

Cell Phone Etiquette

With all the new technologies today, cell phone etiquette is fast becoming a major issue in business, especially meetings, today. Let's face it some people are just plain rude when it comes to cell phone use, which by the way includes text-messaging on the cell phone as well. The disruption of cell phone use, including text messaging, is causing such a problem that some business executives ban the use of cell phones during meetings. According to Krotz, **cell phones are not the issue, the users are.**

1. Consider where you carry your cell phone. It should be accessible but not out in plain view on the table; however, some individuals prefer, for emergency situations, you have the phone on the table for accessibility rather than rummaging for the phone in a bag or purse.
2. Use a cell phone ring tone that does not play an annoying melody, and answer the phone promptly.
3. Do not use annoying habits when others are in the room while you are talking on the cell phone: bobbing your head up and down, giving others the "just a minute" finger, rolling your eyes, etc. Try to move away from the people in the room who might be talking to others.
4. At formal meetings, restaurants, movies, and social occasions, your cell phone should be turned off or on silent/vibrate. Take emergency calls only.
5. When calling on a cell phone, be brief and to the point when conducting business.
6. Do not answer the telephone in heavy traffic.
7. Use your normal voice when speaking on a cell phone.
8. Remember using your cell phone in public sends the message that the people around you are not as important as the person on the phone.
9. Do not dial while driving. In fact, cell phone use at all while driving should be limited as it is believed to have been a contributing factor to some traffic accidents.
10. Do not wear the earpiece when you are not talking on the phone, especially during a meeting.
11. Keep in mind that text messaging is also a form of cell phone use. You should not be hiding your phone under a desk or table and text messaging a friend or colleague while visiting with another person. Again this situation emphasizes that the people around you are not as important as the person receiving the message.
12. When leaving a message for someone, do not assume the cell phone automatically saves your contact number, Make certain you leave your name, telephone number for a call back, and times when you can be reached. Say your name and number slowly and distinctly as if you are writing them on a sheet of paper. Consider spelling your name.

References

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