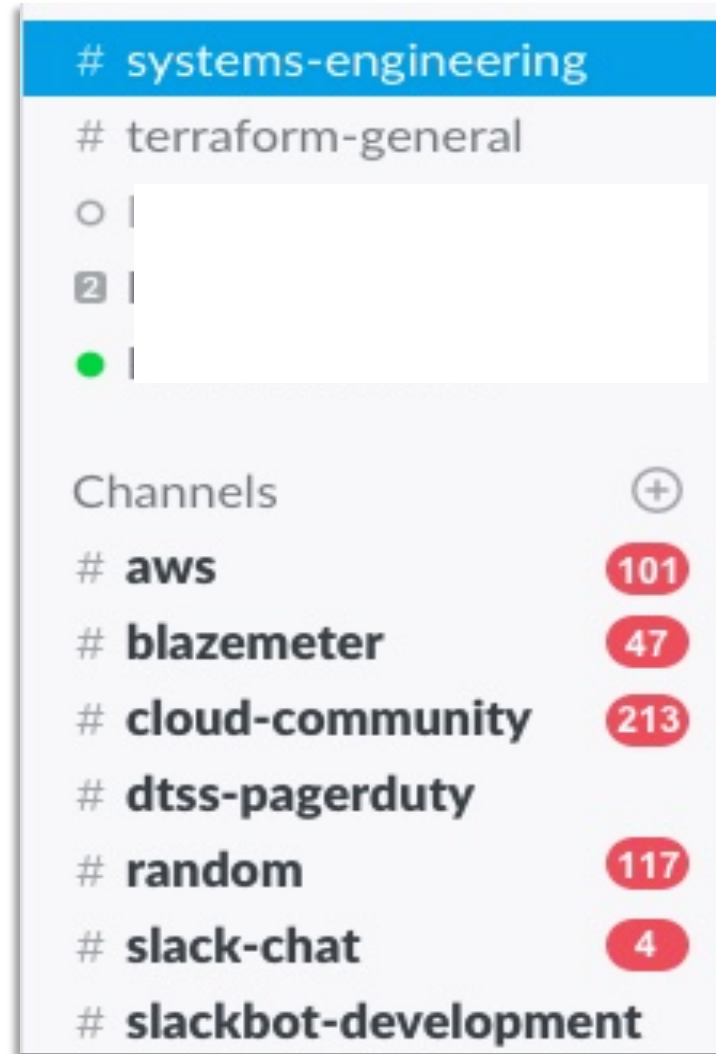# Slack Zero

Tips for taking control of Slack

Slack can get out of hand

1. Sidebar preferences

Sidebar

In the sidebar, show:

○ All my channels, DMs and Apps

● Just my unread channels, DMs and Apps

○ My unreads, along with everything I've starred

Sort my channels:

Scientifically (sorted based on how you use Slack) ▼

☐ List private channels separately
☑ List shared channels separately

☑ Show All Unreads

This collects all the messages you've missed in one handy place.

☐ Show the Quick Switcher

This lets you jump to specific channels and conversations in a snap.
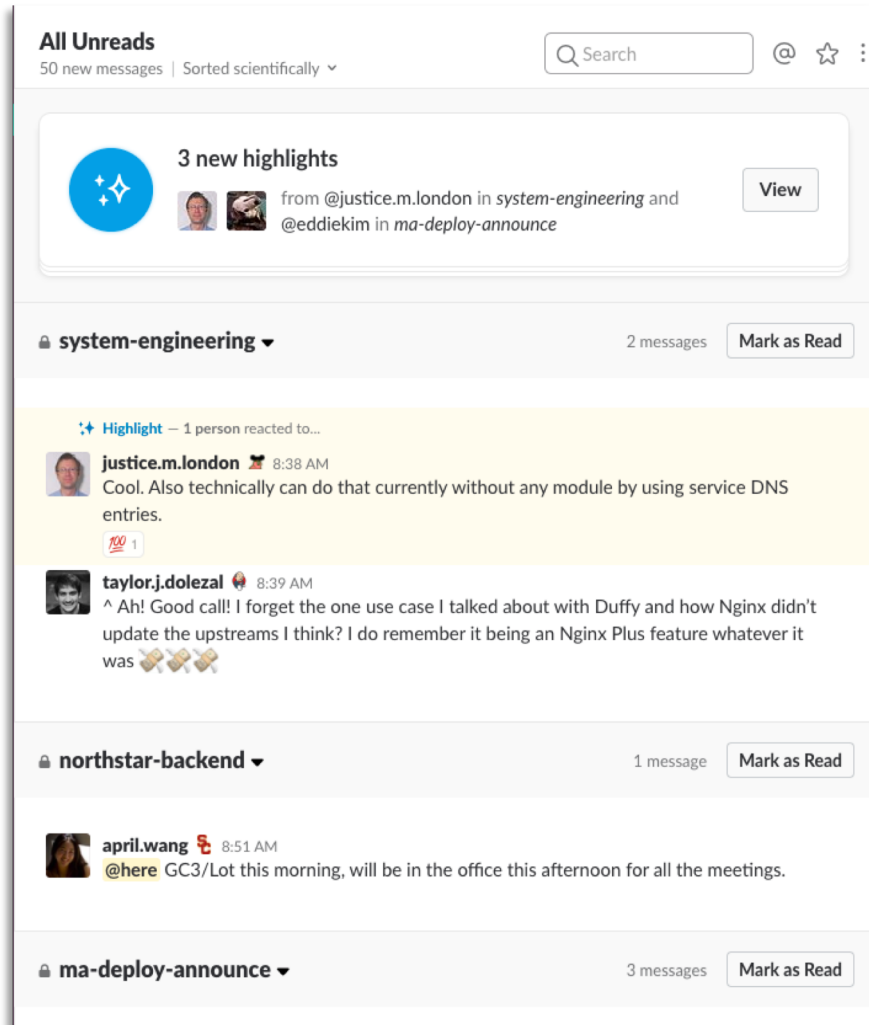(You can also use [Cmd] [k])

1. Just my unread channels, DMs

2. Scientifically sorted

3. Show 'All Unread'

3

2. All Unreads

1. Train your 'Highlights'

2. Scroll through quickly

3. Use 'Mark as Read'

4. Use cmd-k to quickly search and jump to Channels

5. Use shift-esc to nuke all messages

Share it

- These slides https://mostlycopyandpaste.com or @crackmac

All Unreads
No unread messages | Sorted scientifically ˅

All done.
The world is your oyster.