**Phone Appointment Top Tips**

* Ensure that you are in a suitably private room/area
* If there are other people in the locality, be aware of how far your sound will travel. Walls and doors may not be as thick as you think they are
* Limit distractions and make yourself comfortable. Sit on a sofa/chair or at a desk if possible.
* Explain to others that you are unavailable for the next hour (perhaps hang a ‘Do Not Disturb’ sign on the door).