

Cell Phone Etiquette

Read the list of Cell Phone Dos and Don'ts. Add at least one more Do and one more Don't to the lists.

Cell Phone Dos and Don'ts Chart

Cell Phone Dos	Cell Phone Don'ts
Do keep your phone stored away and muted at work.	Don't text or answer your phone while on the job.
Do tell friends and family not to call or text you while you're at work.	Don't check social media or use other apps while on the job.
Do use your phone only on breaks, standing at least 10 feet away from people (or better yet, outside) and speaking softly.	Don't use your phone in the workplace bathroom.
Do use your phone for purposes requested by your supervisor.	Don't use your phone in the workplace without permission.
Do use a professional tone and language when using a cell phone in the workplace.	Don't use profanity, whether speaking or texting.
Do be discreet about personal and workplace information on your phone.	Don't share company information on your cell phone.
Do keep your phone off or muted during meetings and in workplace conversations.	Don't text during a meeting or when with a colleague or supervisor.
Do keep your phone off or muted on job interviews.	Don't take out your phone during an interview unless asked to do so by the interviewer, such as to set an appointment.
Do follow your employer's rules and any additional instructions regarding cell phones.	Don't try to sneak a peek at your phone while on the job.
Additional Dos:	Additional Don'ts:

Texting Professionally

Read each message. Decide how you would text the information to a friend or to a coworker.

Two Ways to Text

Message	How would you text the message to a friend?	How would you text the message to a coworker?
<p>You've just remembered that tomorrow is Election Day. You need to know how your school/work schedule might be affected.</p>		
<p>Your friend/supervisor asks you to bring a picture of a grandparent for a special photo collage being designed for a wall at school/work.</p>		
<p>A friend/coworker needs to leave early and asks you to babysit for a younger sibling/fill in at work.</p>		

Cell Phone Productivity

For each job duty listed, explain how you can use your cell phone to complete the task. Be sure to include the app or feature that you would use.

Cell Phone Productivity Chart

Job Duty	How to Use Your Cell Phone (App/Feature and Function)
Find the address of a local dry cleaner for a customer who needs one.	
Make a lunch reservation for your boss.	
Book an appointment on your calendar and invite someone else to come to it.	
Check the price of a product at two different locations.	
Figure out how to pronounce an unfamiliar word.	
Translate a phrase into another language.	
Contact a group of coworkers to tell them their hours are being changed.	
Contact your supervisor to say you will be late.	
Check the weather for tomorrow.	
Document a training session for later viewing.	
Calculate a math problem.	
Find out how your company is ranked on a review site.	