

# 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 here: \_\_\_\_\_

(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?	S	D	Finding it difficult to concentrate?
Wish you were here	S	D	Wish you were there
What are my priorities today?	S	D	What are my priorties today?
Team meeting 22 <sup>nd</sup> August, 10:00	S	D	Team meeting 22 <sup>nd</sup> August, 10:00
Deadline - 3p.m. 17 <sup>th</sup> August 2018	S	D	Deadline - 3p.m. 17 <sup>th</sup> August 2081
Post-holiday brain	S	D	Post-holiday brian
Email in-box: 742 unread	S	D	Email in-box: 724 unread
Call Mr Horsfield on 0208 698 7770	S	D	Call Mr Horsfield on 0208 698 7770
Expenses £96.99	S	D	Expenses £96.99
August Bank Holiday 27 <sup>th</sup> August	S	D	August Bank Holiday 27 <sup>th</sup> August
Reference 117453442	S	D	Reference 117453442
Ten minutes ergo-break	S	D	Ten minutes ergo-break
Covering for Lauren Robertson	S	D	Covering for Laura Robertson
AE-990567-334	S	D	AE-990567-334
From 13.08.18 to 24.08.18	S	D	Form 13.08.18 to 24.03.18
29 degrees centigrade	S	D	29 degrees centigrade
holidays@scottbradbury.co.uk	S	D	holidays@scottbadbury.co.uk
GBP23,556.87	S	D	GBP23,556.87
Concentration skills	S	D	Concentration skills
Alice Hubbard's blog	S	D	Alice Hubbard blog
Catching up on the backlog	S	D	Catching up on the backlog
New York trip 1 <sup>st</sup> -11 <sup>th</sup> October 2018	S	D	New York trip 1 <sup>st</sup> -11 <sup>th</sup> October 2018
Traffic delays on M25 Junction 10	S	D	Traffic delay on M25 Junction 10
9:48 Train, Coach D Seat 66	S	D	9:48 Train, Coach D Seat 66
Booking ref. AIBR252332	S	D	Booking ref. AIBR252322

## Developing an Eye for Accuracy Post-holiday Accuracy Mindset

Finding it difficult to concentrate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finding it difficult to concentrate?	
Wish you were here	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wish you were <del>there</del>	Extra t
What are my priorities today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	What are my priorities today?	Missing i
Team meeting 22 <sup>nd</sup> August, 10:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Team meeting 22 <sup>nd</sup> August, 10:00	
Deadline - 3p.m. 17 <sup>th</sup> August 2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deadline - 3p.m. 17 <sup>th</sup> August 2081	Transposition
Post-holiday brain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post-holiday brian	Transposition
Email in-box: 742 unread	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Email in-box: 724 unread	Transposition
Call Mr Horsfield on 0208 698 7770	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Call Mr Horsfield on 0208 698 7770	
Expenses £96.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expenses £96.99	
August Bank Holiday 27 <sup>th</sup> August	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August Bank Holiday 27 <sup>th</sup> August	
Reference 117453442	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference 117453442	
Ten minutes ergo-break	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ten minutes ergo-break	
Covering for Lauren Robertson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Covering for <del>Laura</del> Robertson	Lauren not Laura
AE-990567-334	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AE-990567-334	
From 13.08.18 to 24.08.18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Form 13.08.18 to 24.03.18	8 not 3 Transposition
29 degrees centigrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29 degrees centigrade	
holidays@scottbradbury.co.uk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	holidays@scottbradbury.co.uk	Missing r
GBP23,556.87	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GBP23,556.87	
Concentration skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concentration skills	
Alice Hubbard's blog	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alice Hubbard's <del>blog</del>	Missing 's
Catching up on the backlog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Catching up on the backlog	
New York trip 1 <sup>st</sup> -11 <sup>th</sup> October 2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New York trip 1 <sup>st</sup> -11 <sup>th</sup> October 2018	
Traffic delays on M25 Junction 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic delay on M25 Jct	Missing s
9:48 Train, Coach D Seat 66	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9:48 Train, Coach D Seat 66	
Booking ref. AIBR252332	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booking ref. AIBR252322	3 not 2

## 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

[www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

+44 (0)1638 723590

[accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)



**= 3 IN EVERY 100  
TRANSACTIONS CONTAIN AN ERROR**



**IT'S LIKE  
HAVING  
YOUR OWN  
ERROR  
DEPARTMENT**



**TIME  
WASTED**



**STRESS  
CAUSED**



**MONEY  
WASTED**

**DELIVERING  
Developing an  
Eye for Accuracy  
SINCE 2003**

