

TEST YOUR DATA ACCURACY

Directions: Compare each pair below. If the numbers, letters, and punctuation are the same, put a check (✓) in the "S" column. If they are different, put a check (✓) in the "D" column. If you can, find a clock with a second hand. Try to complete this exercise within 90 seconds.

Correct Column	S	D	Copy Column
1. 435,918,422			1. 4 3 5 , 9 1 8 , 4 4 2
2. \$19,000.06			2. \$190,000.06
3. 104-39-6588			3. 104-39-6588
4. Naira Mnatsakanyan			4. Naira Mnatsahanyan
5. 930C096S56			5. 930C0965S6
6. Reno, NV 89557-5298			6. Reno, NV 98557-5298
7. Dr. Jon Kohnovatsky			7. Dr. Jon Kohnovatsky
8. Human Resources			8. Hunan Resources
9. Thompson Temps			9. Thomson Temps
10. 421LTTL899			10. 412LTTL899
11. R9G64675-T1			11. R96G4675-T1
12. 982MW4735AF			12. 9 8 2 W M 4 7 3 5 A F
13. 150mg p.r.n.			13. 150mg p.r.n.
14. 550mg q.i.d.			14. 500mg q.i.d.
15. Hong-xia Liu			15. Hong-xia Lui
16. 1171B7000			16. 117B7000
17. 602-735-9101			17. 602-735-9101
18. Mail Stop 489473			18. Mail Stop 489437
19. 87111110000.3			19. 87111100000.3
20. Elizabeth Olsen			20. Elisabeth Olsen

Check yourself with the ANSWER KEY.

Number Correct: _____ out of 20

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ANSWER KEY

There are four exact matches: **3, 7, 13, and 17**. All others are not a match.

Here are some of the typical errors we make:

Transposed numbers:

No. 6: has an 89/98 transposition.

No. 10: has a 21/12 transposition.

No. 18: has a 73/37 transposition.

Misspelled names and words:

No. 4: Mnatsahunyan should be Mnatsakanyan.

No. 8: Hunun should be Human

No. 9: Thomson should be Thompson.

No. 15: Lui should be Liuu.

No. 20: Elisabeth should be Elizabeth.

Repeated numbers:

No. 2: has an extra 0.

No. 19: 87111100000.3 is missing a 1 and has an extra 0.

“Flipflopped” numbers and letters:

No. 1: 4u2 should be 42.

No. 12: WM should be MW.

No. 14: 500 should be 550.

Confused letters and numbers:

No. 5: S and 5 are reversed.

No. 11: G and 6 are reversed.

Omissions:

No. 16: 117B7000 should be 1171B7000.

No matter how hard we try to be accurate, we all make these kinds of mistakes because we read data in the same way that we read text – in an inefficient and incorrect way.

Would you or someone in your organization like to see these mistakes significantly reduced? If your curiosity has been piqued, please read the enclosed letter to find out about a simple training solution that reduces data errors by 50%.