

10 Ways to Improve Your Voicemails

July 25, 2011 by [Martha Newman, J.D., PCC, TopLawyerCoach, LLC](#)

The Old Adage, "Think Before You Speak," Goes a Long Way



In this age of text messaging, chat, and email, let us not forget the importance of **VOICE COMMUNICATION**.

This type of communication allows us to improve our relationships with people and our ability to grow as individuals.

Unfortunately, a voice communication feature that is often taken for granted is **VOICEMAIL**. It is one of the most frequently used communication tools within an organization, yet so many people don't know how to use it effectively.

Fortunately help is here.

Regis Hadjaris, a leadership and communication coach and author of [DotConnectorBlog](#), offers these ten tried-and-true **tips to improve your voicemails**.

Top Lawyer Coach, LLC
601 Penn Street
Fort Worth, TX 76102

817/992-6711
newman@toplawyercoach.com



1. **Stand up and smile before leaving a voicemail.** You'll be amazed at the positive energy you bring to your message – it will definitely come through in your voice!
2. **Write out important voicemails before you leave them.** When doing this, be sure to simplify what you have written before actually leaving the message. Also, be very tuned into how you are leaving the message, so you don't sound like you are reading from a script.
3. **Always start a voicemail with:** who you are (“Hi, this is Martha Newman...”), who you are sending the message to (“...with a message going out to Jen, Doug, and Melissa...”), and (in one statement) what your voicemail is about (“...about the decisions that were made in today's team meeting.”)
4. **Always end every voicemail with your phone number** (or extension if calling within your organization). It's a good idea to repeat this number twice.
5. **Copy yourself on important voicemails** (if possible, usually you can do this when you are using an internal voicemail system) so you can be sure to have a copy.
6. **Assign your voicemail call-in number a speed dial “hot key” on your cell phone.** The fastest way to dial your voicemail call in number (i.e. the number you use to check your voicemail messages) is to assign it a speed dial hot key in your cell phone address book.
7. **Enter any “login” data for checking your voicemail into your cell phone address book.** Most cellphones support a “pause” feature that allows you to put your login data (extension, password, etc.) right after the phone number in your cell phone address book. That way, when you call that number, you will only have to hit one button and it will automatically dial this info for you. This is priceless when checking messages while on the go.
8. **Forward all of your voicemail to one location.** To simplify all of the places where you have to check voicemail, you can forward them to one location. Most of the wireless carriers support this functionality (for example, for Verizon you can hit *71, *72, or *73 to activate and deactivate their forwarding functionality).
9. **Setup your organization's voicemail to call you if you get a priority messages.** Most voicemail systems support this priceless feature. Just enter a number (like your personal cell phone number) where you should be called when you get a priority message.

Top Lawyer Coach, LLC
601 Penn Street
Fort Worth, TX 76102

817/992-6711
newman@toplawyercoach.com



10. **Check and reply to voicemail on “off hours” once in a while.** Senior managers are always checking to see how engaged their team’s are. By checking and replying to voicemail during off-hours on occasion, you show your dedication and focus – a great way to build confidence amongst your leadership!

Top Lawyer Coach, LLC
601 Penn Street
Fort Worth, TX 76102

817/992-6711
newman@toplawyercoach.com

