# slack

from 🌩 Salesforce

# 10 Ways to Replace Ineffective Meetings with Slack

**These flexible alternatives free up valuable time for you and your teams.**
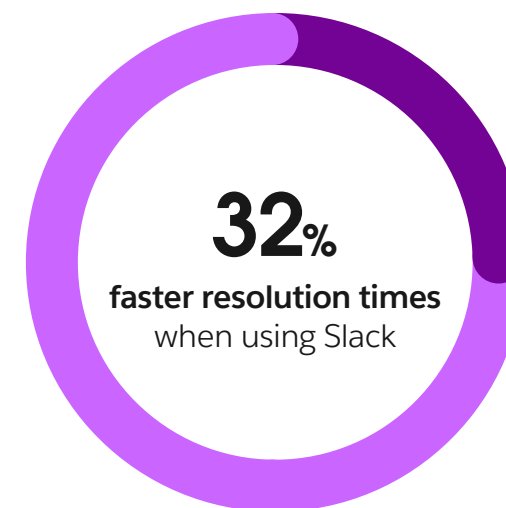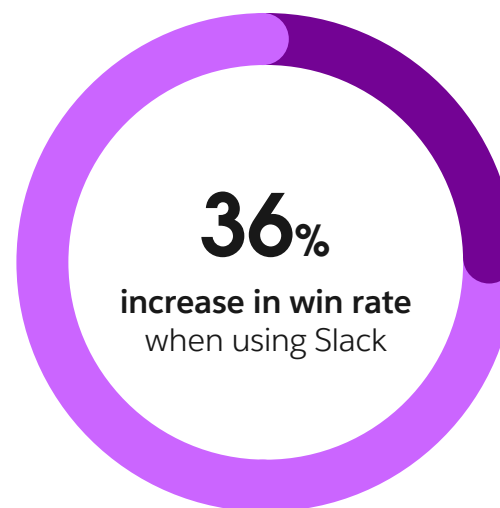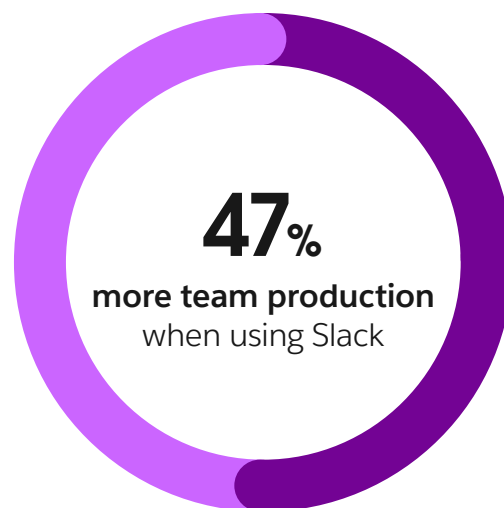
# Spend less time in meetings with Slack

Meetings are often the figurative ball-and-chain that dictate schedules. Even worse, a lot of these meetings aren't that worthwhile. Our Workforce Lab research shows that 27% of desk workers say they spend too much time in meetings. And according to our 2023 State of Work report, 70% of desk workers surveyed said that fewer meetings would improve their productivity.

Companies are always looking for ways to boost productivity and find efficiency gains – and Slack can help you get there without adding more meetings. Slack helps organizations embrace flexible ways of working by centralizing key information, automating routine processes, and connecting you to the people and data you need to do your job – leading to 47% more productive teams,[1] a 36% increase in win rate, and 32% faster resolution times.[2]

If you're looking for ways to carve out more time for strategic work, read on. Here are 10 ways to replace inefficient meetings with flexible features in Slack.

**47%**
more team production
when using Slack

**36%**
increase in win rate
when using Slack

**32%**
faster resolution times
when using Slack

[1] Slack Customer Tracking Survey FY2024 Q4
[2] FY24 Salesforce Customer Success Metrics

**01**

# Centralize your operations with channels for projects and accounts

Say you're a sales manager and it's the last month of the quarter. You're likely going to be in nonstop one-hour status meetings every week for the accounts in your region, sapping precious time and resources during the quarter's most critical period. With so much of your time being spent in meetings, you might not have the bandwidth to help your team close deals and build relationships, which could impact the bottom line. Rather than slogging through these meetings,try organizing your account teams and cross-functional partners by creating a Slack channel for each account.

Slack channels are virtual spaces to share messages, workplace automations, digital tools, and files. They can be public or private, and created for any project, topic, or team – and then archived when they're no longer needed. You can post a message in the channel asking for key deal updates, next steps, and potential risks, and encourage teammates to help each other, comment, and provide updates in threads. When your teams work in channels, you and your team can spend the time you would normally spend in meetings selling.

**02**
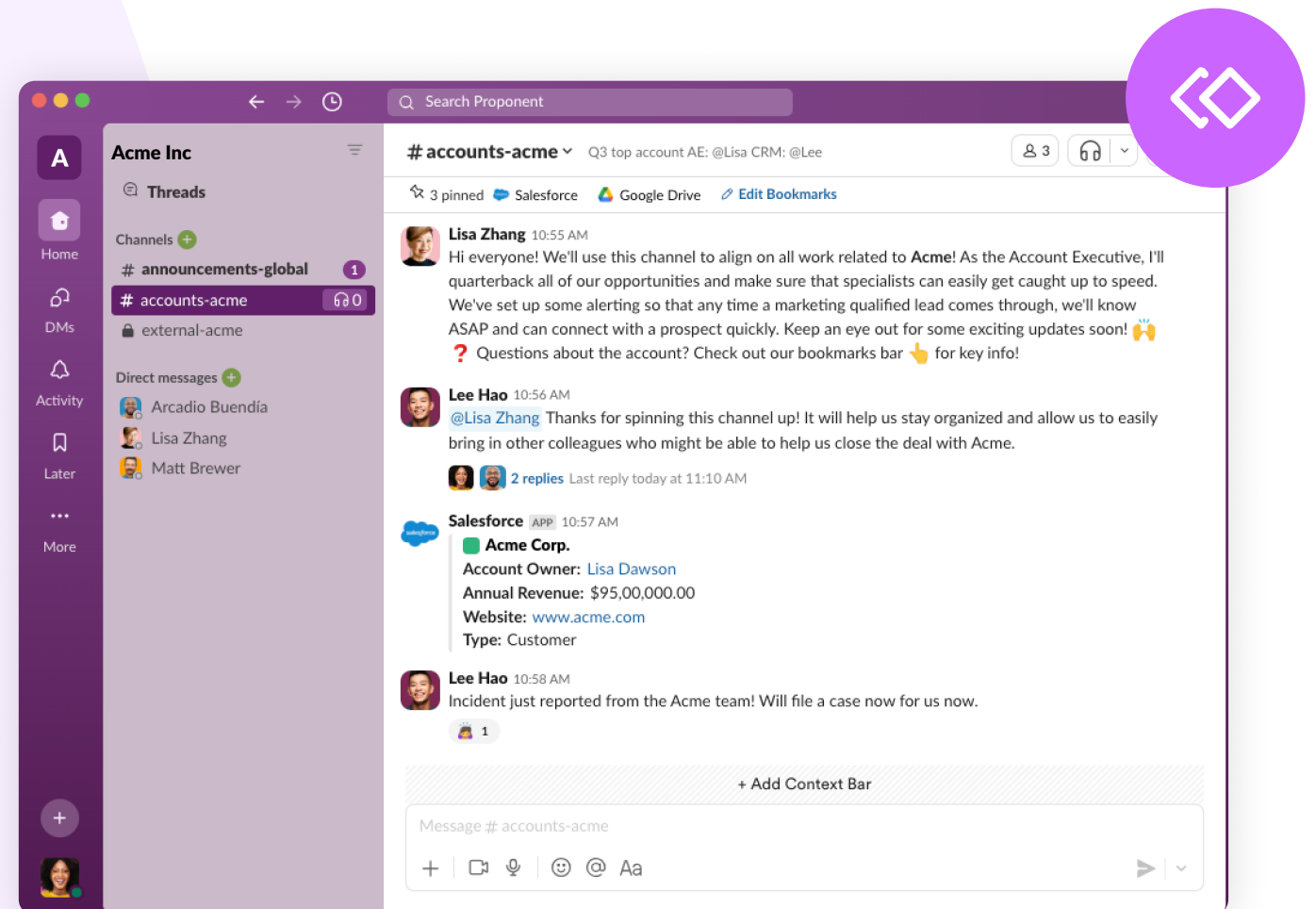
# Find answers faster with Slack AI's search

Maybe one of your newer employees needs help deciphering some company acronyms, or a reminder of the Q1 sales strategy. Normally, you might have to call the team together to discuss, or perhaps direct them to one of your senior managers for help. But what if you could use the reservoir of collective knowledge in your team's Slack channels, threads, and messages to your advantage?

For customers who purchase our generative AI offering, Slack AI taps into this rich knowledge repository and helps you gather relevant, useful information for your teams in seconds. Slack AI's **search answers** work like this: You type a question in a conversational way, as if you were asking a colleague about something, and you get back answers created by the information available, with citations. Instead of having to pull together information from several threads to come up with a cohesive summary, search answers does the heavy lifting for you. You can ask it anything, and if the information is available to you, you'll get a thorough summary of what you need in the same amount of time (or less) that it would take to set up a meeting.
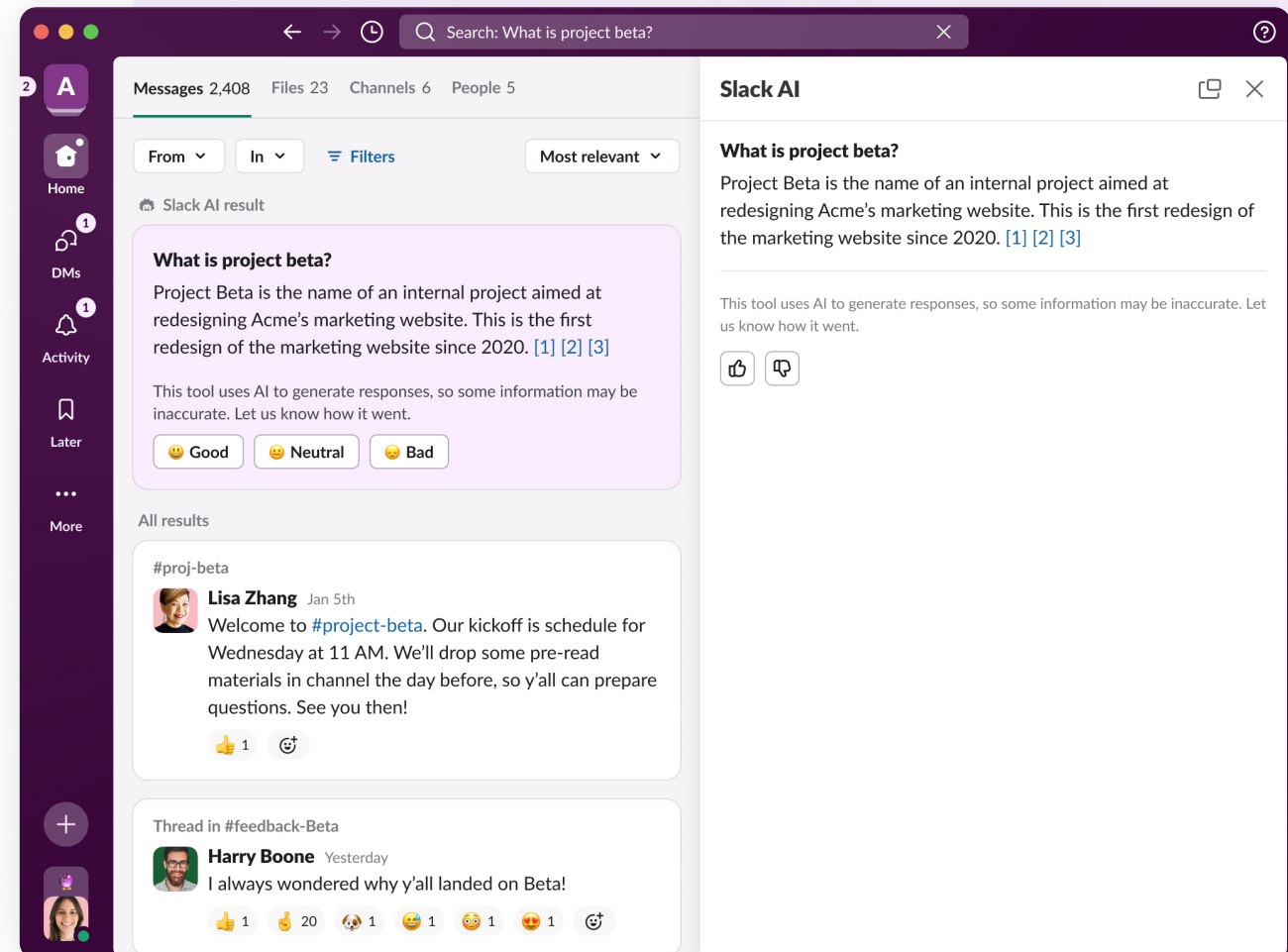
## 03

# Prioritize what's important with Slack AI's summaries and recaps

When you're joining a project mid-flight, it can be stressful and time-consuming to piece together all the information, stakeholders, and documents you need to effectively contribute. Instead of meeting with the lead of the project to get the download on it, you can summarize project channels or threads in one click with Slack AI's **conversation summaries**.

Or maybe you're coming back from a vacation or a long day in the field. Rather than worrying about what you missed or calling everyone together for an update, you can receive a daily digest of what's happening across your teams with Slack AI **recaps**. Setting up a recap generates a summary of the unread channels that you're interested in keeping tabs on, so you can dive back into more important work. Use recaps to save time and get on the same page as your colleagues faster – eliminating the need for catch-up meetings.
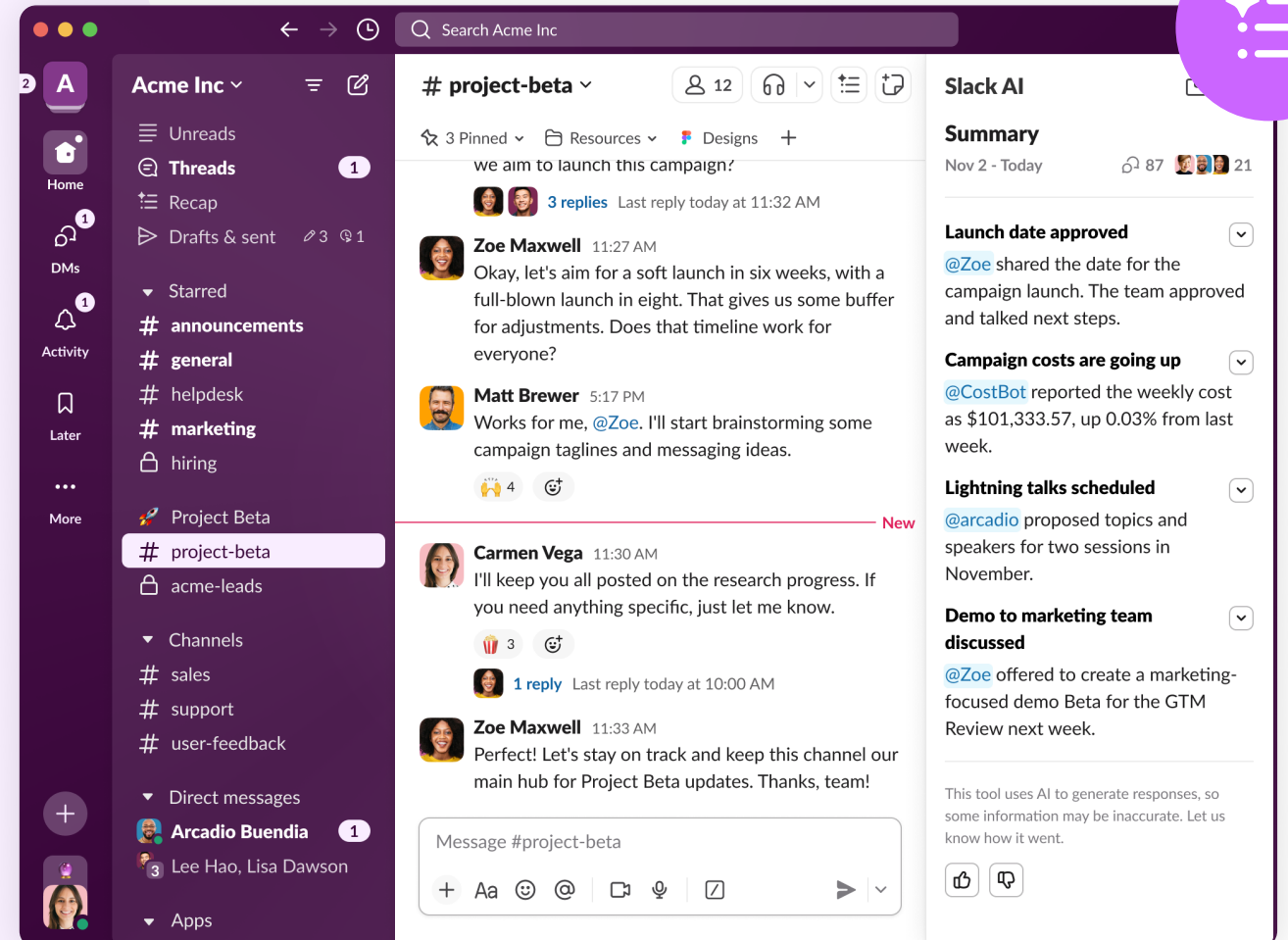
## 04

# Talk it out with huddles

Getting dedicated time with teammates and working around calendar blocks isn't always easy. If you have an urgent question or need feedback, you might normally stop by somebody's desk to get their insight or opinion. Instead, you can instantly ping anyone in your channel to join a quick audio or video huddle. Huddles feature multi-person screen-share capabilities and drawing and markup effects that empower teams to intuitively work together the same way they would in the office. The added benefit is you have a searchable record of the conversation, with all of the comments and notes that were created from the huddle, saving you the time it would take to recap the conversation and send it back to people you chatted with.

❝ Rather than trying to schedule a call with a bunch of people, we're able to jump into a huddle in Slack and problem-solve whenever we need to. That's made our daily work so much more efficient and effective."

**BEN WRIGHT**
**MARKETING MANAGER, ARI BIKES**
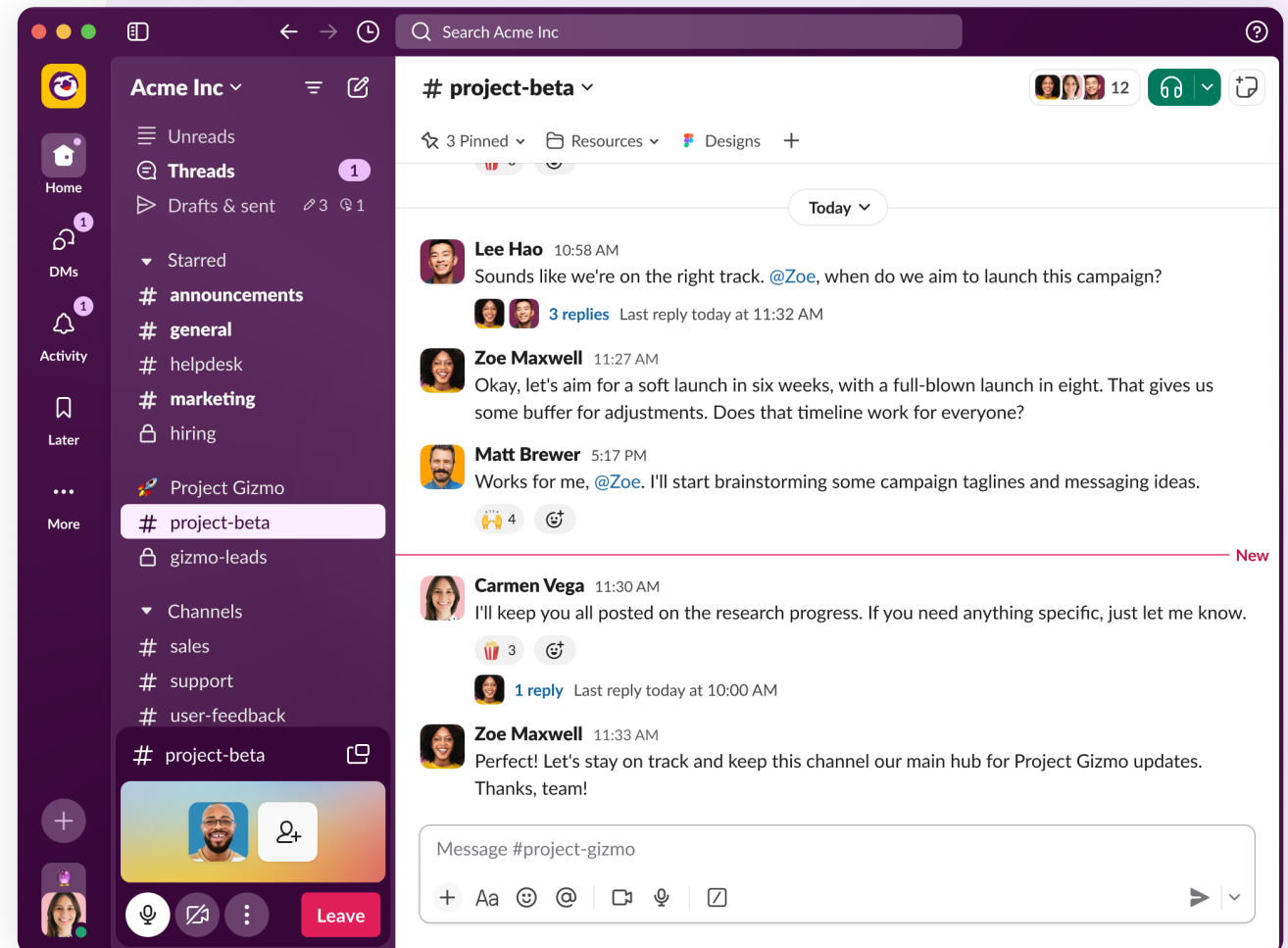
**05**

# Update senior leaders with clips

Say you want to give a final presentation to the executive leadership team about the quarter's results. Getting time on leader's calendars can be difficult, and you want to make the best use of it once you have everyone locked in. Instead of waiting for an opening to share your updates, you can use clips to record and share your screen as you walk through the results, then use your actual meeting time for an engaging dialogue.

Clips are a powerful way to share important information asynchronously. You can quickly create audio or video recordings natively in Slack and share them in a channel or under a thread from any device. Once clips are shared, you can view the transcription and replay, and slow down or speed up the recordings. Everyone can review and react to the information on their own time, and you can move work forward without being hampered by meeting schedules.

" As a leader, clips are extremely valuable to me. They provide a quick and easy way to learn so much about the person and the work behind product decisions. Seeing that progress is the most important 'meeting' of my week."

**ROBBIE BIRBECK**
**SENIOR DIRECTOR OF ENGINEERING, SALESFORCE**

**06**
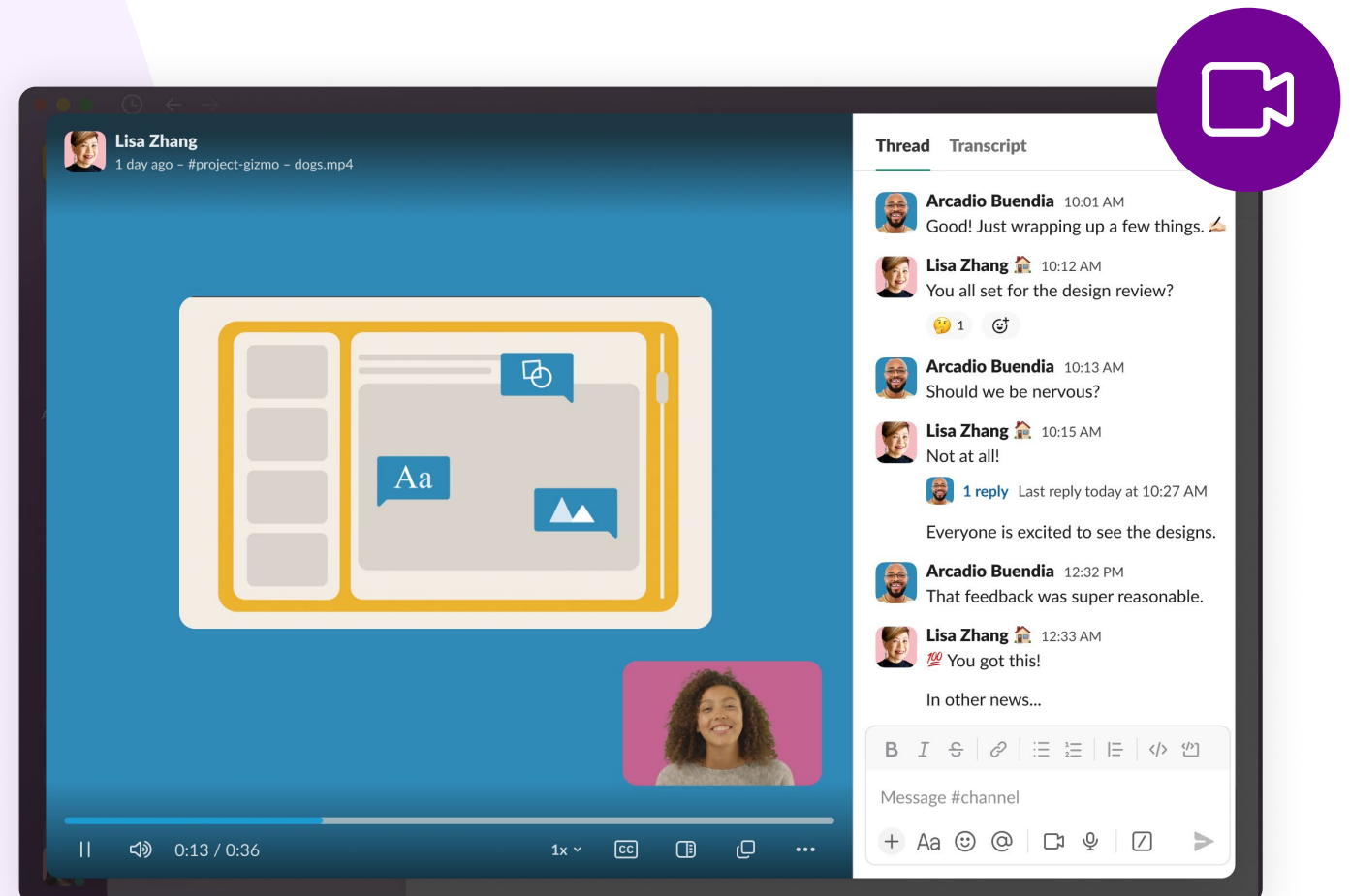
# Get newcomers up to speed quickly with Workflow Builder

Onboarding is necessary but time-intensive: You want to give every new hire the resources they need, but don't always have the bandwidth to set up one-on-one meetings to cover team processes. Workflow Builder enables anyone in Slack to automate processes through user-friendly triggers and steps. These no-code workflows run right in Slack channels and streamline important everyday tasks. You can also incorporate any of thousands of powerful app integrations and connectors to reduce the time it takes hopping in and out of various tools.

For example, an onboarding welcome workflow gives new teammates access to all of the channels, documents, and tools they need. You can automate messages that can share Box files and add people to team meetings on Google Calendar in a welcome message, which saves time for both managers and new hires, and gets new hires up to speed faster.
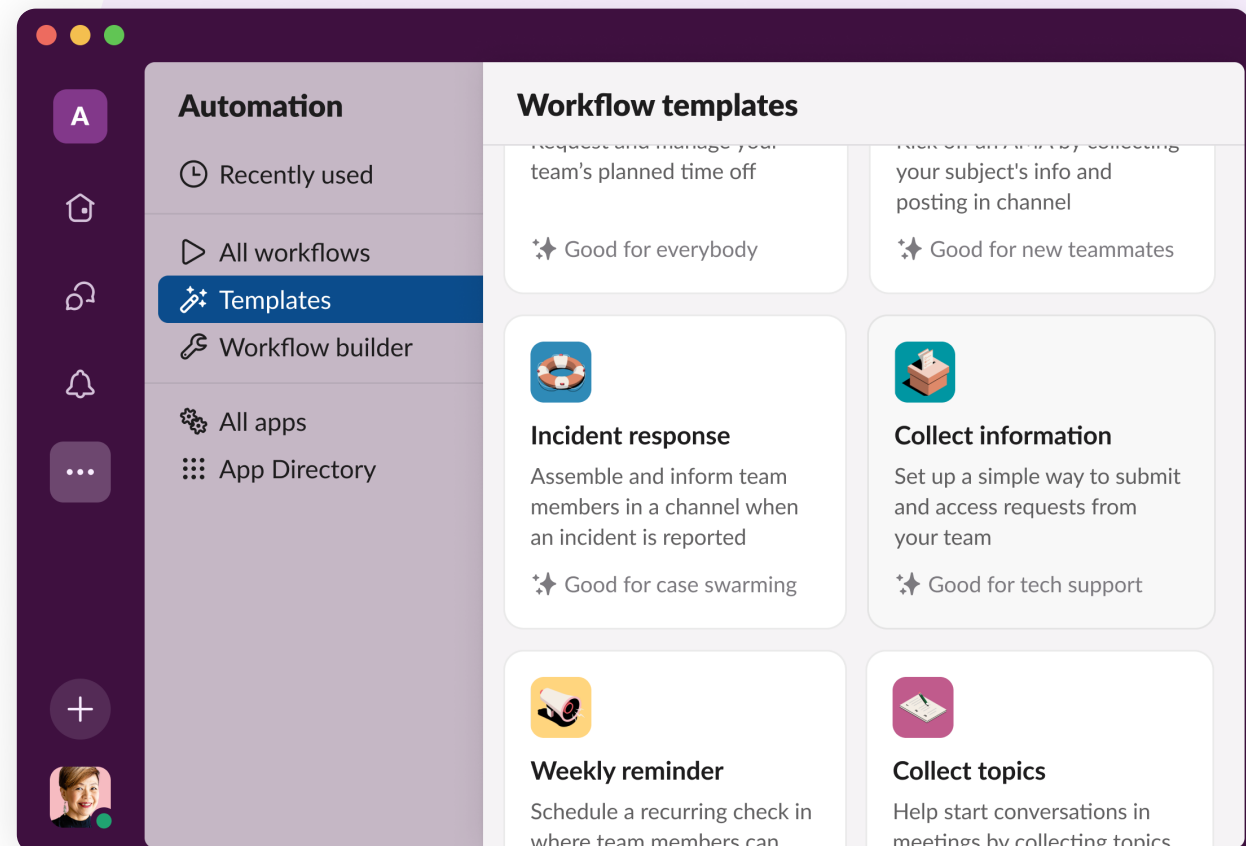
**07**

# Keep your pipeline updated with Slack Sales Elevate

If you work in sales, your leadership wants to stay on top of deal movements, team wins, and pipeline changes. But having weekly forecast calls eats away at the time sellers could use to support their customers.

With Slack Sales Elevate, a solution that brings the power of Sales Cloud right into Slack, teams can access Salesforce accounts and opportunity record data in one place. Any updates made to that data in Slack are automatically pushed back to Sales Cloud in real time. With automatic, real-time alerts and personalized reminders, sales reps, managers, and leaders can all effortlessly stay in the loop – without needing to meet.
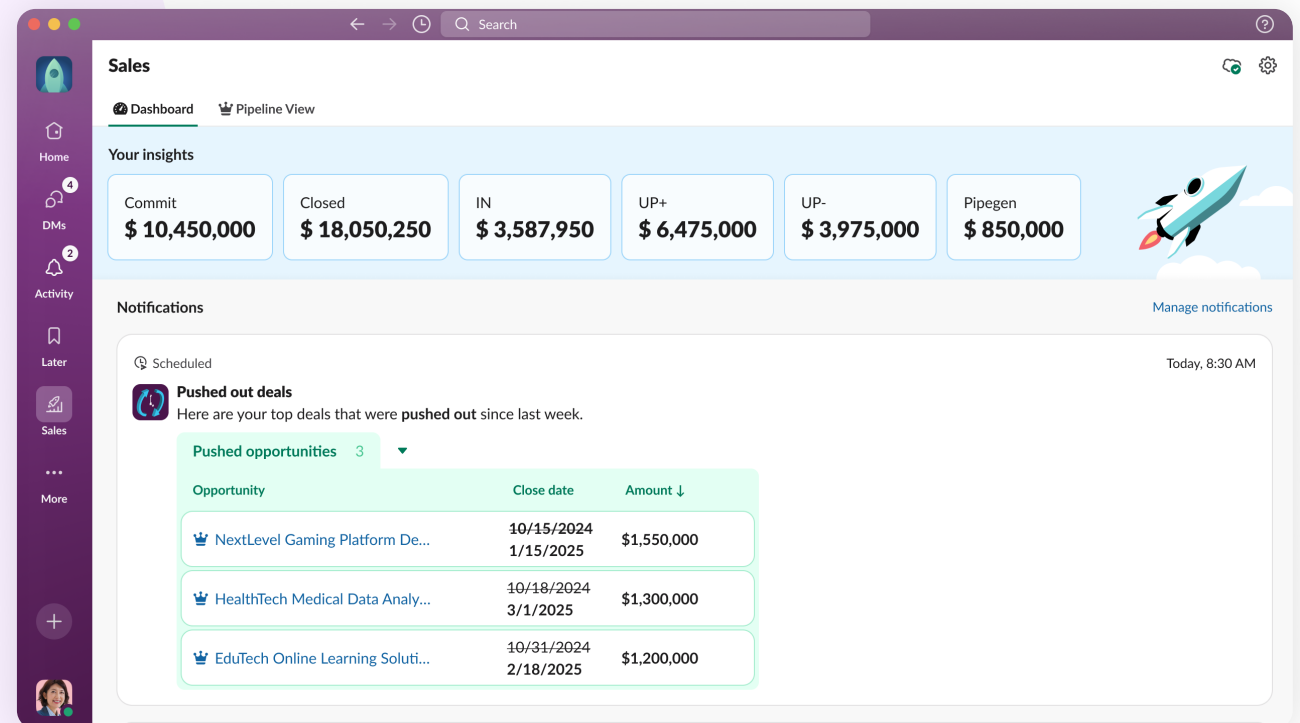
**08**

# Have your team stay on track with list

Though critical to getting key projects or deals across the finish line, daily standups can quickly become a distraction. These meetings can be replaced by managing everything in a Slack list.

Lists help you bring structure to your conversations in Slack by integrating project and work management into the flow of work. Turn ideas shared in a project channel into actionable next steps, and capture requests from direct messages in a list to share with your team. Teammates are alerted of list updates the same way they receive all Slack activity notifications. And conversations about a specific list item can unfold under their own dedicated threads. By using your list to plan and prioritize, you'll improve visibility across teams, keeping everyone aligned, moving forward, and out of meetings.
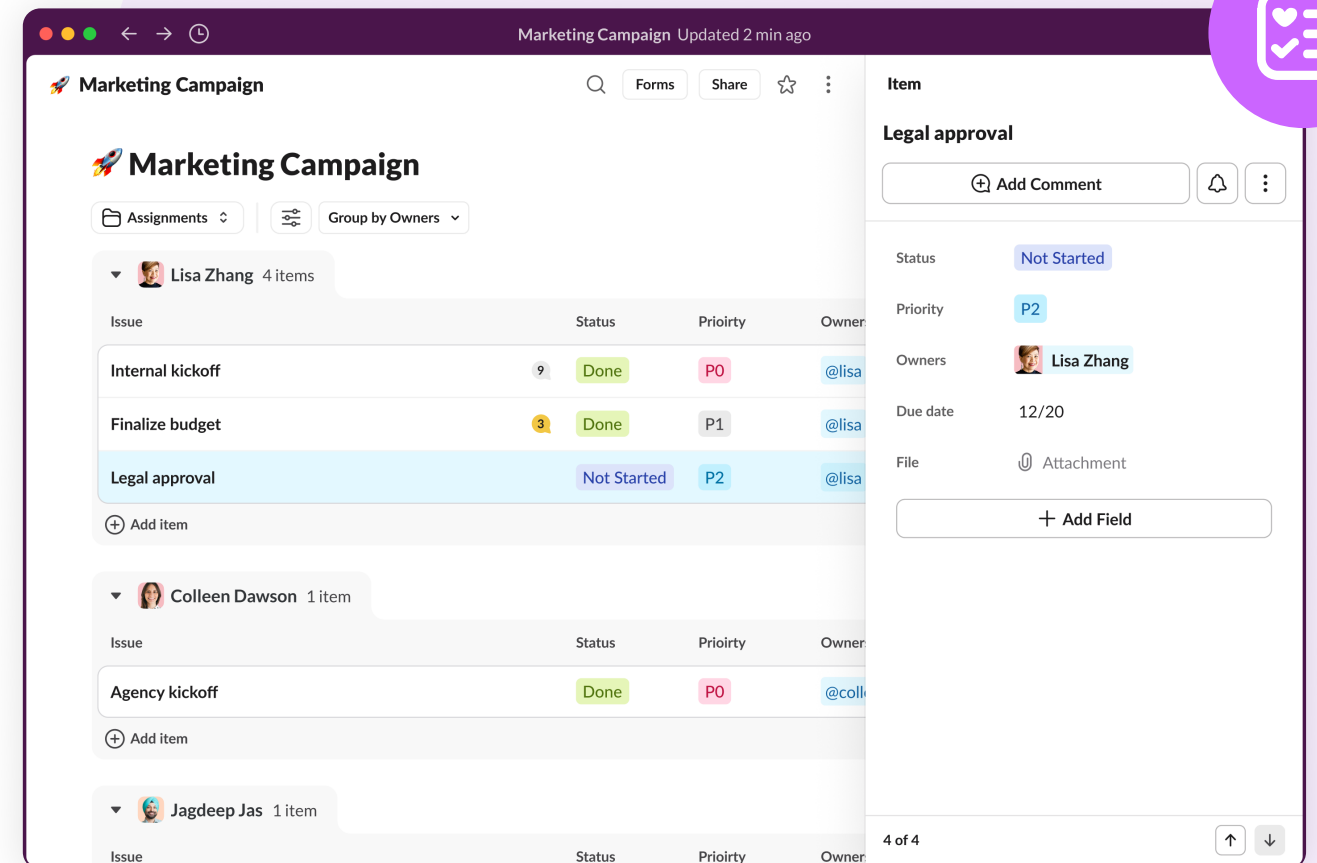
**09**

# Curate information the way you want with canvases

Need to update a team on a project? In the past, you would have scheduled a meeting to get people up to speed. Now you can simply point stakeholders to your channel's canvas – a surface where you can create, organize, and share all the documents and essential channels needed, in one place.

Canvases can live in channels or messages, and you can add lists, rich media, files, and data from back-end systems (like Tableau). You can even add a workflow to a canvas that guides a new hire through training materials they need to review, or one that has link unfurls with rich previews of third-party apps to share design mock-ups or Sales Cloud and Service Cloud data.

**10**
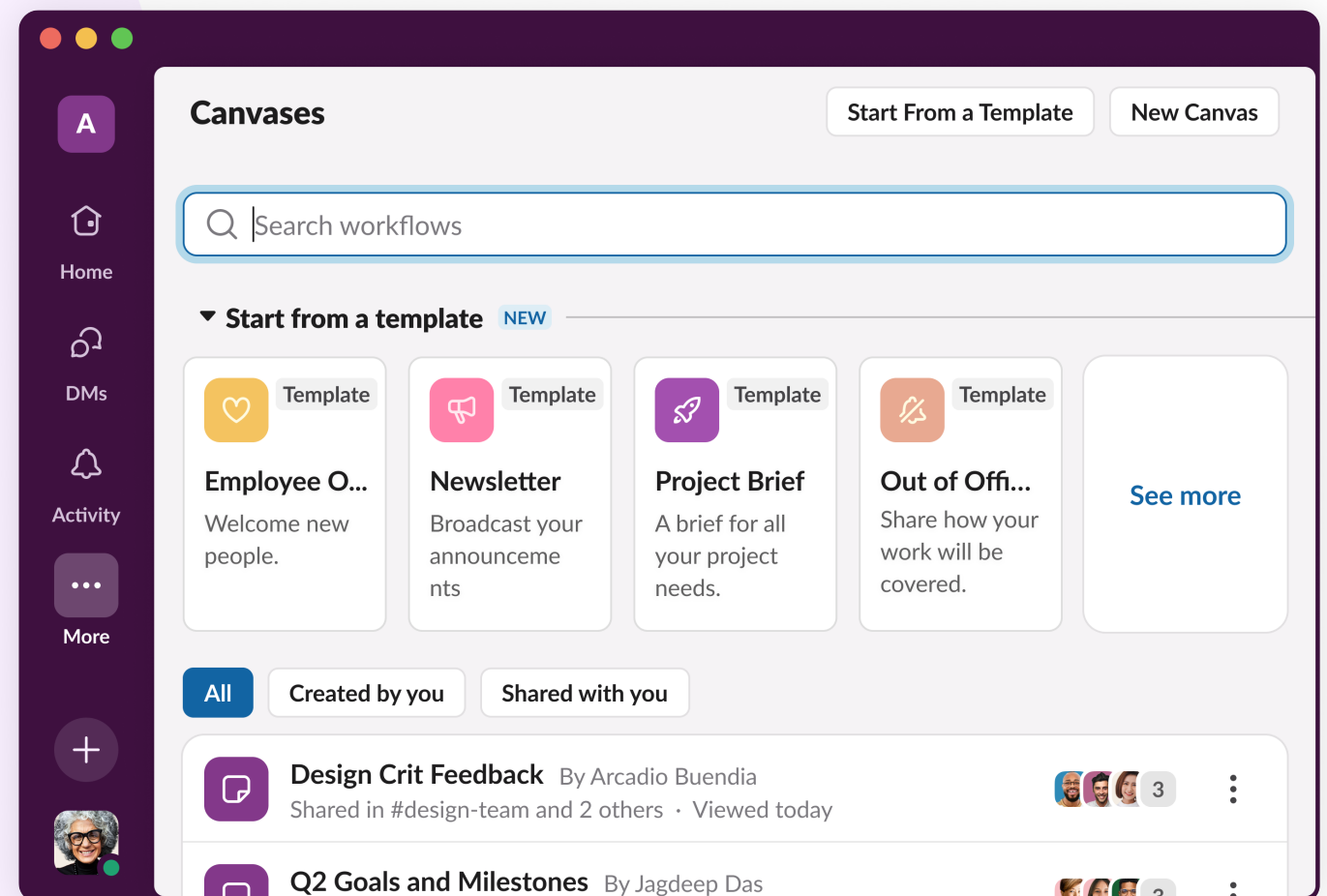
# Speed up customer conversations with Slack Connect

Working with people outside of your company can be challenging. You need to play calendar Tetris to find a time that works for everyone – and a project can get delayed when you depend on getting critical feedback only during your weekly meetings, or when information is getting shared in various applications over email.

Slack Connect makes it easy to work faster with people outside of your organization. If your external partners work in Slack, Slack Connect allows your teams to collaborate with them in secure, dedicated channels that give them access to all the same features you use every day in Slack. If you need to sync with a customer on their requirements, you can create a Slack Connect channel where everyone can collaborate without missing a beat, sharing canvases and lists to track all the deliverables in a project.
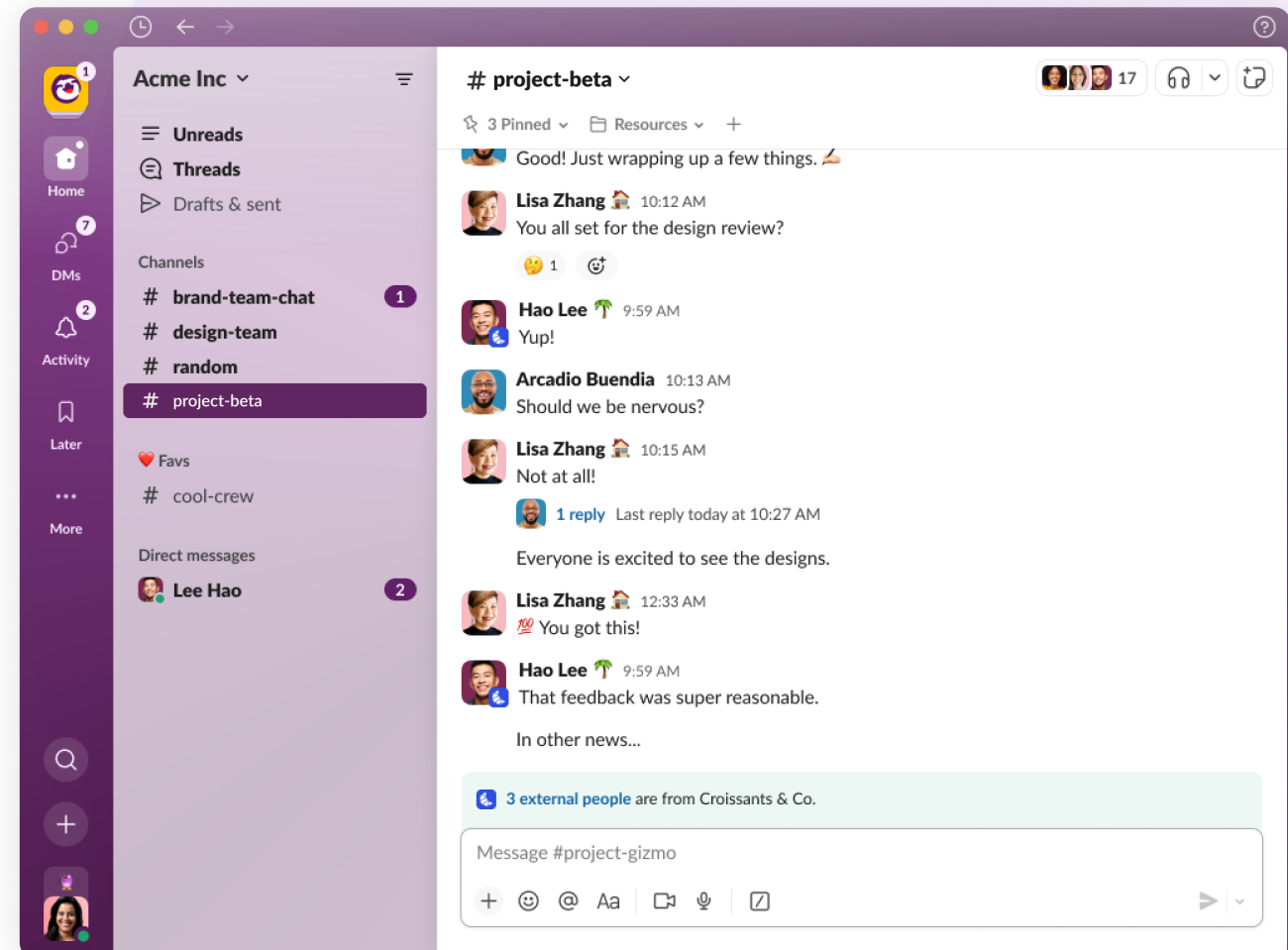
# Fewer meetings, more productivity

We know that sometimes you just need to have a meeting, but be honest about when meetings are truly necessary. When they are, only hold meetings that are intentional and well-planned, with a clear agenda, goals, and input. The have-a-meeting-for-everything culture should become a relic of the past – and using Slack can help.

**Learn more** about how Slack can make your work more thoughtful and purposeful by seeing it in action.