

Title:

10 Tips for Using Instant Messaging for Business

Word Count:

1191

Summary:

<p>Here's the scene: A couple dozen professionals at a big advertising agency quietly type awa

Keywords:

Small Business Plan, Small Business Start Up, Small Business Ideas

Article Body:

<p>Here's the scene: A couple dozen professionals at a big advertising agency quietly type awa

<p>An occasional laugh punctuates the silence. But no one is talking. They are communicating w

<p>"When I'm visiting this firm, I can't help but notice this [lack of people talking]. Seems

<p>A technology designed initially for one-on-one personal chats has reached the workplace. Ma

<p>Instant messaging is essentially the text version of a phone call. At businesses large and

<p>The Wall Street Journal notes that more than 100 million people are now sending instant mes

<p>That said, IM will benefit businesses that work in teams or on projects more than it will m

<p>Whether you're a business owner or an avid IM user, or both, here are 10 instant messaging

<p>1. Do adopt a user policy for instant messaging. If you're an owner, your

<p>2. Don't use instant messaging to communicate confidential or sensitive in

<p>3. Do organise your contact lists to separate business contacts from famil

<p>4. Don't allow excessive personal messaging at work. Yes, you make persona

<p>5. Do be aware that instant messages can be saved. You may think IM is gre

<p>6. Don't compromise your company's liability, or your own reputation. The

<p>7. Do be aware of virus infections and related security risks. Most IM ser

<p>8. Don't share personal data or information through IM. Even if you have t

<p>9. Do keep your instant messages simple and to the point, and know when to

<p>10. Don't confuse your contacts with a misleading user name or status. IM

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