

Daily job alerts: email each tech their jobs from Google Sheets with n8n

No AI, just a clean first automation. At 7am the workflow reads the sheet, drops jobs with no tech and emails each job to its tech.

The sheet

- **Today's Jobs**, tab **Jobs**: Customer, Address, Job, Time, Tech and Tech Email.
- Tech Email is looked up from a **Techs** tab, so the office only types a first name.

Build it

1. **Create workflow**. Before anything else: ⋮, **Settings**, **Timezone**, pick yours (the lesson uses **America/Chicago**), **Save**.
2. **Add first step, On a schedule**. Keep every **1 day** and set **Trigger at Hour** to **7am**.
3. +, **Google Sheets: Get row(s) in sheet**. Pick the credential, **Document** Today's Jobs, **Sheet** Jobs. **Test step** shows six items.
4. +, **Filter**. In value1 use `{{ $json.Tech }}`, then under String pick **is not empty**. Six in, five out.
5. +, **Gmail: Send a message. Create new credential, Sign in with Google**, pick the office account.

Write the email

To

`{{ $json["Tech Email"] }}`, in brackets and quotes because the name has a space.

Subject

Expressions for the time and customer, like "8:00 AM job: Hannah Ortiz".

Email Type

Text. Simpler, and it reads fine on a phone.

Message

Hi to the tech, then job, address, time and customer, each from its column.

Footer

Add option, Append n8n Attribution, switch it off.

Test and publish

- Click **Test workflow**. One Gmail step runs five times: two emails to Dave, two to Luis, one to Tasha.
- Check the office account's **Sent** folder, then click **Publish**.
- It sends every assigned row every day, so keep the sheet to today's jobs.

Remember: Set the timezone before the schedule, and make To an expression. Otherwise 7am is the wrong 7am, or every job goes to one person.

Practice it free: Daily Job Alerts: Email Each Tech Their Jobs from Google Sheets with n8n at learn.ynteractive.com/modules/job-alerts. This sheet: learn.ynteractive.com/content/cheat-sheets/daily-job-alerts-n8n. Rapid Flow Plumbing is a made-up business from the lesson. By Robert Breen, October 1, 2026.