Outgoing Voicemail Examples

Service coordinators are often on the go and an outgoing voice mail message that provides some level of expectation for when people will receive a returned phone call can facilitate good communication with families and early intervention providers. It also allows the service coordinator to make a request for the type of information they would appreciate in any message left so they can be efficient when they follow up.

Standard Message:

"You have reached _____ and I am either out of the office or have stepped away from my desk. Please leave a *detailed* message including your name, call back number, best time to reach you, and any specifics that I will need to know to return your call. I will return your call within 2 business days. Thanks and have a great day!"

Temporary Out of the Office Message:

"You have reached _____, and I will be out of the office until _____. If you'd like to leave a message you may and I will return your call within 2 business days upon my return.   If you need immediate assistance please dial zero for the operator. Thanks and have a great day!"

Standard Weekly Message: *(if you desire to provide a new message each week)*

"You have reached _____, and for the week of _____ I will be in the office on _____ days. Please leave a *detailed* message including your name, call back number, best time to reach you, and any specifics that I will need to know to return your call. I will return your call within 2 business days. Thanks and have a great week!"

Tip: Communicate with others as you would like to be communicated with. Just as you may appreciate a detailed message from someone so you can act on it promptly…remember to leave the necessary details in the messages you leave for people so they can get you what you need in the event that you play phone tag.

Tip: A similar auto-reply on your email may also be beneficial if you are a service coordinator that has access to a secure internet network to communicate with families and early interventionists.