



## TIPS TO GET RESPONSES FROM TEXT MESSAGES (for women's ministry leaders)

As with anything, we are dealing with people, so these may not work with everyone, but all we can do as leaders is just try improving what we do. Right?

### MAKE IT SHORT

Nobody likes to read long texts, so be as concise as possible. Remember, your ladies will be reading this when they are on a break at work, or in the middle of cooking dinner, before they start up their car, or when they are dealing with their kids, etc. etc.

One glance should help them encompass everything you need to say.

### MAKE THAT FIRST LINE COUNT

The first line of a text message is gold. Those first few words of that line are what your ladies will see in their notifications and what you say in those first few words will determine if they think it is worth opening and reading the rest of the text or not, so make those first words count.

Avoid the *hello's and how are you doing today* type things for your first line.

### USE THE QUICK CONFIRMATION WAY

If you are having trouble with commitments to Bible studies and events, try using what doctors and dentists do for confirmations. A simple, type "C" to confirm if you will be

attending. Or a type “Yes” or “No” as to whether you will be attending. It might not work on some people, but for others, they are used to confirming that way for appointments and engagements.

Note: Don’t use this one too early or far from your event, but as it gets closer, give it a try.

## SEND YOUR TEXT DURING BUSINESS HOURS

I believe 9 to 4 works best. Some people debate what business hours are. 8 to 5 or 9 to 4, but if you use the 9 to 4, you are covered. Don’t interrupt anyone’s evening and don’t text too early. Texting too early means they may see it, but it may go in and out of their brain because they are heading into their day and are likely to get busy and forget about it before they get a chance to reply.

Many people check their emails during lunch, so before lunch is a good time to send one. And many people check all their texts at the end of the workday when they get into their car to go home, so make sure yours gets in the mix. (If you know for sure someone works second shift or odd hours, you can adjust for that, but generally texting during business hours for your women’s ministry works better for the majority.

## MAKE IT PERSONAL

Use the recipient’s name somewhere in the text, if possible, to be more personal. I discourage using it at the beginning because that takes away from those first words in that first line which is so important.

## BE COURTEOUS

Always be kind and courteous, but add a simple “Thanks in advance for responding” as your sign-off when you are requiring a response.