



How we communicate with each other (async)



This is a living document to support our practices around **mediated communication** (typed, audio, video; *not live* conversations). It complements our principles and guiding questions around communications [in our handbook](#). Below you can find a collection of tips and practices that others are using related to communications, and a directory of key slack channels and their purposes.

Useful practices

Add yours below!

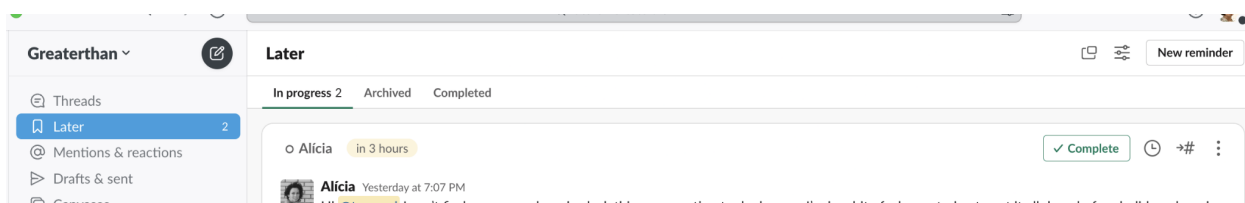
Slack

From Tomomi:

Finding stuff:

If you have the very common challenge of not being able to find stuff in Slack that you meant to read again or follow up on later, give the Save it for Later feature a try!

You can “save” a message by clicking on the little bookmark icon, and they organize themselves into a little inbox for processing. In this screenshot example, you can see that I have 2 messages that I need to come back to, with a 3hr reminder set to take action on a message from Alicia. Once it is done, I will click Complete.



Configuring your channel view: here is how Tomomi has configured Slack to stay in the loop on what is important for her:

- Customizing the Sidebar: <https://www.loom.com/share/19f9b43b1f934c8f8377311cf7745c33>
- Customizing your Settings: <https://www.loom.com/share/831a1e23dd944d91a9bc597191a49ef8>

Loomio

From Francesca:

- Loomio has some very useful notification settings that you can customize based on your preference. Some people love this and others hate it: Digest emails that include all the content of new posts and comments, that can come daily or weekly. This way you can read Loomio from your email inbox, which can be super practical for reading on the go, for instance. And: you can even respond to the thread from your inbox, by simply answering the email.

Slack Channel directory

Here is an overview of important Slack channels to know about (or know of the existence of), and their purpose. *If you notice anything that is incorrect, has changed or see a channel that needs to be added, please go ahead and edit!*

Channel name	Purpose [add in "topic" on Slack]
General channels - open to all	
Everyone	The 'town square', where we share: important announcements that concern everyone (members + explorers), welcome to new joiners, as well as everything directly related to our work and organization that is relevant for all.
Watercooler	Things that are indirectly relevant, or maybe just interesting or funny for possibly anyone in GT. The place for random things that you don't see fitting anywhere else.
Thanks	A place to share appreciation, thanks and love <3
Admin-Support	Support, questions and answers for everything around admin & invoicing
Newsletter-queue	Share things you would like to be our weekly newsletter, the Weekender
GT-in-Europe GT-in-NZ GT-in-North-America	To talk about activities related to specific geographies, for instance an in person meetup that is only relevant for the people living there.
Client Projects & Biz Dev Channels - open to all	

Active-gt-leads	Share opportunities, leads and proposals in progress that are considered to be a fit to actively pursue "as Greaterthan".
Biz-dev-coordinated-action	A place for us to have conversations about BizDev strategy and actions in one place and our coordinate efforts
Other_Oppportunities_Offers	Here we share opportunities and leads that don't necessarily seem like a fit for GT to work on as a collective, but might interest someone here to pursue separately.
Pipeline-and-new-projects	This channel is where updates are automatically shared from our sales pipeline in Airtable and when a new project is setup, to allow us to stay in the loop when new opportunities are coming up, proposals being made, projects started etc. We also aim to post here when a new project is kicked off and share background about the biz dev process and staffing. This is also where the Biz dev stewards share when a distribution was made from the bucket.
Services-exchange-open	Where we work out loud about consulting projects, ask each other for advice/support and share what we are learning. For more sensitive conversations, see the members-only equivalent channel (listed below).
bizdevbucket	For conversations with Biz Dev Bucket Stewards about requesting funds from the Bizdev Bucket. Feel free to jump in/out as needed.
<i>Channels for Initiatives and Internal Projects - open to all or team specific</i>	
Hikers	A channel for everyone participating actively in the current hike (if one is going on). Channel should be updated with members when a new hike starts.
Moneygame Jamboree2023 Greaterlands Cobudget-general Academy-general <i>Channels for each hike initiative, Academy Course etc.</i>	Specific Project channels
<i>Member-only channels</i>	
GT-Members	A GT-members only space to talk.
Services-exchange-private	The members only equivalent of the above channel, for NDA protected or otherwise sensitive information sharing and requests.
Inviting-Explorers	Here you ask members for concerns or objections to inviting a new explorer to GT.

