How do you coach people out of making simple mistakes?

Question: "Frankly, our admin team makes a lot of mistakes. We deal with a lot of paperwork and we create typos, overlook incorrect addresses, forget to format things correctly, mislabel files, etc. It's all well and good to tell people to 'be more careful,' but there's got to be a better way to put people into a mindset that cuts down on simple errors. Who's got a solution?" — *Pru, Executive Finance Assistant*

Leave your answer below!