

# Learning Log: A data analysis checklist



## Overview

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By now, you've already learned a lot about the steps involved in analyzing data. As you begin your career as a data analyst, you'll need to analyze a lot of it! In this learning log entry, you'll start developing a data analysis checklist. This will help you stay organized during your analysis, even when you have a lot of data to deal with in the future.

## Create your checklist

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In the learning log template linked below, start a checklist of tasks you need to complete during analysis using the steps you have already learned: **Ask, Prepare, Process, Analyze, Share** and **Act**. This way, you can always remember what you need to do and in what order. As your projects get more complicated, you can add to and adapt your checklist to fit any situation.

For now, your checklist can be a high-level overview of the steps you need to take to complete your analysis; for example, you might include "clean the data" as a high-level task under the Process stage. You will return to your checklist again later in this course to add more detail and finish creating your checklist. You can also continue adding to this checklist whenever you have new ideas for it!



## Access your learning log

To use the template for this course item, click the link below and select "Use Template."

Link to learning log template: [Start a data analysis checklist](#)

OR

If you don't have a Google account, you can download the template directly from the attachment below.

## Reflection

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When you're finished, think about the process of creating your checklist. Write 3-5 sentences (60-100 words) in your learning log answering the following questions:

- Did making a checklist help you better understand the data analysis process?
- How can you adapt your checklist to fit each new project?

When you've finished your entry in the learning log template, make sure to save the document so your response is somewhere accessible. This will help you continue applying data analysis to your everyday life. You will also be able to track your progress and growth as a data analyst.