

A PRACTICAL FIELD GUIDE

3 awesome n8n workflows to manage your emails

Sort + draft. One useful digest. Attachments + invoices.



Viktor Zaika · 29 September 2026

01 / SORT + DRAFT

Sort emails and draft replies

Gmail → classify → label → draft

A classifier chooses a category. The Switch routes it to a label and, where appropriate, a draft. You review before sending.

The next page shows the complete, full-resolution workflow by Supira Inc. [Gmail classifier with GPT-4 draft replies ↗](#)

Set it up

Create Gmail labels

Map categories to Switch

Review every draft

Use this prompt for sorting emails and drafting replies

Analyze this incoming email.

Return ONLY valid JSON:

```
{
  "category": "urgent | sales | support | invoice | newsletter | personal | ignore",
  "priority": "high | medium | low",
  "needs_reply": true,
  "summary": "one short sentence",
  "draft_reply": "reply text or null"
}
```

Rules:

Use "urgent" only when there is a clear deadline, serious problem or something blocking work.

Use "invoice" for invoices, payment requests, receipts and billing-related emails.

Use "newsletter" for promotional or mass-distributed content.

Set needs_reply to false for newsletters, receipts, automated notifications and emails that do not expect a response.

If a reply is needed, write a short natural reply matching the sender's tone.

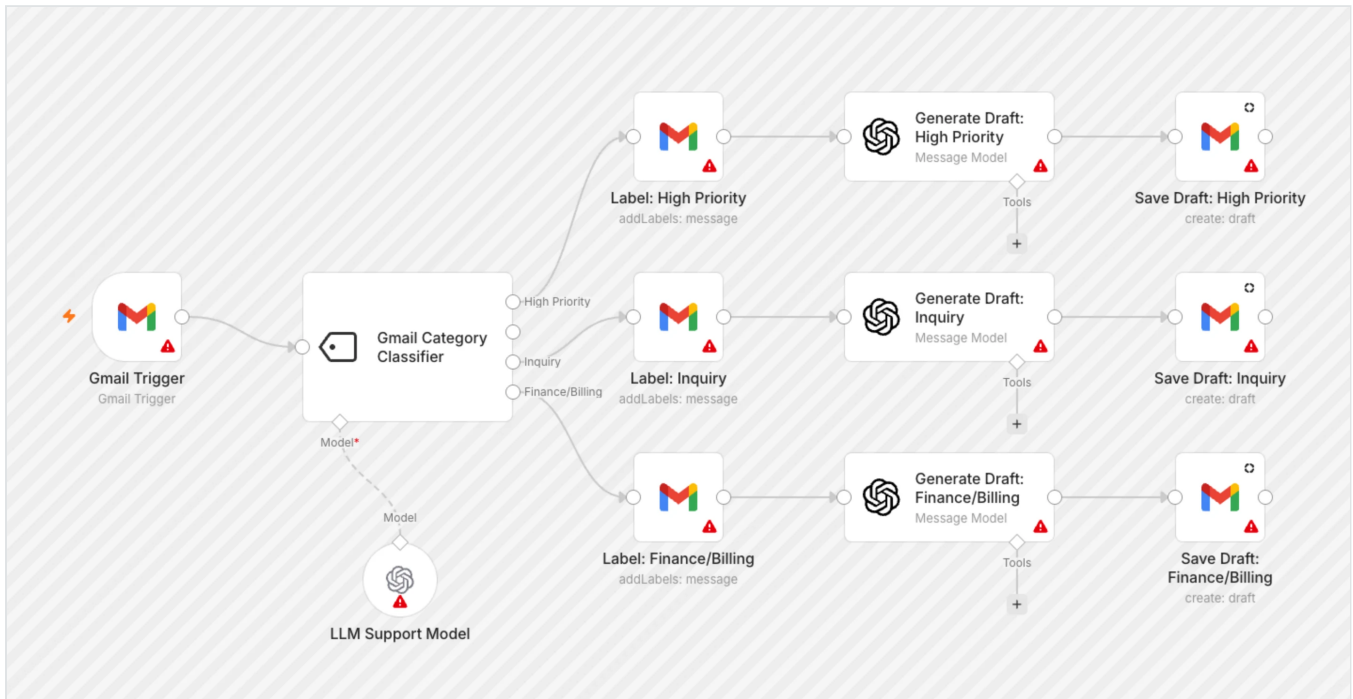
Do not invent prices, dates, promises or facts.

If information is missing, write [NEEDS INPUT] inside the draft.

01 / INSIDE THE ACTUAL WORKFLOW

The complete workflow.

Gmail → classify → label → draft



Full-resolution n8n template by Supira Inc. [Gmail classifier with GPT-4 draft replies](#) ↗

WHAT TO NOTICE

Notice the separate label and draft branches. Red warning triangles indicate credentials to configure.

02 / DAILY DIGEST

Get one useful email digest

Schedule → recent email → AI → digest

A schedule collects recent messages. AI identifies the few that need attention, then one digest links back to the originals.

The next page shows the complete, full-resolution workflow by Mohammed Aljer. [Gmail action digest with Gemini](#) ↗

Set it up

Choose a 12–24h window

Keep Gmail message IDs

Count newsletters

Use this prompt for creating an actionable digest

Create a short actionable digest from these emails.

Group them into:

1. URGENT
2. NEEDS REPLY
3. ACTION REQUIRED
4. FYI
5. NEWSLETTERS / PROMOTIONS

For each important email return:

```
{
  "sender": "",
  "subject": "",
  "summary": "",
  "action": "",
  "priority": "high | medium | low"
}
```

Rules:

Keep summaries to one sentence.

Extract concrete actions when possible.

Include deadlines only when explicitly mentioned.

Do not include routine automated notifications unless they contain an error, payment problem, security warning or other issue requiring attention.

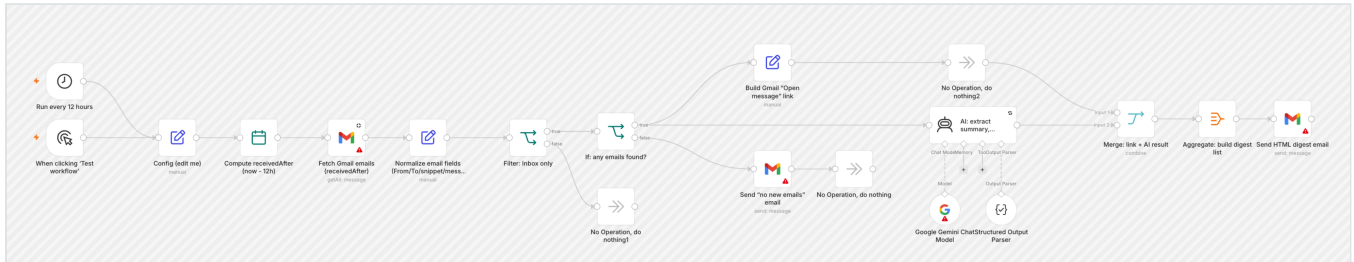
For newsletters and promotions, only return the total count unless something looks unusually relevant.

Sort important emails by priority.

02 / INSIDE THE ACTUAL WORKFLOW

The complete workflow.

Schedule → recent email → AI → digest



Full-resolution n8n template by Mohammed Aljer. [Gmail action digest with Gemini](#) ↗

WHAT TO NOTICE

The real template has extra routes for an empty inbox and for building direct links to messages.

03 / INVOICES

Process invoices and attachments

Gmail → PDF → extraction → Drive + Sheets

The PDF goes to Drive. Extracted fields and the Drive link go to Sheets, so the original file and searchable data stay together.

The next page shows the complete, full-resolution workflow by Juan Carlos Cavero Gracia. [Invoices from Gmail to Drive and Sheets ↗](#)

Set it up

Choose a Drive folder

Map Sheets columns

Review amounts and dates

Use this prompt for extracting attachment details

Analyze this email and attached document.

Return ONLY valid JSON:

```
{
  "document_type": "invoice | receipt | contract | report | other",
  "company": "",
  "invoice_number": "",
  "invoice_date": "",
  "due_date": "",
  "currency": "",
  "amount": null,
  "description": "",
  "suggested_filename": ""
}
```

Rules:

Never guess missing values.

Use null when a value cannot be found.

Dates should use YYYY-MM-DD.

Amount must contain numbers only.

suggested_filename format:

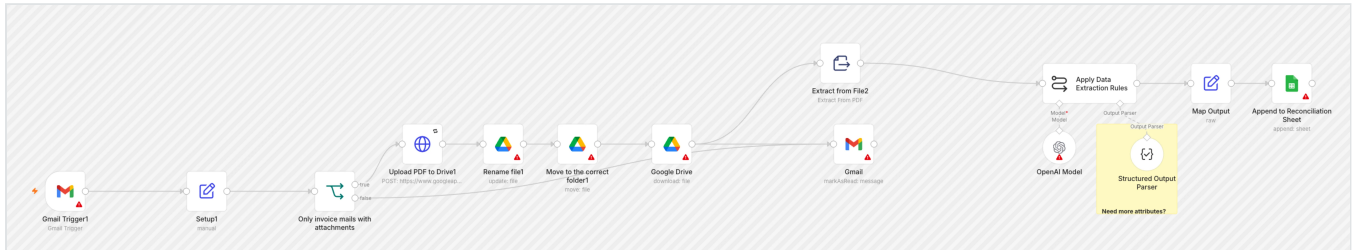
YYYY-MM-DD_Company_DocumentType_InvoiceNumber.pdf

Remove characters that are unsafe in filenames.

03 / INSIDE THE ACTUAL WORKFLOW

The complete workflow.

Gmail → PDF → extraction → Drive + Sheets



Full-resolution n8n template by Juan Carlos Cavero Gracia. [Invoices from Gmail to Drive and Sheets](#)

WHAT TO NOTICE

Follow the original attachment into Drive, then the extraction path into a Sheets row.

SOURCES / MORE DETAIL

Inspect the actual n8n templates.

[Gmail classifier with GPT-4 draft replies ↗](#)

[Gmail action digest with Gemini ↗](#)

[Invoices from Gmail to Drive and Sheets ↗](#)

[n8n Switch node ↗](#)

[n8n Structured Output Parser ↗](#)

Start with one inbox problem. Test it on a few messages before turning the workflow on for everything.

Workflow previews are screenshots of the linked n8n community templates. The prompts and recommendations are by Viktor Zaika.