



# INTERNAL COMMS CHANNEL CLEANUP

**Streamline your workspace for clarity, focus, and alignment.**

Use this checklist to audit and refine  
internal communication spaces across your org.

## AUDIT WHAT EXISTS

- ☐ List all current channels across departments
- ☐ Identify inactive, redundant, or outdated threads
- ☐ Note which channels have unclear ownership
- ☐ Review usage patterns: Who's posting? Who's not?

## ALIGN TO BUSINESS GOALS

- ☐ Tie channels to specific team objectives or workflows
- ☐ Archive "just in case" or legacy channels
- ☐ Merge overlapping topics into one streamlined space
- ☐ Ensure every active channel has a clear function

## DECLUTTER FOR EFFICIENCY

- ☐ Remove or mute low-signal/noise channels
- ☐ Reorganize by theme, department, or workflow
- ☐ Pin essential info (e.g., key docs, meeting links)
- ☐ Make it easy for new employees to onboard and find info fast



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## SET GUARDRAILS

- ☐ Add clear channel descriptions and naming conventions
- ☐ Define what belongs where (e.g., #team-updates vs. #general-chat)
- ☐ Limit who can create new channels or require approvals
- ☐ Provide a quick-start guide for how to use each space

## MAINTAIN & IMPROVE

- ☐ Schedule monthly or quarterly reviews
- ☐ Collect feedback: Are messages being seen and acted on?
- ☐ Monitor channel health: engagement, relevance, clarity
- ☐ Iterate: Remove friction and keep communication human-centered

## AMPLIFY LEADERSHIP VISIBILITY

- ☐ Share regular updates from leadership
- ☐ Use consistent formats (e.g., weekly wins)
- ☐ React to or comment on team posts
- ☐ Spotlight cross-functional success
- ☐ Pin key messages for easy access