



# CELL PHONE 101

## POLITE COMMUNICATION TIPS TO SAVE YOUR CAREER

It is easy to get caught up in the hustle and bustle of everyday; however, remembering to be courteous and respectful to not only those around you while on your cell phone but also those you are speaking with may in fact help save your job and reputation. It is important to remember to speak in a low clear voice. Try not to be loud while on the cell phone. It is a distraction to those around you and well it's not great on the receiving end either. Try to remember to put your phone away and give others your full attention. Avoid trying to multitask while on your phone. This type of behavior may leave others feeling frustrated with your actions. Lastly remember and this is one that I am guilty of too! Do not take calls while in a meeting. This may make others feel that you are not committed to work. As well as making their ideas seem insignificant to your conversation on your cell phone. Even if it is as simple as a text. Put your cell phone away! It can wait.

### Tips to Remember!

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Use a quiet voice while speaking in public or in front of a customer

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Avoid personal conversations in public or at work!

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Use a professional ringtone. Avoid loud distracting tones!

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Do not take calls while in meeting!

Please be courteous to those around you. Limit your conversations to appropriate times and places.

Do not take a personal call and disclose personal information while in the presence of others!

## Reference Page

(n.d.) Cell phone etiquette. *Business Training Works*. Retrieved from <http://www.businesstrainingworks.com/training-resources/cell-phone-etiquette>