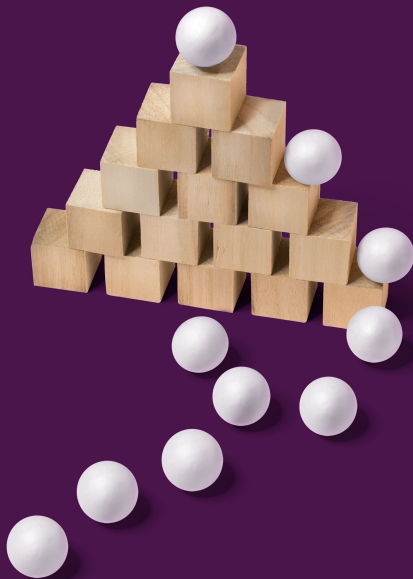# 16 tips to work smarter with Slack apps and workflows

Introduction

Too much information scattered across too many tools? With apps and workflows, you can stay focused by streamlining your work in Slack —where all your teammates, tools, and information are together in one place.

Whether you're a Slack pro or just getting started, these 16 tried-and-true Slack tips will help you:

- Maximize your time and reduce busywork
- Stay informed and aligned as projects evolve
- Carve out time to boost team connection

Good luck on your journey, and remember, we're all in this together. 🎯

Maximize your time with Slack

In the workplace, few things derail focus faster than an unnecessary ping. By customizing Slack to reflect your unique way of working, you can take back control of your time and attention.

Streamline and respond to notifications faster

Slack helps curb context switching with any of the more than 2,500 apps available in the [Slack App Directory](#) that teams can instantly integrate into their Slack workspaces.

When you can organize and respond to notifications ([or even mute them](#)) in one place, you work faster and stay focused on the work that needs your attention.

Never miss another project update

Keep critical updates from getting lost in the noise by setting up notifications from a project management tool, such as Asana, Trello and Monday.com, to go directly into Slack.

As your team is making progress, you can add new tasks, update tasks with new due dates and assignees, and mark tasks as complete, without leaving your Slack workspace.

Sara Parras 11:24 AM
@Matt, let's get the wireframe ready by next week!

Asana APP 11:20 AM
@Sara created a new task.
Matt Brewer | Due Aug 18, 2021
Landing Page Wireframe
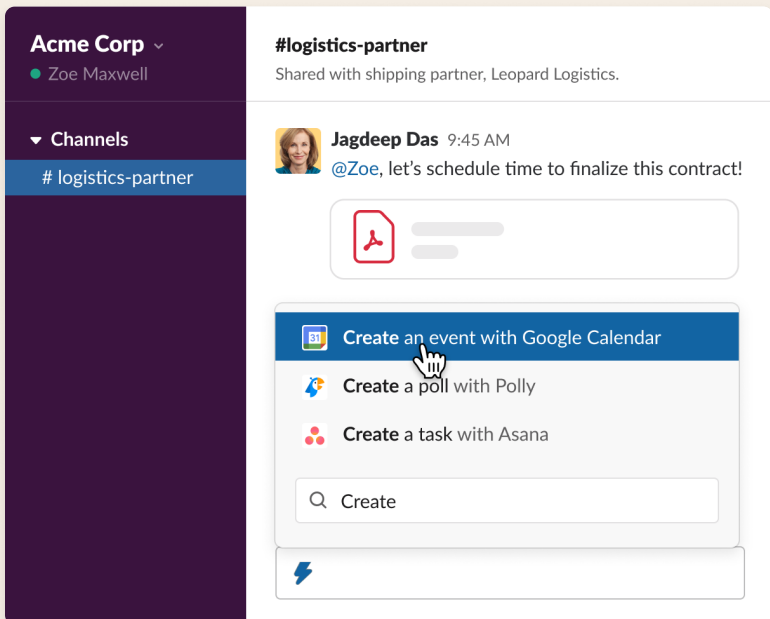2021 Fall Marketing Campaign

View task in Asana   More actions...

Spin up meetings in a snap

Have you ever put off scheduling a team meeting simply because finding time on everyone's calendar is an ordeal? Or maybe you just received a notification in one of your project management tools that requires more context and you need to spin up a team sync.

The Google Calendar app and Outlook Calendar app for Slack eliminate this common pain point and help you book meetings in a flash.
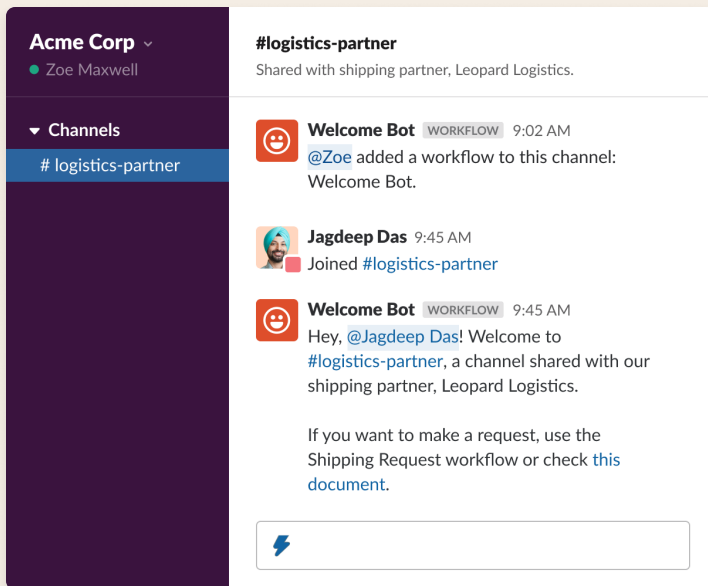
Simplify and speed up everyday processes

Magic happens when teammates contribute their unique perspectives and skills to projects. But when processes are too cumbersome or vague for people to follow, some of that magic fizzles.

Slack helps teams grease the wheels with a tool any team member can use to simplify and standardize bottleneck-inducing work. That's Workflow Builder: a visual tool that lets anyone automate routine tasks right in Slack, with no coding required.
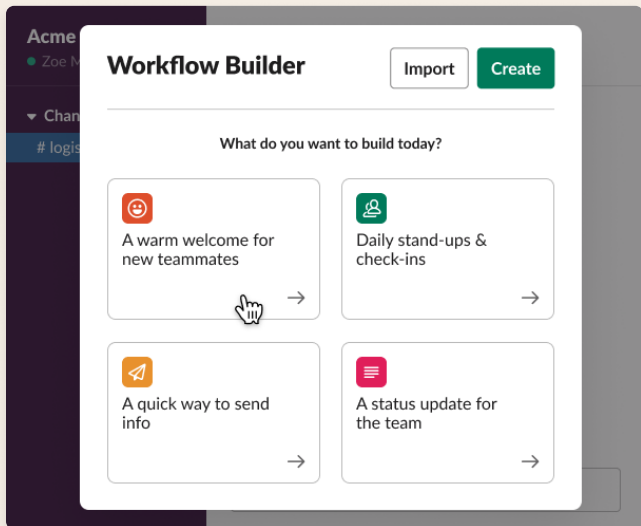
Set new teammates up for success with a detailed welcome message

Before any new teammate can begin their work, they need to become familiar with the team's processes. With Workflow Builder, you can automatically share that information with teammates the minute they join a project channel by creating automated welcome messages.

Your welcome message can include kickoff docs, roles and responsibilities, and instructions for how to make requests.

Standardize daily processes with Workflow Builder

Another simple way to save time with Workflow Builder? Attach intake forms to a channel and standardize how teammates ask for help or share feedback. Completed forms can automatically post in a channel, where a quick 👀 emoji lets the team know who's looking at the submission, and any further conversation is coordinated in a tidy thread.
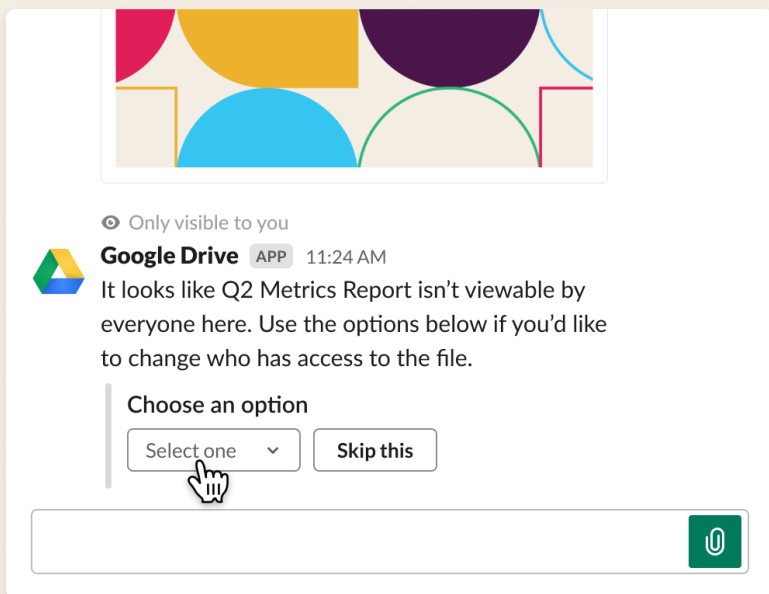
Acme Corp ⌄
● Sara Parras

▾ Channels
press-approvals

#press-approvals
Submit press requests to the Comms team

Press Approvals WORKFLOW 11:45 AM
New press approval request
📅 **Date(s) requested:** February 12
📍 **Category:** Partnership announcement
👤 **From:** @Lee Hao
📝 **Details:** See document in thread

👀 1   ✅ 1

3 replies

⚡

Intake forms capture all the information needed to take action on a request. No more follow-ups like, "Is there budget for this?" or "Do you have a creative brief?" If it's in the form, your peers will know what's required to move a request forward.

Instantly update file permissions

Nothing creates a bottleneck like forgetting to grant people access to your files. With apps like Google Drive, OneDrive and SharePoint, and Box, you can automatically update file permissions right from Slack.

When you share a file in Slack, the app will give you a friendly nudge if the people in the channel don't have access to it. No more heading into back-to-back meetings only to return to an inbox full of requests.

👁 Only visible to you

Google Drive APP   11:24 AM
It looks like Q2 Metrics Report isn't viewable by everyone here. Use the options below if you'd like to change who has access to the file.

Choose an option

Select one ⌄   **Skip this**

Automatically forward emails into Slack

Among Slack enthusiasts, it's no secret that channels reduce email clutter. But what about those unavoidable emails? Now you can bring missives out of inboxes and into channels, where your team can discuss and coordinate a response in a thread.

Start by creating an email forwarding address for a channel, so any incoming emails get posted in that channel
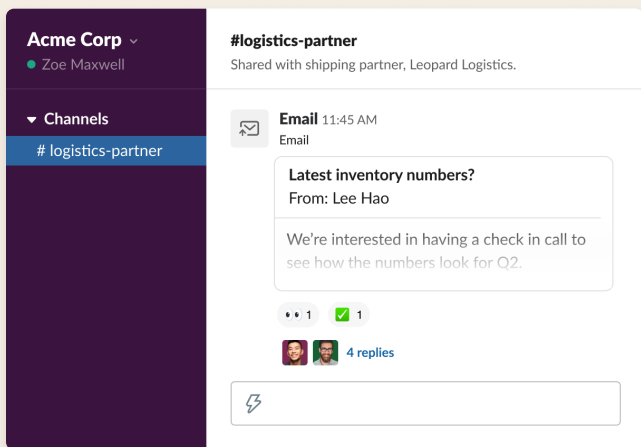
Once you've generated the email address, you can go into your email client to configure forwarding rules, specifying what emails you want forwarded into the channel. For example, inquiries sent to email aliases like sales@yourcompany or info@yourcompany can be forwarded into the appropriate channel for your team to view and discuss.
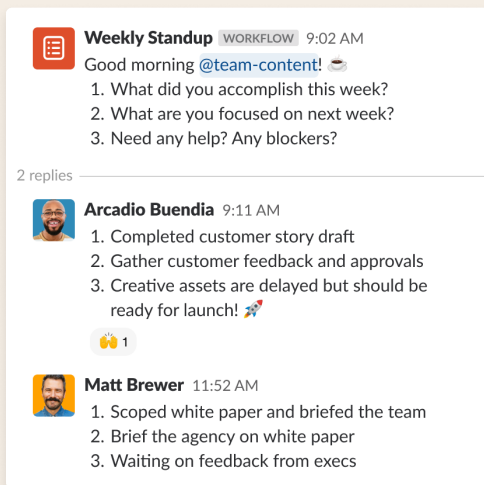
Keep your team informed and aligned

Swap in-person meetings with simple lightweight processes in Slack that help speed up decision-making — all while ensurinig the team is moving forward in lockstep.

Give and receive updates at your own pace

You can move daily stand-up meetings and check-ins to Slack, allowing team members from Perth to Pittsburgh to share updates in one tidy thread at their convenience.

Weekly Standup WORKFLOW 9:02 AM
Good morning @team-content! ☕
  1. What did you accomplish this week?
  2. What are you focused on next week?
  3. Need any help? Any blockers?

2 replies

Arcadio Buendia 9:11 AM
  1. Completed customer story draft
  2. Gather customer feedback and approvals
  3. Creative assets are delayed but should be ready for launch! 🚀
  🙌 1

Matt Brewer 11:52 AM
  1. Scoped white paper and briefed the team
  2. Brief the agency on white paper
  3. Waiting on feedback from execs

With Slack's Workflow Builder, you can create automated prompts that guide workers to provide quick updates each day or week, no coding required.
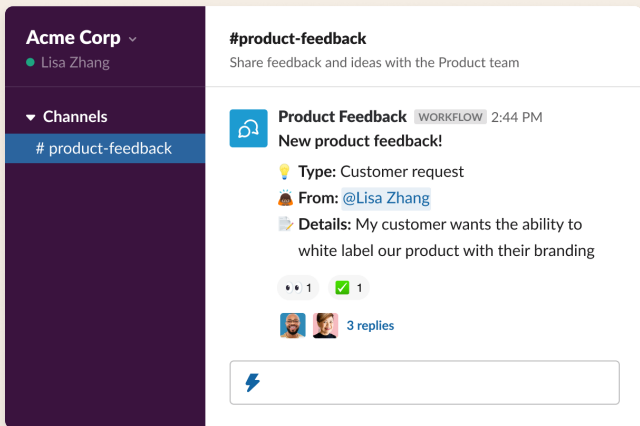
Slack also integrates with apps that let you automate more of your teamwork, like Polly, Standup.ly and Geekbot. Consider these apps and features as friendly sidekicks, there to help you automate recurring check-ins and retrospectives to keep the team on the same page.

Encourage always-on feedback

Try creating a virtual "suggestion box" within Slack, providing an always-on, lightweight way for people to share feedback and ideas on their own time.

Start by creating a set of channels using "**#feedback-**" as a [channel prefix](#), like **#feedback-product** for product ideas or **#feedback-marketing** for campaign suggestions. Then, using Workflow Builder, add a simple form to the channel, specifying exactly what information would be helpful as you review the feedback or idea.
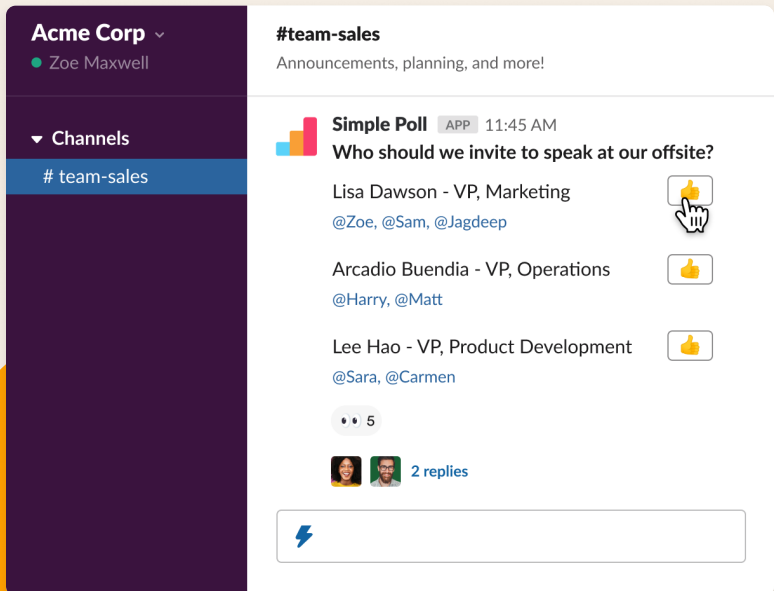
You can even extend this feedback process to people outside your organization via workflows in [Slack Connect](#) channels, the secure way to communicate and collaborate with external organizations.

Get real-time input with simple, engaging polls

Apps like Simple Poll, Polly, and Qualtrics meet users where they're already working in Slack, prompting them with engaging polls and surveys that make sharing feedback a breeze.

Many of these apps offer a variety of polling features available to fit your needs, like anonymity, hidden results, scheduling, reminders, event-triggered surveys, templates and more.

Share relevant Slack messages with your tools

Slack is where your team comes up with ideas, resolves issues, outlines next steps and takes action. Each conversation holds rich context on how a decision was made, creating a digital footprint of how your team brought a project to life.
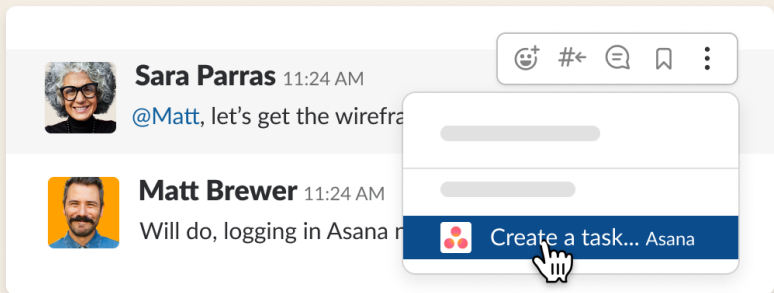
You can capture all of those important Slack messages within your systems of record, by attaching them to Salesforce opportunities, Zendesk tickets, Asana or HubSpot tasks and more.

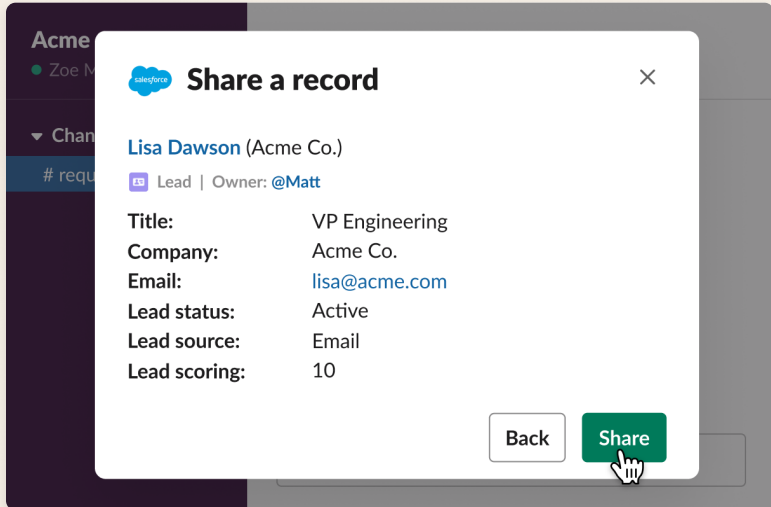# Pull up key information from your tools without leaving Slack

By connecting the apps you use every day, Slack can become a single home from which you can access all your critical information.

No need to open a full analytics dashboard when you just need a few key stats, or launch your CRM tool when you're simply looking for a quick summary on a lead. Instead, you can surface that information quickly within Slack.

Boost team connection

Whether your organization has returned to the brick-and-mortar office, is fully remote, or is a hybrid of both, here are a few ways you can use Slack to strengthen team connection.

Automatically round up team shout outs each week

Let Slack be your team's personal cheerleader, prompting everyone to celebrate the wins of the week each Friday.

Choose any channel your team can use to crowdsource, share kudos and [pile on reacji](#) to celebrate a job well done. Next, set up [Workflow Builder](#) to automatically prompt your team to give shoutouts, organized tidily in a thread. You can also use the [/remind slash command](#) so Slackbot will send recurring reminders to your channel.

Weekly Shout Outs WORKFLOW 9:02 AM
Happy Friday, Marketing team! 🙌 Why don't you share something great someone did this week?

2 replies

Sara Parras 9:11 AM
Kudos to @Lisa for driving our landing page launch this week! 🚀

🙌 6   🎉 3

Arcadio Buendia 9:11 AM
Shout out to the content marketing dream team @Matt @Sara for refreshing our ebook page!

👏 5   📚 3

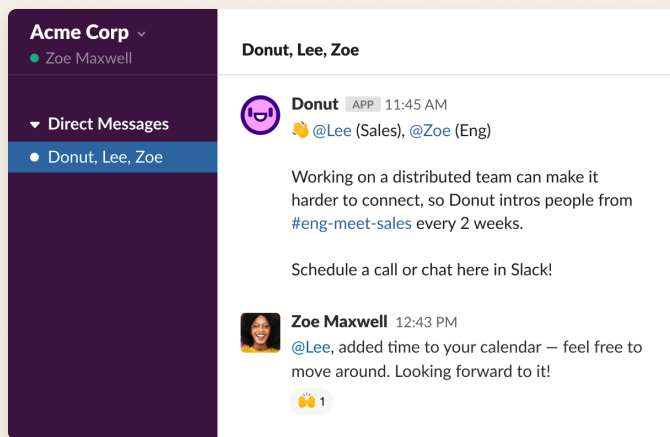**Arcadio Buendia** 9:11 AM
A big thanks to @Zoe for partnering with me on planning our team offsite!

✨ 4   🙌 2

Automatically get connected to new teammates

The Donut app introduces people who don't know each other well on teams of all sizes via direct messages and encourages them to meet.

Set up a channel like **#sales-virtual-coffee** or even cross-department channels like **#eng-meet-sales,** and Donut will pair teammates via direct messages.

Not sure where to start the conversation with your Donut match? Add your favorite things to your Donut profile so the app can help you find common ground, sharing fun facts like favorite foods, hobbies and more.

Create opportunities to connect with execs in AMAs

Hosting a live "Ask Me Anything" (AMA) session in Slack creates a forum for your team to connect with executives. With a low-friction process of submitting questions directly in Slack, anyone is empowered to ask a question—no need to speak up on a video call.
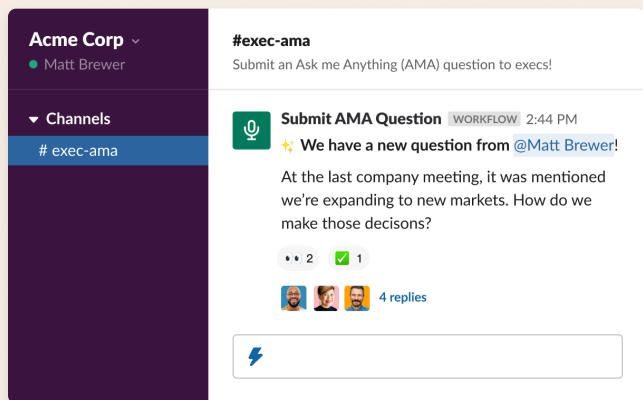
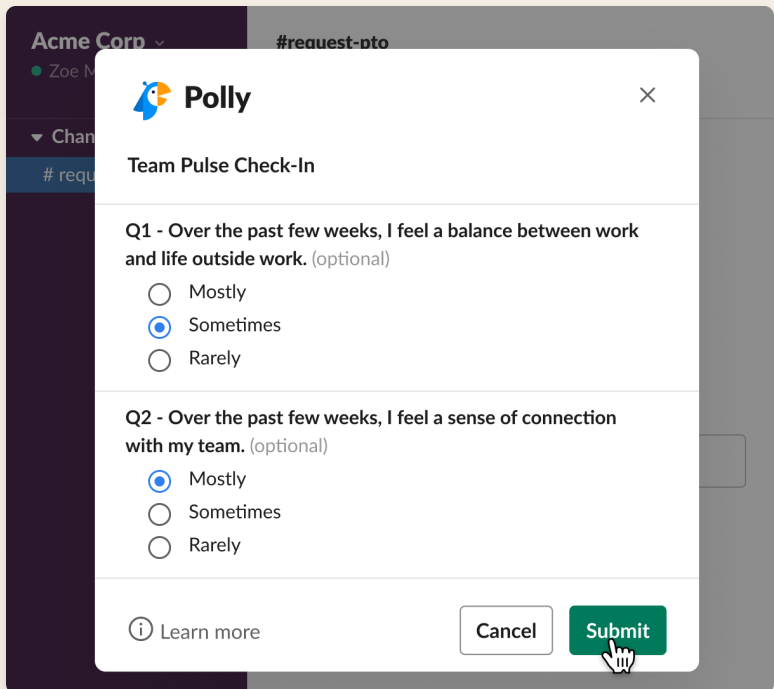You can build your own AMA process using Workflow Builder. Create a private form for anyone to submit a question that you can automatically route to the AMA team.

Once that team reviews the submissions—skipping redundant questions and prioritizing what's most relevant—they can post queries in an **#exec-ama** channel for the executive to answer in real time.

Keep a pulse on team sentiment with lightweight surveys

Try the Polly, Culture Amp or Officevibe apps for Slack to facilitate regular pulse checks, spot trends over time, and take action to boost team morale sooner rather than later. These apps allow you to automate surveys to send out on a recurring basis.

Engage with your team beyond the day-to-day

Bridge the social distance gap with fun icebreakers and conversation starters in Slack. It can be as simple as starting a **#random** channel where you can share GIFs, post pictures of pets, share articles, and engage in less work-focused conversations.

With Donut, you can also automatically post conversation prompts in channels that encourage those serendipitous conversations (and friendly debates), whether about the latest TV show you're watching or your go-to karaoke song.

Donut APP 3:02 PM
Time for a Watercooler topic!
> **Have you found any new TV shows or movies lately that you loved?**

2 replies

Lisa Dawson 3:14 PM
Late to the party but just started watching Ted Lasso and it's brilliant and heartwarming.

➕ 6   ⚽ 3

Matt Brewer 3:21 PM
We've been on a nothing-but-movies-or-Schitt's-Creek streak.

👌 6   😎 3

Zoe Maxwell 3:56 PM
@Matt - yes, Moira and David are my favorites!!

🎯 2

Where to go for hints and help

Slack support

Slack Help Center

Here you'll find answers to common questions, step-by-step guides on how to customize the product, and useful walk-throughs for every feature in Slack.

slack.com/help

Slack Resources Library

All sorts of training guides customized to specific industries, as well as tips on how to improve your organization's use of Slack.

slack.com/resources

Slack blog

Our blog, "Several People Are Typing," covers stories and insights on collaboration, productivity, transformation and all things Slack.

slack.com/blog

You're doing a great job.

🎉