



TopTechTools

Top Three Tips

Before You Slack

1 Decide who to invite

- This is the "who" of the communication's use
- Helps to consider your specific use case
- Full time, Part time, Contractors, Clients?
- Can you effectively onboard users/ enforce its use?

2 Who talking about what?

- Have each department/role list who they've been talking to in the past 3 months (use past emails as a guide)
- List the reoccurring topics those people talk about
- Add in other channels as the need arises

3 List all your tools

Like: Google Drive/Dropbox/OneDrive, CRM, Calendars, Scheduling, Front desk check in, Bug checking software, Analytics, Finance, Project management, Prototyping, HR, Marketing, Other communication apps, Internal and External Surveys