

RETURNING PHONE CALLS

- Most people find it frustrating when they return phone calls only to learn the other person isn't in.
- To avoid playing telephone tag, try the following:
- When calling someone, establish specific call-back times. Ask, "When is the best time for me to call again?" or "When is the best time for them to call me back?"
- When taking calls for another individual, schedule return calls during specific blocks of time (i.e., "I expect him to return by 2:00 p.m. You can reach him between 2 and 5").

Returning Your Call

Judd E. Hollander



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