THE COMMUNICATION CHECKLIST

CREATING BETTER ORGANIZATIONAL CONVERSATIONS AROUND DATA

INSPIRED BY STEPHEN COVEY'S *THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE*

1) BE PROACTIVE

1 How do I want to be remembered as a colleague?
2 How can I positively influence the data practices in this organization?
3 What blockers or bottlenecks can I help alleviate?
4 What information can I share?

2) BEGIN WITH THE END IN MIND

5 What question are we trying to answer with our data?
6 Are we measuring what matters or what is easy to measure?
7 Who will benefit from our work?
8 Did we form our objective as a group and write it down?
9 How can I provide leadership here?

3) PUT FIRST THINGS FIRST

10 Why does this matter?
11 What is important and not urgent that I can work on today?
12 How did this become an emergency?
13 Which projects should we delay or cancel to make time for this new project?

4) THINK WIN/WIN

14 What commitments have we made?
15 What mistakes can be take responsibility for?
16 Who could feel threatened by or anxious about our work?
17 Is this productive information or is this gossip?
18 How are each of our colleagues evaluated?

5) SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

19 What do my colleagues think about this data project?
20 What can I learn from the person who touches the data before and after me?
21 How can I inform our audience about our data's potential weaknesses?
22 This is what I understand you're saying. Is that correct?
23 How can I listen better during this meeting?

6) SYNERGIZE

24 Who sees our data efforts most differently from me?
25 How can we assemble a team with individuals who touch each phase in our data's lifecycle?
26 Who's working in a parallel job in another silo in this organization?
27 How can we make this data easier to consume?

7) SHARPEN THE SAW

28 What predictable errors do we produce?
29 What is done manually?
30 What is done without documentation?
31 What skills will our team need in the future?
32 What saws need to be sharpened in our data workflow?

DATA DOZEN
DATA VISUALIZATION EDUCATION