

INSTANT MESSAGE ETIQUETTE FOR OTHERS





In Case Of Clients Or Boss

- Clients might bombard you with messages
- IM communication is usually free so you don't make money from it
- Options: Turn off IM when you need to focus
- Switch status to "busy"
- Slow down your reply frequency

Explain Your IM Policy To Client



- Tell people you are getting overwhelmed by the IMs
- Or that you are helping other clients at the moment
- Ask them to book a call or change billing in their case