

Developing an Eye for Accuracy



Nip errors in the bud! Resolve to be 'blooming' accurate this new year!

JANUARY

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy **JANUARY**

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.

New Year's Resolution	S	D	New Year's Resolution
14 th January 2020	S	D	14 th Janauary 2020
Snowflakes	S	D	Snowflake
Quarter 1 2019	S	D	Quarter 1 2016
Miss Jan Snow	S	D	Miss Jan Snow
8 pantomime tickets	S	D	8 pantomime tickets
Row G Seat 69	S	D	Row C Seat 69
Skiing holiday	S	D	Skiing holiday
Reduced in sale by £9	S	D	Reduced in sale by £9
Woolly jumper: £49.99	S	D	Woolly jumper: £46.99
Reference 5782442	S	D	Reference 5782422
Flight FR7967	S	D	Flight FR7697
Winter Wonderland	S	D	Winter Wonderland
505 snowdrop bulbs	S	D	500 snowdrop bulbs
Dimplex Westcott 5 5kW	S	D	Dimplex Westcott 5 5kW
Winds gusting 60-70mph	S	D	Winds gusting 60-70mhp
Overdraft (£465.55)	S	D	Overdraft (£465.55)
New calendar year Jan-Dec	S	D	New calendar year Jen-Dec
Gift voucher 000788442	S	D	Gift voucher 000788422
January transfer window	S	D	January transfer window
Galanthus nivalis	S	D	Galanthus nivallis
Burns Night 25 January	S	D	Burns Night 25 January
Haggis, neeps and tatties	S	D	Hagis, neeps and tatties
Aquarius	S	D	Aquarius
Twelfth night festival	S	D	Twelfth night festival

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New Year's Resolution	✓	D	New Year's Resolution
14 th January 2020	S	✓	14 th January 2020 Extra a
Snowflakes	S	✓	Snowflake Missing s
Quarter 1 2019	S	✓	Quarter 1 2016 9 not 6
Miss Jan Snow	✓	D	Miss Jan Snow
8 pantomime tickets	✓	D	8 pantomime tickets
Row G Seat 69	S	✓	Row C Seat 69 G not C
Skiing holiday	✓	D	Skiing holiday
Reduced in sale by £9	✓	D	Reduced in sale by £9
Woolly jumper: £49.99	S	✓	Woolly jumper: £46.99 9 not 6
Reference 5782442	S	✓	Reference 5782422 4 not 2
Flight FR7967	S	✓	Flight FR7697 Transposition
Winter Wonderland	✓	D	Winter Wonderland
505 snowdrop bulbs	S	✓	500 snowdrop 5 not 0
Dimplex Westcott 5 5kW	✓	D	Dimplex Westcott 5 5kW
Winds gusting 60-70mph	S	✓	Winds gusting 60-70mhp Transposition
Overdraft (£465.55)	✓	D	Overdraft (£465.55)
New calendar year Jan-Dec	S	✓	New calendar year Jan-Dec a not e
Gift voucher 000788442	S	✓	Gift voucher 000788422 4 not 2
January transfer window	✓	D	January transfer window
Galanthus nivalis	S	✓	Galanthus nivalis Extra l
Burns Night 25 January	✓	D	Burns Night 25 January
Haggis, neeps and tatties	S	✓	Hagis, neeps and tatties Missing g
Aquarius	✓	D	Aquarius
Twelfth night festival	✓	D	Twelfth night festival

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**



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



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

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

