

Working with Numbers Guidance

- If the billionaire, Richard Branson, did not know the difference between net and gross profit until he is 50, then there is hope for the rest of us!
- Long numbers such as mobile numbers - if writing them down, split them up into 2 or 3 numbers together, as this makes them easier to check. E.g. 12 34 56 78 9 10 ; 123 456 789 10
- Splitting up long numbers often makes them easier to remember, as there may be a natural rhythm to them when you are saying them aloud.
- Ask people to check your numbers – especially if on a cheque or tax form.
- Ask people to send you their number, rather than the other way round!
- Ask people to say numbers one digit at a time rather than 14 etc. which can be confusing and cause you to write the 4 before the 1!
- Delegate to a helpful friend, colleague or family member!
- Have a discreet reference sheet for big numbers such as 1 million (1,000,000)
- Your '[text to speech](#)' software should be able to read out the number for you to check.
- If working out maths/arithmetic – your '[text to speech](#)' software may read out the whole calculation to you - others just read out the sum so you don't know if you have gone wrong.