


## #18 — Getting into a Channel

 I've touched on channels vs. chats in previous posts — chats are great when the conversation is short and informal. But what happens when you realize a chat you're having with a colleague (or three) really needs to live in a channel?

Here's the honest answer:

There's no quick, one-click way to turn a chat into a channel — and that's not a flaw in the software.

Think about how chats work in real life.

Someone stops you in the hall to see if you want to grab lunch. Before long, the boss walks by and asks how planning is going on that project. They suggest looping in a couple more people. Now it's a conversation. Then someone drops a spreadsheet into the middle of it titled "Project timeline."

(You know where this is going.)

At that point, the best move isn't trying to preserve the chat — it's recognizing that a hallway conversation just became a project meeting.

Sometimes that means pulling out a phone or iPad and saying:

"I'm going to open up a channel in the Team room so we can pick this up properly when we're back at our desks."

And then you give the work the home it deserves.

Here's what that usually looks like in practice:

Name the moment

"This is turning into ongoing work — let's move this to a channel."

Create the channel (or use an existing one)

Post a short scene-setter. Summarize the context in a few bullets. Drop in the key file or decision.

Link back if needed

You can copy a relevant message or link a file from the chat — but you don't need to migrate everything. Just the essence.

Let the chat fade naturally

No ceremony. No guilt. Chats are allowed to be temporary.

So, as it relates to chats and channels, a brief recap:

- In #17, we pointed out that there *is* a difference.
- In #18, we talked about *when* to make that move.
- Next, we'll talk about *why* that shift can feel awkward at first.