

## 1. Translating Requests = Facilitating Solutions

- **Key Point:** Translating stakeholder requests is like converting needs into usable data.
  - **Description:** Your role is to understand what stakeholders want and turn that into visualizations (dashboards, reports) that support decision-making.
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## 2. Understand Your Stakeholders

- **Key Point:** Know who you're working with.
  - **Description:** Learn about their background, communication style, comfort with data, and preferences—this helps tailor your approach and build trust.
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## 3. Ask SMART Questions

- **Key Point:** Use SMART methodology to uncover real needs.
  - **Description:** Ask questions that are:
    - **Specific** – Clarify details.
    - **Measurable** – Define goals.
    - **Action-oriented** – Prompt useful responses.
    - **Relevant** – Align with business objectives.
    - **Time-bound** – Set clear timeframes.
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## 4. Dig Deeper with Follow-Up Questions

- **Key Point:** Don't stop at surface-level answers.
  - **Description:** Asking "why" and other probing questions can reveal hidden needs or overlooked requirements.
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## 5. Define Scope and Expectations

- **Key Point:** Clarify what's realistic.
- **Description:** If stakeholders ask for too much (e.g., every data point in one dashboard), help them prioritize and focus on what's achievable.



## 6. Final Takeaway

- **Key Point:** Translating stakeholder needs is a core skill for data analysts.
- **Description:** It helps you deliver precise, effective solutions and strengthens collaboration—just like translating languages builds understanding.