**Week 1**

Dashboard missteps

* Data problems
* Tool problems
* Audience problems

**Week 2**

**Visualization framework:**

* [**The McCandless Method**](https://www.informationisbeautiful.net/visualizations/what-makes-a-good-data-visualization/)
* [**Kaiser Fung’s Junk Charts Trifecta Checkup**](https://junkcharts.typepad.com/junk_charts/junk-charts-trifecta-checkup-the-definitive-guide.html)
* [Financial Times Visual Vocabulary](https://github.com/Financial-Times/chart-doctor/tree/main/visual-vocabulary)

**Reduce processing load**

* Pre-aggregating
* Using JOINs
* Filtering
* Linking to external locations
* Avoiding user-defined functions
* Deciding between data views and tables

**Week 4**

**Executive summary**

* Title
* Problem
* Solution
* Insights

**Building a Presentation**

* Always remember audience and purpose
  + Who is my audience?
  + What is the purpose of my presentation?
* Prepare talking points and limit text on slides
* End with recommendations
* Allow enough time for the presentation and questions

**Slide Deck Layout**

* Agenda
* Purpose
* Data/analysis
* Recommendations
* Call to action