**Data Analyst:**

1. Business Requirement = Ask Questions, Curious, understand properly until I can turn this into a Data problem
2. Get the Data = Get data from various sources
3. Transform the Data and Sanity Checks = perform ETL/ELT; check missing values, check if it should be appropriate
4. Data Aggregations, Pivoting
5. Actionable insights = MOST IMPORTANT; HOW TO RECOMMEND
6. Documentation = Create a workflow; end of day, document steps took
7. Feedback = ask feedback with the team

**Chart Designs**

Methodology:

* Set Tolerance Thresholds, highlight only months/criteria that is past a certain threshold, e.g. >5%, tell a story
* Discretize if there are too many categories to plot
* Color Scheme = pallete depends on the data;
  + contrasting colors = highlight a value;
  + complimentary = different elements
  + Sequential = process
  + diverging = process -> signify the process
* Add Labels = Simplify labels,
* Remove unnecessary elements = lines
* Add Icons, creative
* Font Size = Highlight words to emphasize, good balance of text and image
* Workflow
* YoY, QoQ, MoM, Goal Setting

Chart:

* Aggregated by dates = bar
* Line = Trend over the years, candlestick if high moving per time
* Table = Specific, too many variables, use PIVOT
* Filter = depends on # of elements

Advance Charts:

* Pareto Charts = 80-20 rule; explain
* Word Charts
* Bubble Chart = 3D
* GeoMaps