

Attention to Detail and Accuracy: Small Habits That Make a Big Difference

No matter what industry you work in, attention to detail and accuracy are skills that play an important role in day-to-day success. From managing workloads and communicating with colleagues to completing coursework and handling data, small details can often have the biggest impact.

When we're busy, distracted, or balancing multiple responsibilities at once, it's easy for mistakes to happen. But developing stronger habits around focus and organisation can help improve confidence, reduce stress, and lead to better results.

This month, we're exploring why accuracy matters and sharing simple, realistic ways to improve attention to detail in the workplace and while studying. Our latest guide covers practical techniques to help reduce avoidable mistakes, improve focus, and work more confidently every day.

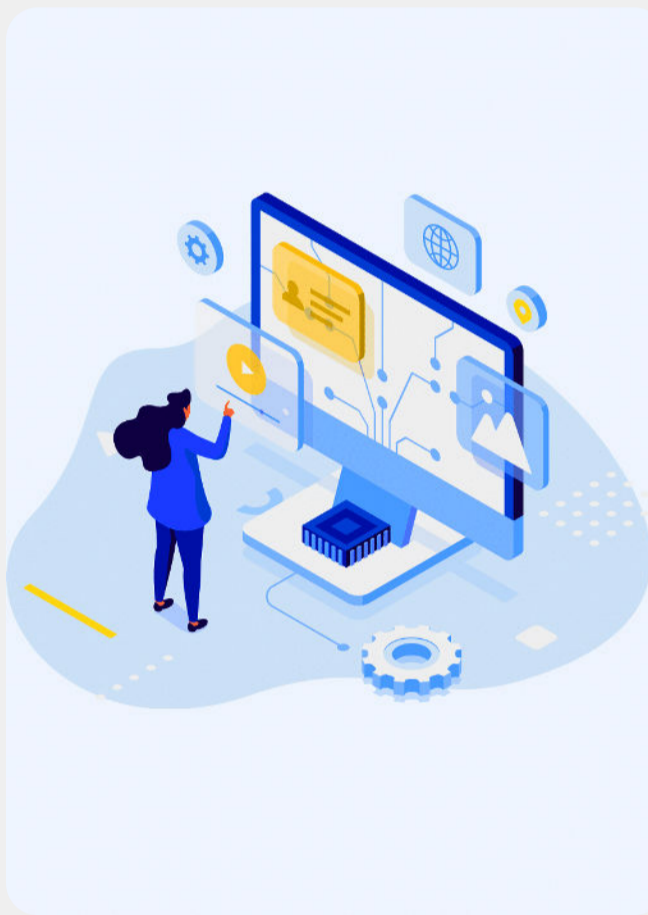
[The Importance of Attention to Detail & Accuracy in Work and Study →](#)



EMPLOYER INSIGHTS

The Importance of Attention to Detail

Attention to detail and accuracy are essential skills in every workplace, helping to improve the quality, consistency, and reliability of day-to-day work. Employees who work carefully and accurately are often better equipped to spot potential issues early, communicate clearly, and complete tasks with confidence. For employers, this can lead to fewer avoidable mistakes, improved efficiency, stronger customer experiences, and greater trust across teams.



EMPLOYER TIP

Supporting Accuracy in the Workplace

Attention to detail is a skill that can be strengthened over time with the right support, structure, and working environment. Encouraging employees to slow down and focus on quality during important tasks, review their work carefully, and ask questions when unsure can help improve accuracy and confidence across teams.



UPDATES



CIPS May Objective Response (OR) Results

If you sat a CIPS Objective Response (OR) exam in May, your results are now available to view.

Please note that results for Constructive Response (CR) exams are expected to be released in early July. We will provide a further update once these results become available.



CIPS July Exams

The DLC Training deadline for booking your July exam has now passed. If you have booked onto an exam, please note the following exam windows:

Objective Response (OR) Exams: 13th-17th July

Constructed Response (CR) Exams: 21st-22nd July



CMI's Thrive Platform

CMI Thrive is now live and ready to use. Learners can continue to access Management Direct until **22/06/26**, after which the platform will be switched off.

CMI Thrive provides the same comprehensive content available in Management Direct, but within a more user-friendly learning environment.

We encourage all learners to familiarise themselves with the new platform before Management Direct is retired.



CMI's Digital Event

CMI's upcoming digital event, *Future Leaders: Finding Your Voice*, takes place on 17th June at 12:30pm. The interactive panel discussion explores how early-career professionals can build confidence, contribute effectively in senior environments, and manage challenging conversations in the workplace. Featuring experienced CMI leaders from across the UK, the session will share practical insights on communication, conflict management, giving feedback, and setting professional boundaries.

[\[Book Your Place\]](#)

STUDY TIP OF THE MONTH

Make Proofreading Part of Your Routine

When it comes to completing assignments and/or exams, make proofreading an essential part of your routine. Taking a few minutes to review your work will reduce avoidable errors such as spelling mistakes, missing information, or incorrect calculations.

One simple but effective technique is reading your work aloud where possible. This can help slow your brain down and make it easier to spot awkward wording, missing words, or details that may have been overlooked when reading silently.

Before submitting your work, try to:

Read through your work slowly and carefully

Read sections aloud where possible

Check spelling, grammar, and punctuation

Make sure every part of the question has been answered

Review calculations, references, or key details

LEARNER SUPPORT

Need study support?

Remember that the Student Support Zone is filled with information, guides and resources to help you throughout your learning journey

[Student Support Zone →](#)