

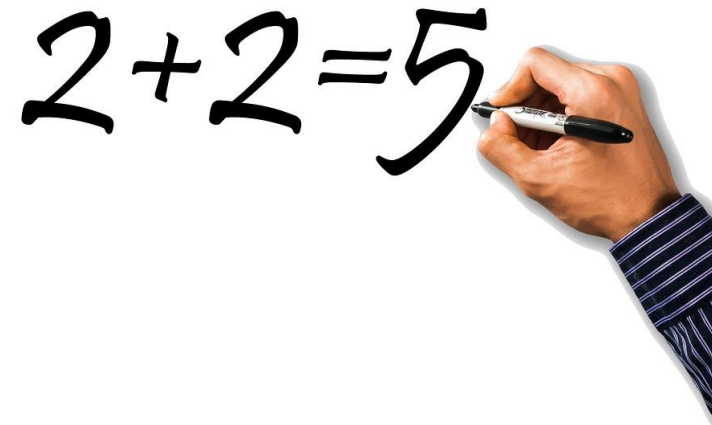


Cancer Care Ontario

Facing Failure: Avoiding and Overcoming Mistakes at Work

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Cancer Care Ontario



**A long time ago, at a
conference far, far away...**

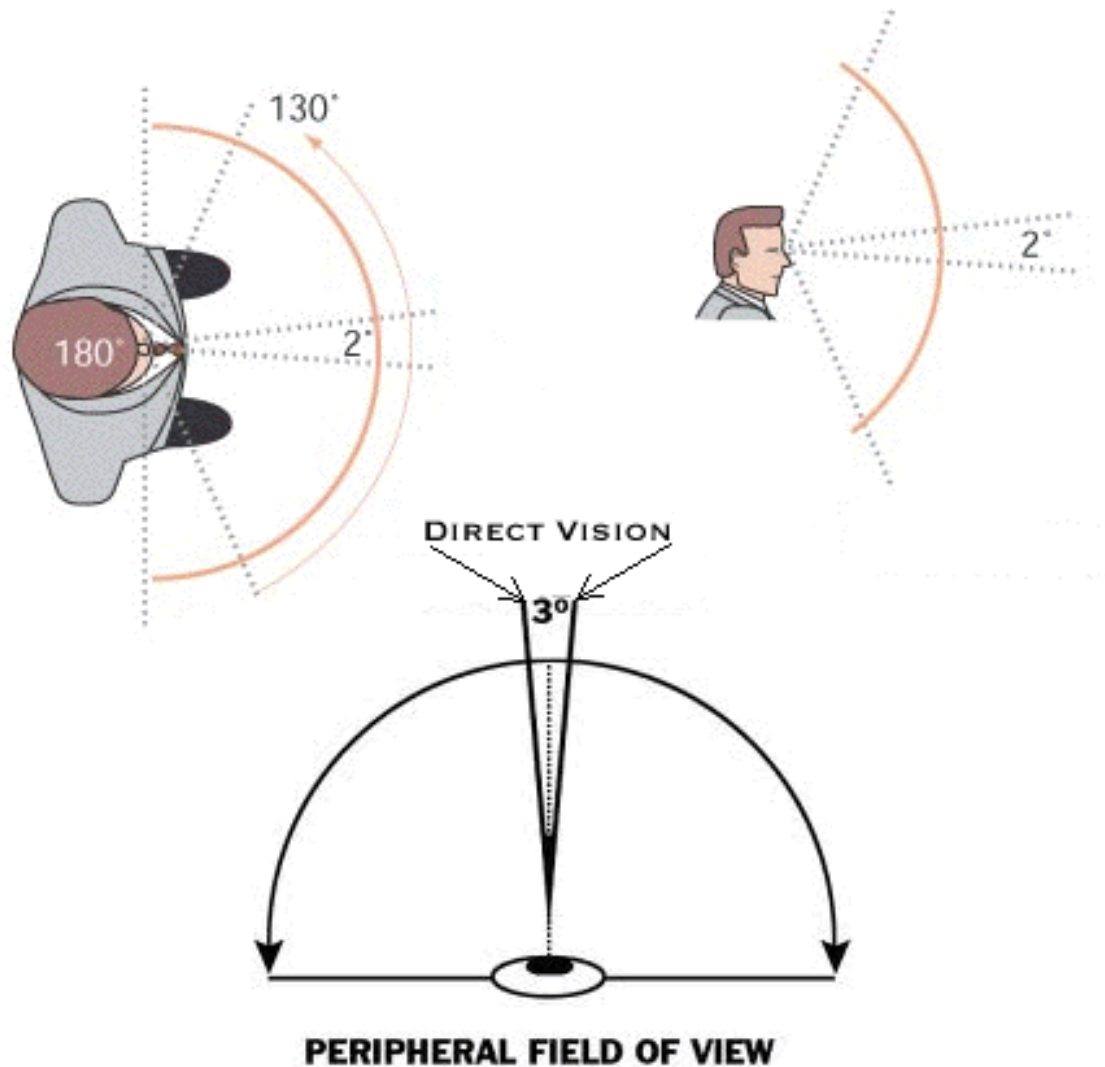
Outline

- How mistakes happen
- Common mistakes
- How to avoid mistakes
- How to overcome mistakes

How Mistakes Happen



Our eyes are not cameras



Our brains are on autocorrect



*I cdn'uolt blveiee taht I cluod aulacfty
uesdnatnrd waht I was rdanieg: the
phaonmneel pweor of the hmuan mnid.*

The screen is our enemy

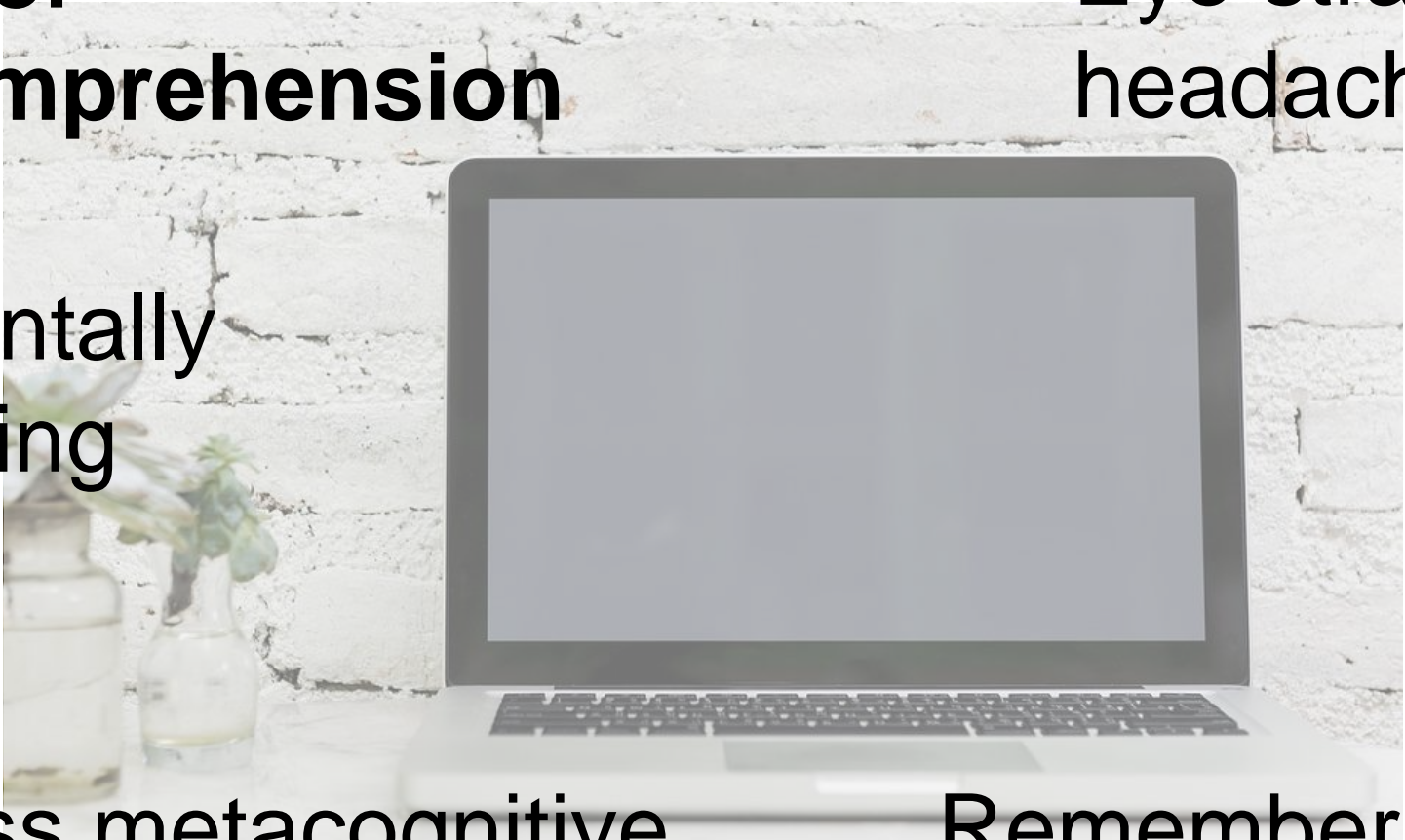
**Poor
comprehension**

Eye strain,
headaches

Mentally
taxing

Less metacognitive
learning regulation

Remembering
vs. knowing



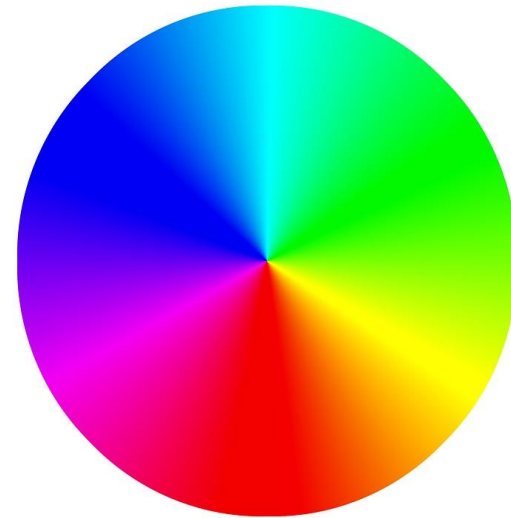
[illegible]

Who we are affects what we see

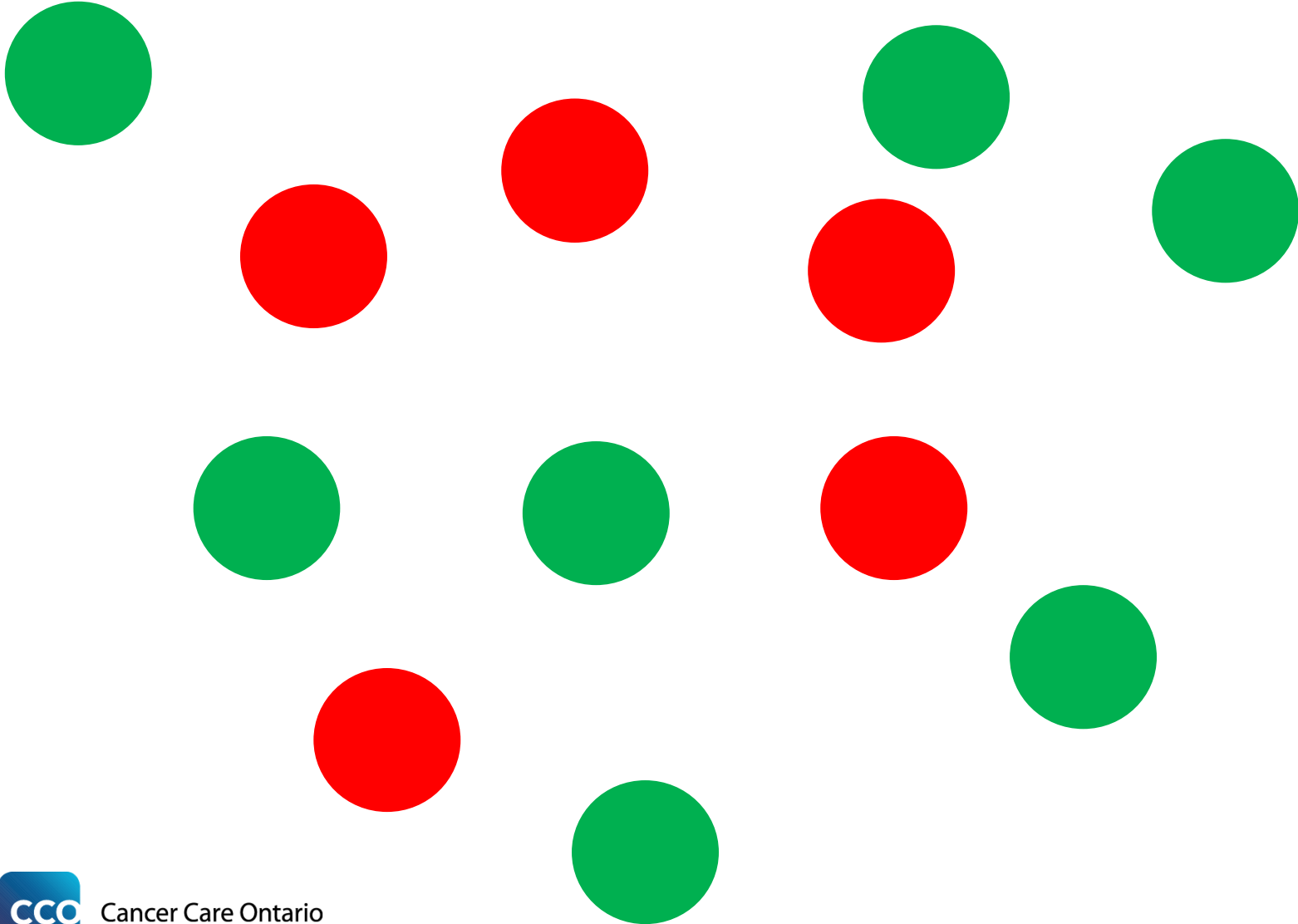
Left- vs. right-handedness



Male vs. female

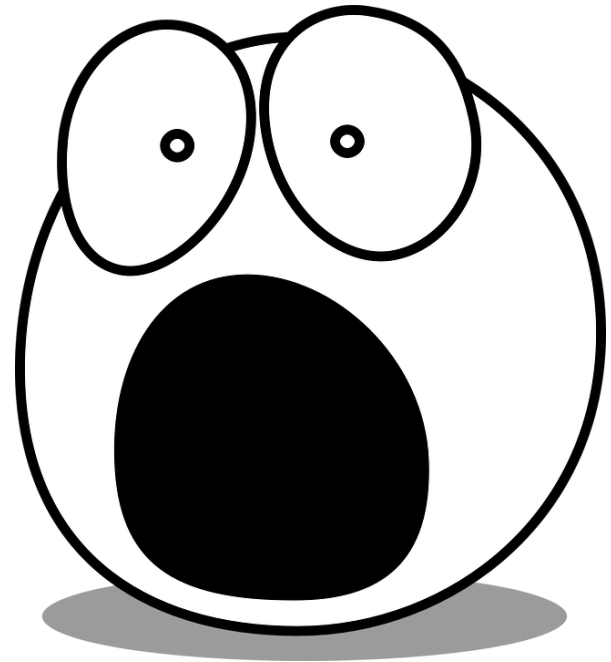


We get stuck



We let fear get us

- Parents to children
 - Avoid situations
 - Over-correct
 - Self-sabotage
 - Choking



We are amazing

Editors are abnormal.



Common Mistakes



Looked but didn't see



Error learning



Change blindness



Consistency

1. **Capitalization in phrases**
2. Hyphenation in phrases
3. Heading case
4. Numbers in sentences
5. List / bullet punctuation
6. Table / figure labels
7. Spelling
8. Punctuation in tables
9. Capitalization in tables
10. Hyphenation of compound modifiers

Continuity



How to Avoid Mistakes



Quick tips

- Take a break
- Read without stopping
- Read out loud, backwards, upside down
- Proofread separately
- Use another reviewer
- Change format
- Avoid last-minute changes

Tools

- Ruler
- Grammar and spelling checks: Word, Ginger, Grammarly, After the Deadline, Webspellchecker, SlickWrite, 1Checker, GrammarBase, Hemmingway App
- PerfectIt, Smart Edit
- Speak function in Word
- Project-specific style guide
- Checklist

Change your mindset

“Whether you think you can
or can’t – you’re right.”

- Henry Ford

How to Overcome Mistakes



Understand the impact

- Goal seems less attainable
- Distorts perception of abilities
- Feel helpless
- Unconscious fear of failure
- Post-error slowing
- Error blindness

Do some self care

- You are a good person
- All bad things come to an end
- Don't dwell
- Small goals
- Be grateful



Take control



Own up and apologize

- 1) I'm sorry (and thanks).**
- 2) Here's how I can fix it.**
- 3) I accept the consequences.**



Let go of perfectionism

- 1) Identify thoughts
- 2) List alternative thoughts
- 3) Choose more realistic view

Failure is feedback



Your chance to grow

- 1) Start a journal
- 2) Review mistakes
- 3) Identify lessons learned

Summary

- Even though we are challenged by biology and psychology
 - ✓ We can minimize mistakes
 - ✓ We can overcome mistakes
 - ✓ We can grow from mistakes

Questions?



Thank you!

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