

## Check your outgoing phone message

Ensuring your message is up-to-date and conveys professionalism

*“Your voicemail greeting has a big influence on the way you’re perceived... It pays to invest a little time to create an effective, concise outgoing greeting.”*

8x8, Inc

Since you either started school last week or are having your first day today, this week’s tip will be short.

### **Listen to and update your phone’s outgoing message.**

I understand that most of you change your school's outgoing phone message during the summer to reflect your reduced office hours. This is just a reminder to change that message now so it communicates your school year hours.

#### **1. Tell callers when to expect a call back.**

If you typically answer messages at a specific time (such as after school for those of you who also teach) let your callers know when to expect your call.

#### **2. Be succinct.**

#### **3. Be cheerful and friendly.**

**Remember we are all praying for you daily.**

**Binder tab:** August

**School size:** All