

# CHECKLIST FOR LEAVING THE PERFECT VOICEMAIL



## PICK THE RIGHT TIME

Before picking up the phone, check the time and consider if your receiver will be available. Leaving a message can be avoided if you can catch the receiver to talk live in the first place.



## KEEP IT BRIEF & CLEAR

Your receiver is busy, be conscious and respectful of that reality by keeping your voicemail brief. If it takes more than 20-30 seconds, consider following up with a more detailed email.



## START BIG

Begin with your most important items. Burying the lead can cause a critical piece of information to be lost. Don't make your receiver wait for the headline.



## BE WELL-PACED

Remember that the receiver may need to write down something you said or may be a bit distracted. Don't talk too fast, don't drone on either. Speaking too fast or slow might cause the user to hang-up.



## GIVE YOUR DETAILS

Sandwich your message with your details. Let the receiver know who you are and how they can get ahold of you.