

Noise on Slack can be divided into two types:

- Outbound noise - the collective noise created by users (humans, bots, or workflows) posting in channels and sending DMs
- Inbound noise - the subset of outbound noise which reaches the individual (as inbound noise) in the way of different types of notifications


This guide provides tips to help reduce both these types of noise and allow you to keep focus on what matters.

## OUTBOUND NOISE

### Channel Topic and Description

[Set a channel topic and description](#) to help users understand the purpose of different channels and make it easier for them to determine whether they should monitor the channel, contribute to the conversation, mute it, or even leave it.

### Enforce the Use of Threads

Encourage [replying in thread](#) to reduce messy channels that are hard to navigate. Use the  emoji to give a friendly reminder to someone replying out of thread.






### Limit Use of @here and @channel

Set clear guidelines for the [use of these mentions](#) and ensure everyone knows when to use them - if they should use them at all. Limiting the use of channel-wide mentions will have a big impact on outbound noise.

### Schedule Messages to Send Later

Be mindful of when you send messages to your colleagues. What may be working hours for you, may not be for the person you are messaging. When you have an important message to share in Slack but it's not the best time to send it quite yet, you can [schedule it](#). Select a date and time in the future and rest assured your message will be sent whether you're at your desk or on the go.

### Use Emojis Effectively

[Use emojis](#) to indicate functional responses e.g., the  mark to indicate something is complete or a simple  to thank someone. Use ,  or  to indicate the priority of your request.

### Search First

Adopt a [search first mentality](#) to avoid posting questions that have already been answered, reducing the total noise.

### Use Mixed Media to Communicate

Leverage features like [Huddles](#) and [Clips](#) to minimize the walls of texts in Slack. A two minute Clip or a five minute Huddles can replace dozens of messages, without putting another meeting on people's calendars.

### Split Channels if Needed

If a channel that has previously served you well is becoming too broad, consider creating a channel hierarchy based on a few key topics, e.g. #sales-dealsupport, #sales-reporting and #sales-general. Creating several fit-for-purpose channels instead of one very broad one can bring clarity and reduce cluttering.

## INBOUND NOISE

### 1 Manage Notifications

Adjust your [notification preferences](#) to ensure you are only subscribing to information that is important to you and your job, adjust your notification schedule to be notified during specified working hours and pause notifications during times of deep work or meetings.

### Socialize Your Availability

Update your [status](#) regularly to let your colleagues know you are out of office, taking a break, or have stepped out for the day. Set the [Do Not Disturb](#) feature to snooze notifications to allow you to focus on that important task/project without interruption.

### Customize and Organize Your Sidebar

[Customize and organize sidebar](#) using channel folders to collate your key channels into sections. This will help you prioritize channels that are important to your day to day responsibilities. Your custom sections are only visible to you and won't affect what your teammates see.

### Follow/Unfollow a Thread

Choose to [follow conversations that are important to you and choose to stop notifications](#) when you no longer need to be informed on the topic of discussion.

### Leave Channels

If you never interact with a channel, and you don't need to know what's being discussed there, don't be afraid to [leave it](#) to reduce the number of active channels in your sidebar.

### Mute Channels

[Mute channels](#) that are no longer important to your day to day, but that you still might use every now and then. The channel will no longer appear bolded on your sidebar looking for your attention.

### Create Reminders

[Create reminders](#) to help keep track of those important messages that you may not have a chance to respond to just yet. This helps alleviate that feeling of being overwhelmed by information, and allows you to come back to a message or ask at a different time.

### Save a Message

[Save messages](#) that are important & useful for future reference without having to search through Slack. It saves you having to parse through numerous conversations and channels to find the information that you are looking for.