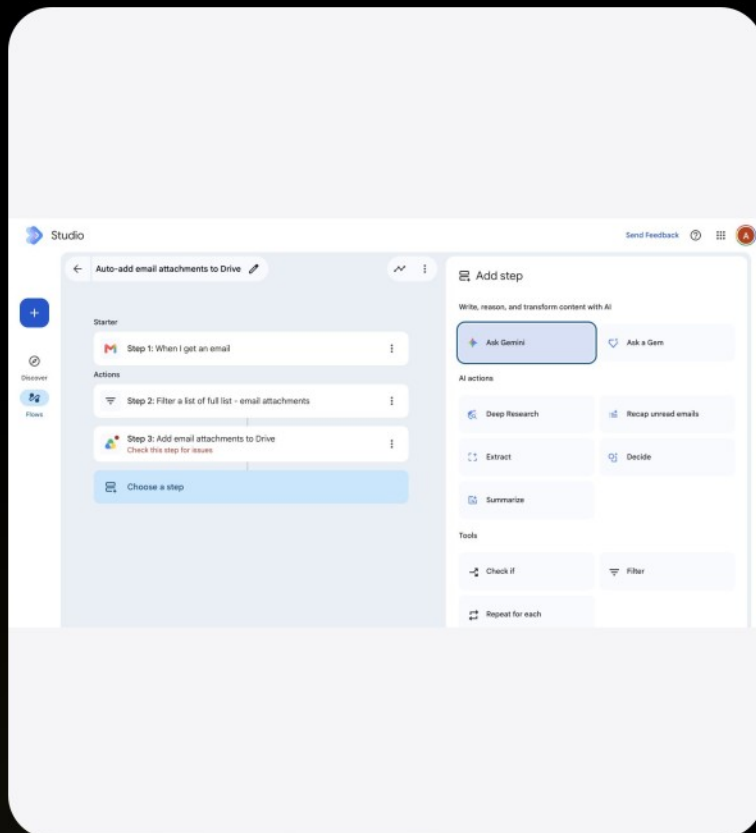
A safe email trigger

GOOD FIRST FLOW

- Choose When I get an email as the starter.
- Filter by From, Subject, Gmail label, or Has attachment.
- Add only the actions you need, such as save, summarize, archive, or notify.
- Use variables from the email starter for subject, body, sender, and attachments.
- Test with one real message before turning the flow on.

Use AI where judgment helps.

Keep predictable work standard. Add AI only where it transforms content or improves a decision.



Choose the right AI step

ASK GEMINI

Flexible writing, analysis, and general requests.

EXTRACT

Pull structured details such as order numbers or action items.

SUMMARIZE

Create concise highlights from emails, documents, or sheets.

DECIDE

Evaluate a condition such as urgency, risk, or sentiment.

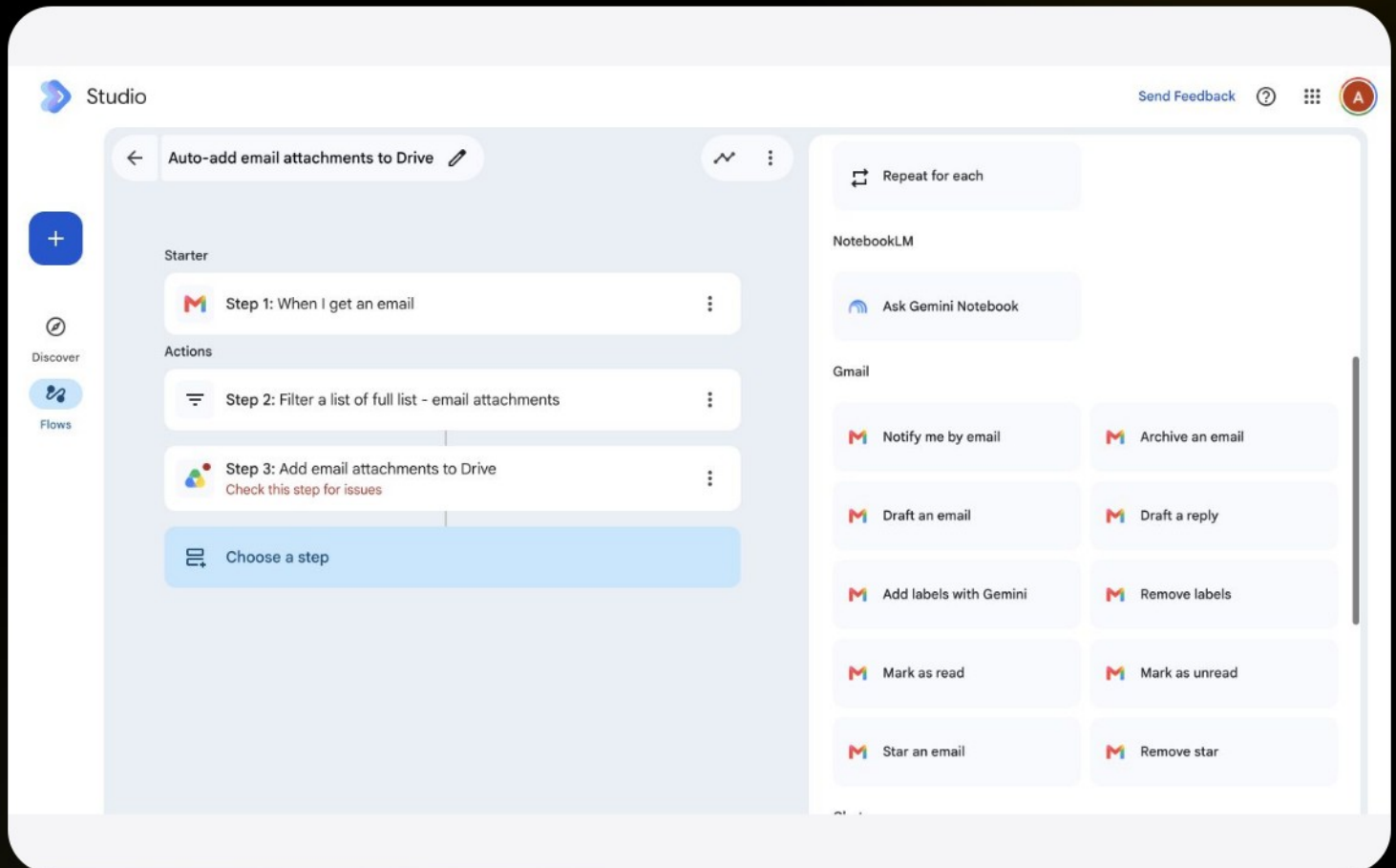
Variables carry context.

A variable is exported by an earlier step and reused later. Check the source step, the field name, and the destination before testing.

CONDITIONS Use Check if for exact comparisons. Use Decide for complex or subjective conditions.

Choose the action family.

Each action asks only for the file, recipient, row, folder, or message it needs.



GMAIL

Notify, draft, reply,
label, archive.

CHAT

Notify yourself
or a space.

SHEETS

Add, update,
clear, or read rows.

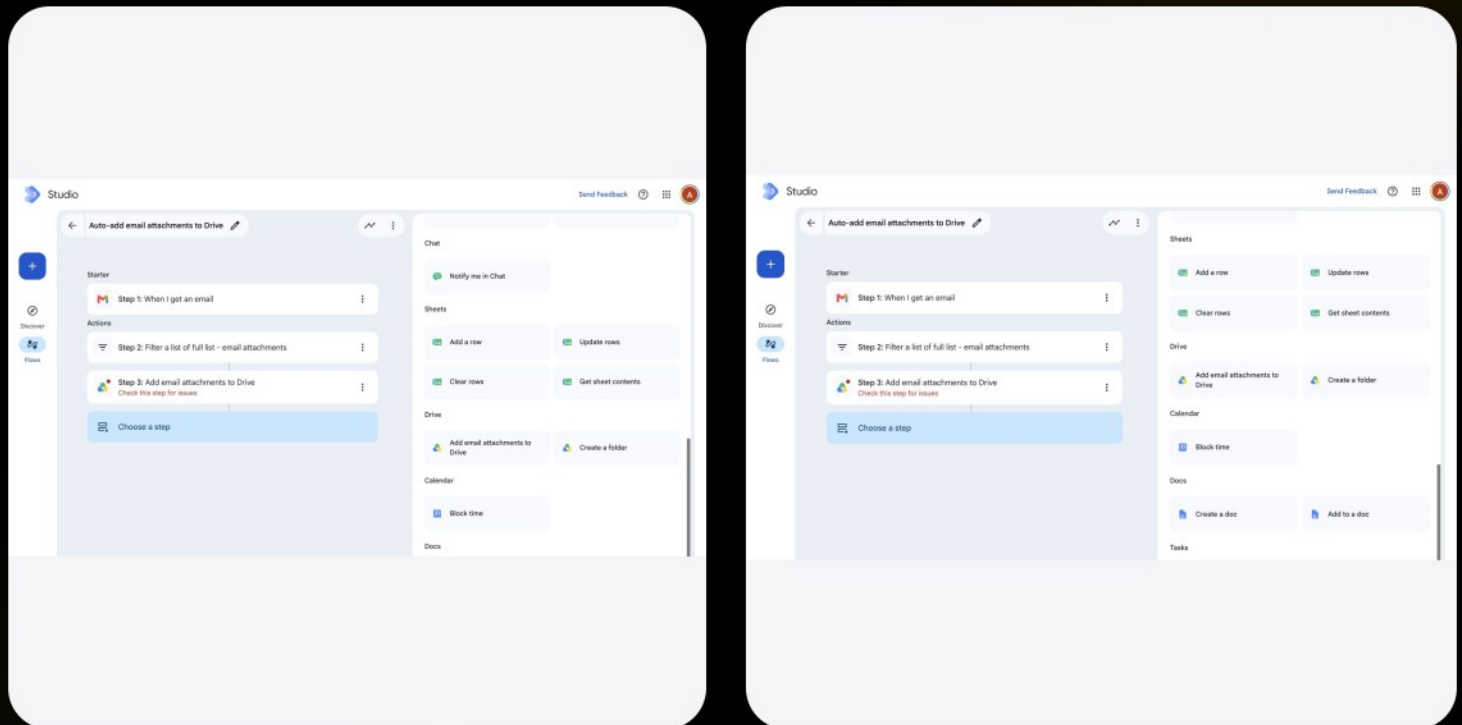
DRIVE

Save attachments
or create folders.

Match the action to the destination. Then complete only the fields that action requires.

Create the work item once.

Use Drive, Docs, Calendar, and Tasks actions to turn information into visible work.



Build safely

- Select the destination action, such as Create a doc, Add to a doc, or Create a task.
- Choose a test file or private folder before using shared Drives or shared sheets.
- Insert variables from earlier steps into titles, descriptions, dates, and body text.
- Use one action for each destination that needs the result.
- Confirm the owner, folder, row, file, and due date before activation.

SHEETS SETUP

Use one unmerged header row.
Keep every column name unique.

Email and meetings.

Three practical flows you can build with a template, Gemini, or the manual route.

RECIPE 1

Urgent email alert

Use when
Important messages are easy to miss.

- When an email matches
- Decide if it is urgent
- Check the result
- Notify in Chat

ONE PRIVATE ALERT

RECIPE 2

Attachment archive

Use when
Bills, invoices, or reports arrive by email.

- Filter the email
- Check attachment type
- Save to Drive
- Add a review task

FILE SAVED ONCE

RECIPE 3

Meeting follow-up

Use when
Action items need owners after meetings.

- Start on the meeting
- Summarize the output
- Extract action items
- Draft a follow-up

SUMMARY READY TO REVIEW

Sheets, Docs, and Tasks.

Turn structured updates into visible work without manual copying.

RECIPE 4

Sheet status alert

Use when

A project row changes to Blocked or High

- Start when the sheet changes
- Filter by the status field
- Check the condition
- Notify the owner

ONLY MATCHING ROWS

RECIPE 5

Form response brief

Use when

New responses need summarizing and log

- Start on form submission
- Extract the response
- Add a tracking row
- Create a private brief

ROW AND BRIEF MATCH

RECIPE 6

Action item builder

Use when

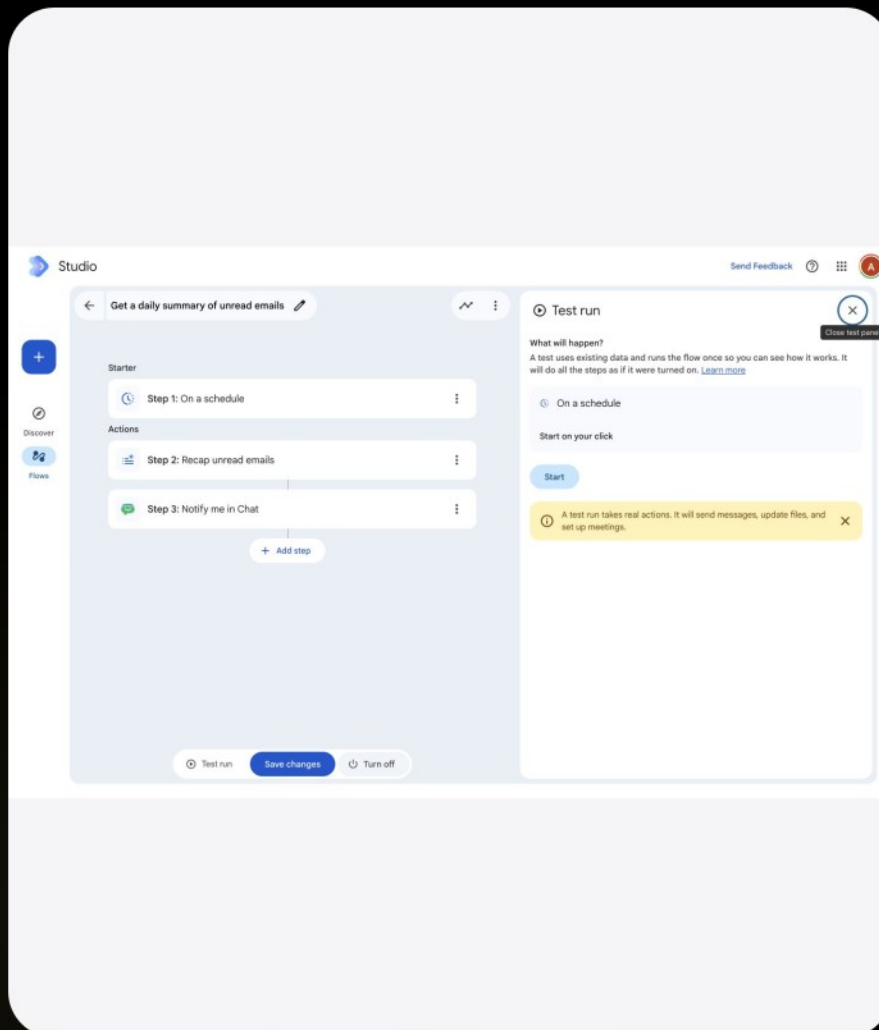
Email or meeting notes contain clear assign

- Start on the source
- Extract action items
- Repeat for each item
- Create a task

ONE TASK PER ACTION ITEM

Test with real care.

A test run uses real data and performs real actions. It can send messages, change files, and create meetings.



Before Turn on

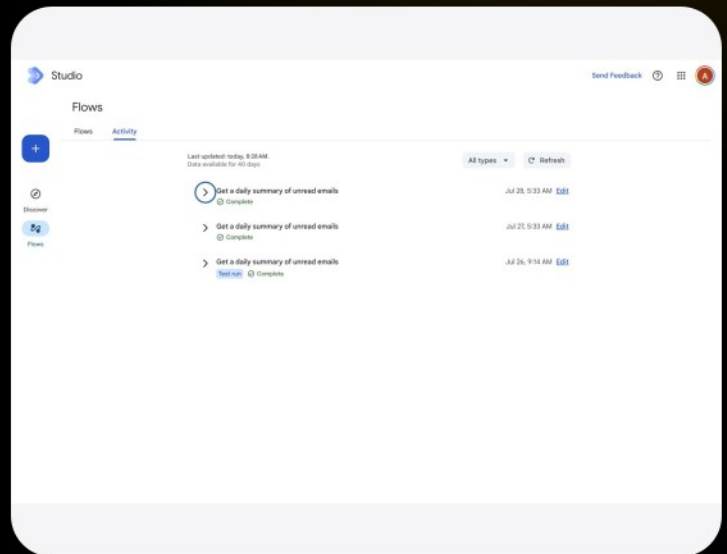
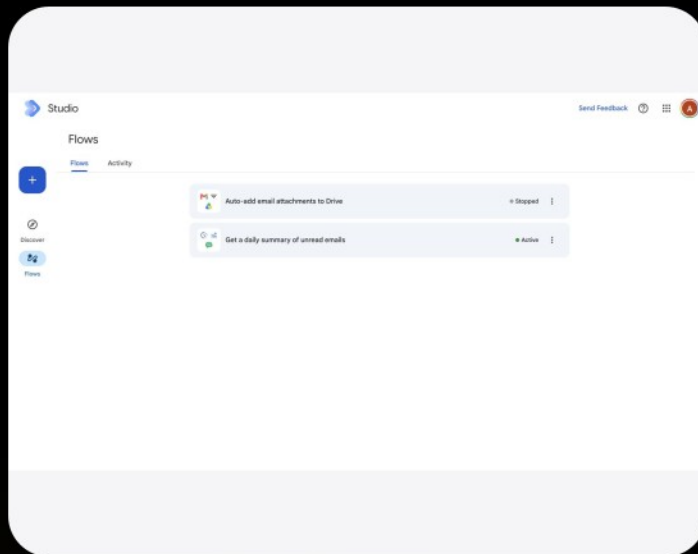
- Send test email and Chat messages only to yourself.
- Use a copy of any document or sheet that may change.
- Use a private calendar or test file.
- Open Test run and review the chosen starter data.
- Select Start only after confirming recipients and files.
- Review every step result.
- Activate only when the test output is correct.

ACTIVATION CHECKLIST

Starter selected · Required fields complete · Variables safe · Recipients correct · Test successful

Monitor what happens next.

Use Flows for status and Activity for run history. Keep stopped drafts under control.



A reliable operating rhythm

- Open a flow to edit steps, rename it, check Activity, share, copy, turn off, or delete.
- Filter Activity to find completed, in-progress, and failed runs.
- Red-test complete: check missing fields, invalid conditions, or disconnected integrations.
- Yellow-test could not complete: try different starter data and check security blocks.
- Current document limits: 25 created flows and 20 steps per flow.
- If runs are excessive, reduce frequency and make starters more specific.

PRIVACY Use only services you trust when variables carry Gmail, Chat, Calendar, or file data.

SUBSCRIBE

Practical AI for Business Results.

www.beingrelentless.com

Practical ideas, real use cases, and clear guidance for turning AI into better business outcomes.

Official references: [create a flow](#) · [starters and steps](#) · [variables](#) · [test a flow](#) · [Workspace Studio limits](#)