



BASIC CELL PHONE ETIQUETTE

Do you have good cell phone manners? Following are some tips that will help you improve your cell phone manners and not drive those around you crazy.

- ★ When at a restaurant and your guest(s) have arrived, turn your phone off or put it on silent mode and place in your pocket, purse, or briefcase. Don't put your phone on the restaurant table as you may be distracted and will stop making the human connection with your guest(s).
- ★ During business meetings, show respect to the person conducting the meeting and put your phone on vibrate—or, even better, turn your phone off. When I conduct a meeting, I ask everyone to show me respect by not looking at their phone or texting during the meeting.
- ★ There is no rule that says you have to answer your phone every time it rings and respond to text messages immediately. Don't let your phone and others control your time; call or return texts when it's convenient for you or others around you.
- ★ If you have to take a call in public, try to find a private place where no one else is around or in a lower traffic area. Try staying at least ten feet away from others, and keep your conversation as short as possible. People tend to talk three times louder on cell phones, but there's no need to shout; use the same voice tone you would if you were having a face-to-face conversation.
- ★ When having a face-to-face conversation with someone, don't look at your phone every two minutes. If you have to check your phone, let the person know it's for an important reason, but don't make this a habit.

- ★ Never use your cell phone in restrooms. You don't know who else may be using the facilities, so should you communicate private information or sensitive issues, you may easily be overheard without your knowledge.
- ★ If a caller is not in your contacts, don't answer by just saying hello." Answer using your first name to help the person who's calling you confirm they have the correct number.
- ★ When at a public event/performance, turn your phone off, if possible, especially if it is dark and the light from your phone would disturb others. If you can't turn your phone off, at least put it on vibrate and turn down the brightness of the backlight.
- ★ Refrain from using your speakerphone in public. Why should others be forced to listen to your conversation?
- ★ Don't use foul language or talk about things that may embarrass or make others feel uncomfortable. Be aware of your surroundings.
- ★ Don't walk and text. If you have to text while on the go, stop walking before texting. Don't be one of the many walking texters who bump into people, light poles, benches, and cars—and even walk off curbs or endanger themselves in the street. Your text is not as important as your life.
- ★ **Never** text while driving. This puts yours and others' lives in danger.