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FREE GUIDE

Workspace Studio Wait until step: pause a flow

Google's Wait until step pauses a Workspace Studio flow for up to 14 days, then resumes it. Here is how it works, its limits, and a five-minute follow-up.

WHAT THIS ADDS

The useful part is not the wait. It is that the wait can sit inside a Check if branch or a Repeat for each loop, so one flow can decide, pause and carry on without a second flow.

What the Wait until step does

Workspace Studio is Google's built-in automation tool for Google Workspace. You choose what starts a flow, then add steps that work in Gmail, Drive, Docs and Chat. Until now a flow ran straight through. The new **Wait until** step pauses a flow at the point you place it, then resumes it.

There are three ways to set the timing: a specific day next week, a specific day and time, or a set duration in minutes, hours, or a mix of both.

The limits you need to know

- A single wait can last at most **14 days**.
- When you pick a specific day and time, you can schedule it up to **13 days ahead**.
- For a longer sequence, chain two Wait until steps one after the other.
- Each wait has its own **time zone** setting. Check it the first time you set one up.

Where the step works

Google's announcement, dated November 10, 2026, says the step works inside **Check if** branches and inside **Repeat for each** loops. A wait inside one branch pauses only that branch, and the other branch runs straight away. That lets one flow handle two outcomes without two flows.

Build a follow-up that stops when the client replies

1. Open Workspace Studio from your Google Workspace account and start a new flow.
2. Choose a starter that ties to one specific thing, so the flow does not fire on every email you get.
3. Add a **Wait until** step and set a duration of two days.

4. After the wait, add a **Check if** step: does the thread have a reply from the client? If not, send the check-in. If yes, the flow stops.
5. Test it on a thread you own, with a test label. Confirm it pauses, resumes at the time you set, and sends only on the branch you wanted.

Plans, admins and rollout

The announcement lists the plans that include the step: Business Starter, Business Standard and Business Plus; Enterprise Standard and Enterprise Plus; and Education Fundamentals, Standard and Plus, plus the Google AI Pro for Education, Teaching and Learning, and AI Expanded Access add-ons. Check your plan before you build anything.

Admins get no controls for this step, so an administrator cannot switch it off from the admin console. The rollout started on November 9, 2026, for Rapid Release and Scheduled Release domains. Google says it can take one to three days to appear.

What we could not verify

The help article does not answer these, so test them yourself before you rely on the step:

- Whether "next week" means the next calendar week or the next seven days. Pick a specific date if the day matters.
- What happens if a flow fails during a wait, and whether you can cancel or edit a wait once it has started.
- Whether waiting steps count toward any usage limits on your account.
- The default time zone if you do not pick one, and the pacing inside a Repeat for each loop.

For anything with a legal or money deadline, keep a human check in the loop until you have watched the flow run.

DO THIS

Place a Wait until step where the timing matters, keep each wait under 14 days, pick the time zone yourself, and test the flow on a thread you own before you switch it on for real.

What Fynl.io is

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- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT API key** — no markup on it. No SMS or phone calls yet. $49/month per business, $149 Agency, and we move your contacts over for you.

Fynl.io does the same kind of job in plain words: you describe the follow-up you want, and the AI does the busywork using your own Claude or ChatGPT API key, with no markup on top.

Sources

- Google Workspace Updates blog: Pause and schedule automated workflows with the new Wait until step in Workspace Studio (November 10, 2026) — https://workspaceupdates.googleblog.com/2026/11/pause-and-schedule-automated-workflows-with-the-new-Wait-until-step-in-Workspace-Studio.html
- Google Workspace Studio help: Wait until step — https://support.google.com/workspace-studio/answer/18886148