Developing an Eye for Accuracy



Is your body at work but your brain still on holiday? Reboot your accuracy mindset and concentration skills!

Name:	
Department:	
Date:	
Please record your time her	e:
(Time limit: 3 minutes)	
Score:	/ 25









Developing an Eye for Accuracy Post-holiday Accuracy Mindset

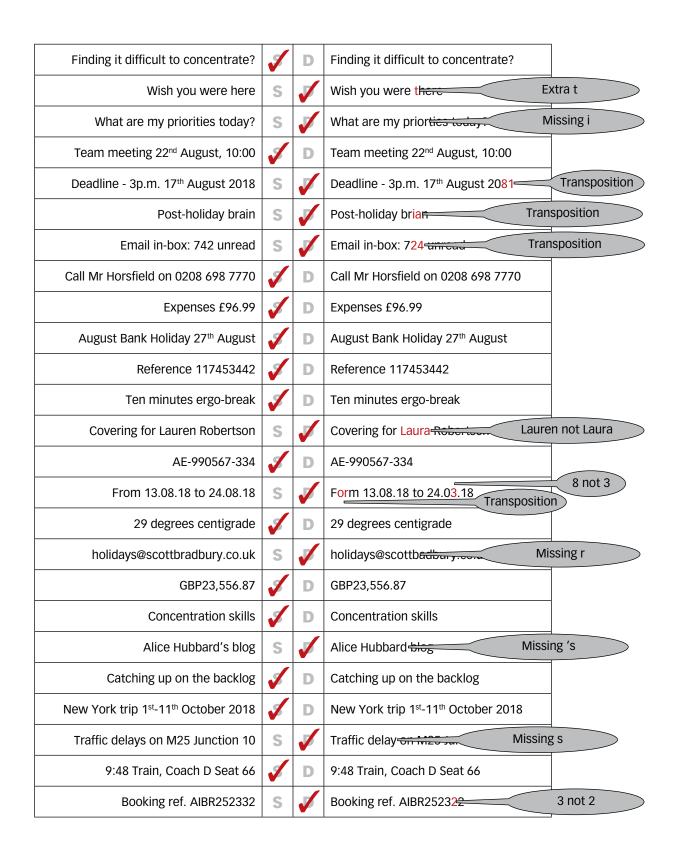
Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

Finding it difficult to concentrate? Wish you were here Wish you were here What are my priorities today? Team meeting 22**d August, 10:00 Deadline - 3p.m. 17** August 2018 Post-holiday brain Email in-box: 742 unread Call Mr Horsfield on 0208 698 7770 Expenses £96.99 August Bank Holiday 27** August Reference 117453442 Ten minutes ergo-break Covering for Lauren Robertson AE-990567-334 From 13.08.18 to 24.08.18 29 degrees centigrade holidays@scottbadbury.co.uk GBP23,556.87 Concentration skills Alice Hubbard's blog Catching up on the backlog New York trip 1**-11** October 2018 Traffic delays on M25 Junction 10 9:48 Train, Coach D Seat 66 Booking ref. AIBR252332 D Tam minutes ergo-concentration Seding ref. AIBR252322				
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Developing an Eye for Accuracy Post-holiday Accuracy Mindset





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How did you do? And what does it mean?

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.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

Proven to work

For fifteen years we've been working with organisations to improve their people's accuracy skills. Typically, participants achieve a 60% reduction in errors.

Our unique programmes

Developing an Eye for Accuracy — our flagship in-house data accuracy programme for people who work with information

Preventing Mistakes at Work — our practical in-house workshop for reducing the incidence of 'silly' human error

Accurate Documentation Skills – our practical in-house workshop for people who work with written communications

One-day Accuracy Skills — our open course for individuals seeking to improve their attention to detail

Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

Contact us

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=3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR



OF SALARY
BILL SPENT
ON MAKING
AND FINDING
MISTAKES



IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT







TIME WASTED

CAUSED

MONEY

DELIVERING

Developing an Eye for Accuracy

SINCE 2003



PROCESSING SPEEDS INCREASED

7%

<u>MEASURABLE RETURN</u>

PRODUCTIVITY GAINS