

Reply When You Can't Pick Up

One small step. Fill the boxes on your phone, or print this page.

1. Write one short text. Sorry I missed you. What do you need, and what area are you in?
2. Turn on missed-call texts in your business phone app. Look in its settings for auto-reply or missed call.
3. Add two times you can offer. I can call you back at 12 or after 4.
4. Read the replies when your hands are free.

ON A BUSY DAY

Write the text today. Save it as a note to paste.

My short reply

Two callback times

What I need to ask

Where I will keep the reply