```
Load dataset
into R
     │
     ▼
Check variable types
and values by viewing
start of dataset                        ◄───────────┐
     │                                              │
     ▼                                              │
   Are                                      Recode
 variables                          No      variables/values
 all correct type              ─────────►   to meet needs
 (numerical/categorical)                    of analysis
 and/or are values/levels
 coded as
 needed?
     │ Yes
     ▼
Compute numerical              ◄────────────────────┐
summaries of                                        │
variables                                           │
     │                                              │
     ▼                                              │
 Are there          Yes        Delete rows
 missing        ─────────►      with missing
 data?                          values in any
     │                          variable
     │ No
     ▼
Compute numerical
summaries and
compare to earlier
     │
     ▼
   Are
 they very
 different?
   │      │
No │      │ Yes
   ▼      ▼
Proceed with        Analysis may
analysis as         be biased —
planned             address consequences
                    in limitations
```

Legend

◯ = start/end points

▭ = action/process to apply

◇ = decision to make