

Accurate Written Communication *Positive thoughts, negative errors*

Do not focus on things you cannot change	✓	W	Focus on the things you can control
Be physically active	✓	W	Exercise regularly
A healthy self-esteem	✓	W	Feel positive about yourself
Manage your stress levels	✓	W	Learn time management techniques
Five-A-Day	C	✓	Healthy eating recommendation <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">Missing m</span>
Learning new skills	C	✓	Boasts self <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">o not a</span>
Pay attention to the present moment	C	✓	Mindfulness <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">Extra l</span>
A balanced diet	✓	W	Maintain good health
Extremely happy and carefree	✓	W	Happy as Larry
Breathing exercises	C	✓	A technique to reduce anxiety <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">Extra s</span>
Clear your mind	✓	W	Let go of negativity
Working through your lunch break?	✓	W	Can be counterproductive
Prioritise tasks on your to-do list	✓	W	What is important? What is urgent?
A bedtime routine	✓	W	Regular wind down improves sleep
Connect with other people	✓	W	Provide emotional support to one another
Be kind to yourself	C	✓	It's ok not to <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">Missing apostrophe</span>
Accomplish something difficult	✓	W	Gain a sense of achievement
Don't dwell on negative thoughts	C	✓	Adapt a posit <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">o not a</span>
Have a routine	C	✓	A sequence of actions <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">c not s</span>
Talk about your feelings	C	✓	A problem shared is a problem halved <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">v not f</span>
A quote about understanding	C	✓	Patient is a virt <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">ce not t</span>
Do not attempt too much at once	✓	W	Set specific achievable targets
Communication is important	C	✓	Talking thing through <span style="border: 1px solid gray; border-radius: 15px; padding: 2px;">Missing s</span>
Life can be uncertain	✓	W	Be open to change
Don't be hard on yourself	✓	W	Tell yourself something positive instead

# How did **you** do?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

## What does it mean?

If you've made one or two errors in the test, it means that you're human! And it also means that you are giving yourself extra work to do on top of a busy day. If we don't concentrate and pay attention to detail, our mistakes cause delay, hassle and stress, which in turn lead to more error. And organisational reputation is damaged when mistakes appear in written communication.

**'Silly' errors are such a waste!**

It's like throwing away time and money



Results typically show a 50% reduction in errors

**How much would that save you?**



## Proven to work

Since 2003, and as pioneering experts in this key performance area, Scott Bradbury has measurably improved the accuracy skills of thousands and thousands of employees throughout the UK and internationally. The results from our pre- and post-training assessments indicate measurable improvements in your participants' accuracy and attention to detail. And that means it's possible to calculate the return on investment from the training. The accuracy of your written communication says a lot about you and your organisation. It pays to get it right first time, every time.

## Which workshop is best for you?

### *Developing an Eye for Accuracy*

Our flagship in-house workshop for people who work with data and information

### *Accurate Written Communication*

Our interactive in-house workshop for people who work with documents and emails

### *Preventing Mistakes at Work*

Our practical in-house workshop for reducing the incidence of 'silly' human error

### *One-day Accuracy Skills*

Our open workshop for individuals seeking to improve their attention to detail



## Contact us for a demo

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Get it right. Do it better.