

SLACK LIKE A PRO

My Inboxes have Inboxes

REDUCE THE SIDEBAR VISUAL CLUTTER

In your Sidebar setting,
show your unreads and
conversations instead of
doing everything

Sidebar Settings

Appearance

Choose what is visible in your sidebar.

- ☐ Everything
All of your conversations and apps.
- ☒ Unreads and starred conversations
Your unread conversations along with conversations you've starred.
- ☐ Unreads only
Only your unread conversations and apps.

Sorting and grouping

Choose how conversations in your sidebar are sorted.

Sort channels alphabetically (default) ▼

- ☒ List private channels separately
- ☒ List organization channels separately

DON'T SHOW PICTURES

Reduces some more of the
visual clutter and lets you
focus on the messages

Messages

Theme

- ☐ **Clean:** Clear, friendly, and focused.
- ☒ **Compact:** The most messages you can fit on screen at once.

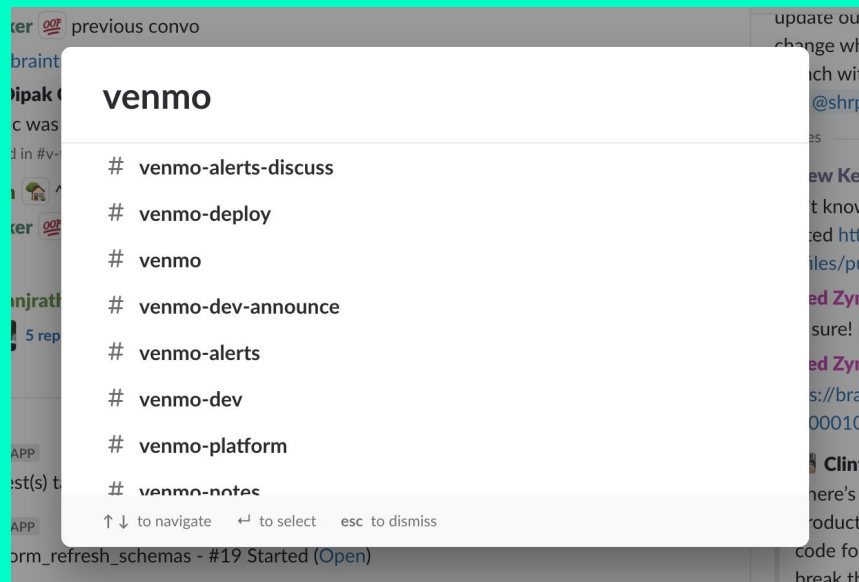
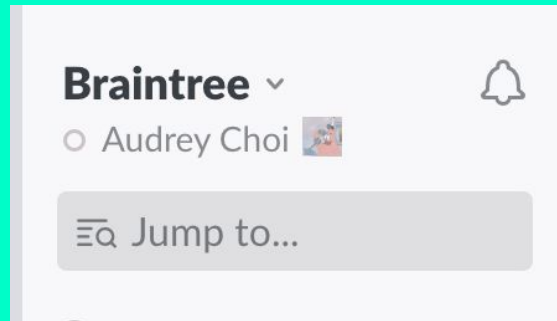
12:46 PM

slackbot Feeling great!

- 4:21 PM **Amanda Schloss Decker** 🏠 so if you want to cool down a glass of water very quickly, tiny ice. if you want to cool something down with as little melt water as possible, huge sphere.
- 4:21 PM **Julian Cadenas** 🗨️ tiny ice or lots of holes
- 4:21 PM **Yash** 🙌 amanda knows what this guy is talking about
- 4:24 PM **Julian Cadenas** 🗨️ if you wanted cold beverage but little melt water - maybe you use tiny ice in a mixer-like container, then transfer to a glass with large ice for longer duration
- 4:24 PM **Emily Goetz** 🤖 what if we put coffee into ice cube trays

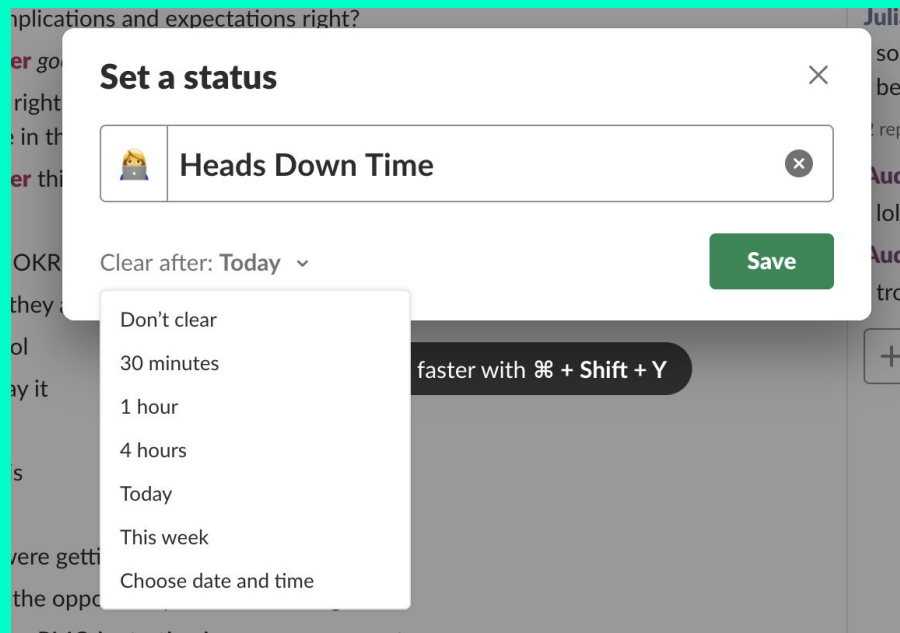
CMD-K

Once you've hidden your visual clutter, you can use the Quick Switcher to navigate or the shortcut CMD-K



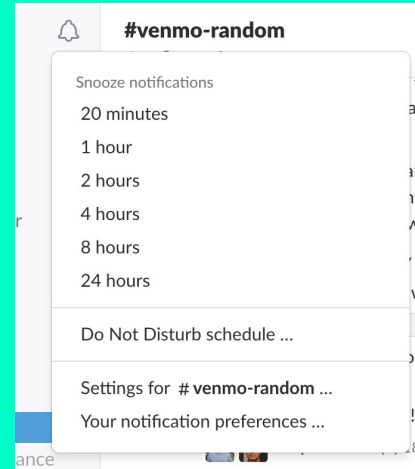
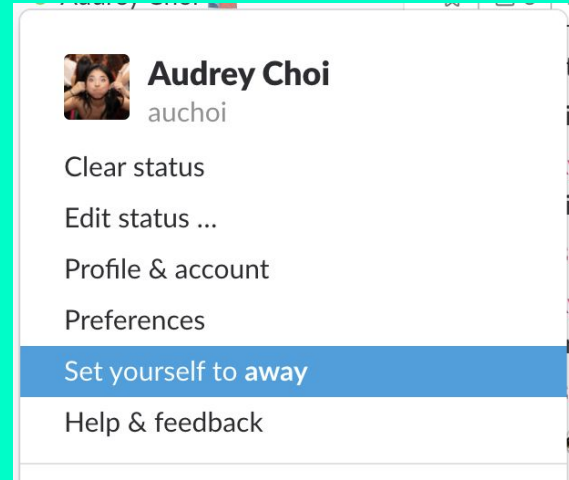
USE YOUR STATUSES

If you want to focus, use your status to tell people that you're heads down working, on-call, in a meeting, etc



GO "AWAY" AND "DO NOT DISTURB"

You can always set yourself to "away" which will let people know that you may be slower to respond. You can also set yourself to Do Not Disturb and not get notifications.



AUTOMATICALLY "DO NOT DISTURB"

Don't get notifications when
you're trying to sleep

Do Not Disturb

When **Do Not Disturb** is turned on, Slack won't send you any notifications. Your fellow Slack users can override this if necessary.

☒ Automatically disable notifications from:

8:00 PM



to

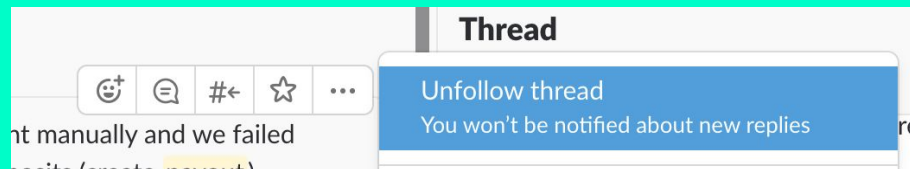
10:00 AM



Eastern Daylight Time ([change time zone](#))

UNFOLLOW THREADS

You got pinged in a thread to answer one question, now there's 90 other messages...



BEHAVIORS

- Mute channels
- Leave Channels -- no one will be offended and if they really need you, they'll add you back
- Similar to your email inbox, chose a time of day when you "clear your slack inbox"
- Be careful with your use of @here
 - Rule of thumb, if it can be sent in an email and get the same effect (i.e. every person online doesn't need to see it *right now*), probably doesn't need an @here
- Take some time with your team to figure out how you guys like to communicate and your slack norms

SURPRISE ME!

It's a Surprise!

☐ Surprise me!