**VOICE MAIL TIPS**

Voice mail distributions and/or messages that are lengthy can confuse or bore the receiver. This is not what you want your message to convey. Below are suggestions to assist you in preparing and sending a clear and concise distribution or message.

- Prepare your message before sending by writing out the key points you want to make. If you are more comfortable, write out the entire message. You can do this on your computer and just read it off the screen.

- Limit the length of your message to less than one minute. You will lose your listeners interest with a longer message.

- If you are uncomfortable with recording messages practice your message before recording. The message will be clearer and your delivery will be professional.

If you have followed the above suggestions but while you are recording the message you begin to sound like Daffy Duck or you start to ramble, press the three (3) key. Your message will be discarded and you can begin again.

Remember that during busy times people want the maximum amount of information in the least amount of time. A little planning will go a long way in getting your message across.