

FOR EXECS®

ULTIMATE GUIDE

Real-world Before & After examples

BETTER CHARTS

Fast Fixes for the Big Meeting

BETTER DASHBOARDS

This New Way Changes Everything

BETTER STORYTELLING

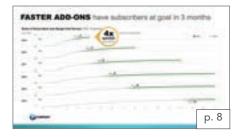
How to Win Big with the CEO

+ More Secrets & Surprises!

Collecting highlights from Issues 1-4 of Data for Execs magazine

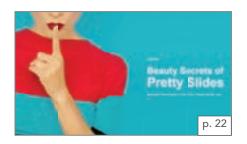
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BETTER CHARTS



Why Bad Slides are Bad Business

Before & after examples to fix common corporate errors



Beauty Secrets of Pretty Slides

Because if data doesn't look good, things can get ugly



The Five **Worst Mistakes**

Avoid presentation mishaps with these before/after tips



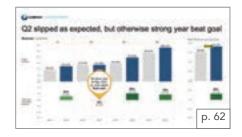
Fix Data in a Flash

Tips for that big meeting when time is very, very short

All images: Adobe Stock



BETTER **DASHBOARDS**



Dashboard to Boardroom

How to draw out insights from data, reports & dashes



How to Show What's Next

Forecast what-if scenarios amid so much uncertainty



Rev Up Your Dashboards

If execs aren't fully up to speed, it's time for an overhaul



How Dynamic Slides Can Change Everything

Not a deck, not a dashboard, but something much more



BETTER STORYTELLING



Show the C-Level Story

Add tension, build to the climax, deliver the answers



Get Creative With Stories

How to put a face on the data — and add a dash of fear



Make Your Story Big News

How to be very loud and very clear with data insights

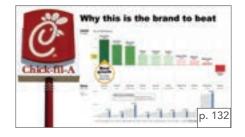


Slides + Strategy + Story = Money

These takeaways help you run faster toward your business goals



+ SECRETS & SURPRISES



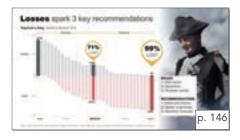
4 Secrets of a Boss Slide

Showcase the data that makes everyone look good



The Animation Revolution

Data makes more sense when it moves — and now it can



If Napoleon Had to Present to the Board

A classic data visualization re-imagined for today's meetings



The Big Question

Should you give an exec a pie chart? The answer will shock you



THE KICKOFF

So Many (Helpful) Voices in My Head



I had to stop everything I was doing. There I was at my desk, too late into the night and too deep into the data. And when I say deep, I mean as granular as you can go without accidentally slipping into the quantum realm. I found myself examining the second-by-second details of one specific store on one specific day doing one specific behavior. How was I going to calculate that, then visualize it, then show the story, then help someone make a decision? I was losing it in every sense. That's when I stopped.

And then I heard the voices. The good voices. The helpful ones. I could hear the director saying, "Just show me what's working and what's not, and let me drill down if I have questions." The exec chimed in, "I need to see if we're on track to hit our goal." And all the book authors I've read and all the LinkedIn experts I follow were in there too, telling me to see the big picture (thanks, Steve Wexler), avoid the data pitfalls (I hear you, Ben Jones), and pursue killer visual strategies (thanks, Amy Balliett).

The next morning, I started fresh. Listening to those voices sparked



a whole new approach that I had never tried before. The resulting visualizations showed the data clearly at a high level, but there was an intuitive path to dive deep, even down to each store and each second — without getting lost.

That experience inspired much of this guide, which includes so many expert voices. The feature "What's Missing From Your Presentation?" alone has 28 data gurus sharing their best advice on how to present data to executives. That's yet another example of the spirit of collaboration in the data community. We can all learn from each other and get better together. And then you'll see new ways to make persuasive data stories that lead to real change in your business.

You can hear the voices too. Follow these experts on social media, read their books, watch their webcasts. Even better, interact with them. Ask questions. Join the conversations. Add your voice. I can't wait to hear what you have to say.

Chris Tauber Editor, Data for Execs



In defense of stock photos

Cheese factor is an issue when using stock photography with data. That's why this cover at left didn't make the cut for Issue 4, though I really loved the emotion. I carefully sprinkle images throughout presentations to literally put a face on the data. If a stock photo fits your story and makes the communication clearer, use it — it it's not too cheesy.





BETTER CHARTS

Fix Data in a Flash

TIPS FOR THAT BIG MEETING WHEN TIME IS VERY, VERY SHORT

The phone call and the charts both came at 10 a.m. "The CEO wants to see findings on this initiative," the executive told me, "but these charts aren't telling the story."

I glanced at the visuals — slide after slide jampacked with bars, pies, legends, colors, labels and numbers. A data team had put in a serious amount of effort gathering material but didn't distill it into a high-level view. "Wow, that's a lot of information," I said. "I'll dive in. When's the CEO meeting?"

"11 a.m."

I was lucky I had finished my morning coffee for two reasons: 1) A caffeine rush was already racing through me, and 2) I didn't do a spit take.

Yes, that's a stressful deadline. And yes, there's hope. Whether you have a turnaround of one hour

or one minute, you can draw out the story from dense data. The key is knowing what to prioritize in the time between right now and the start of the meeting, then having techniques that you've accelerated through repetition and repetition.

You're about to see three data slides that need fast help, each based on a real-world example. For each slide, I go through advice on what you can fix if you have just one minute (or so), one hour or one day before an executive needs to see it. Little changes can make a big impact, and a little more time can uncover the true story.

Use all the time you can, but move fast. That 11 a.m. CEO meeting? With my heart racing, I finished at 10:59 a.m. The response: "Wow, that's a good story." Then I got another coffee.

THE PROBLEM: "I'm going to get flattened in the meeting like this bar chart."



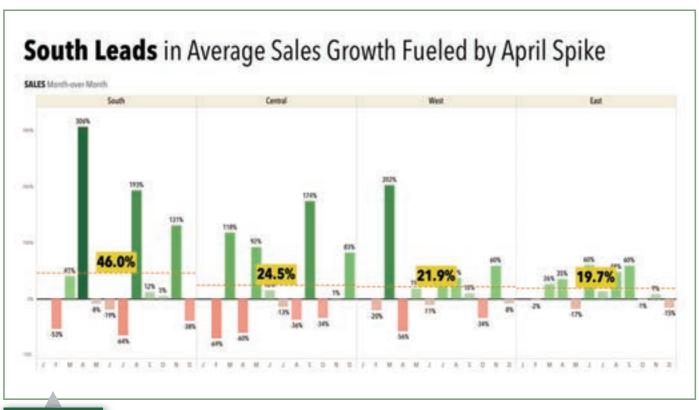
BEFORE

Too many numbers, too wide to tell differences, too much to fix in too little time! Don't panic. First, figure out which number is most significant. In this case, it seems to be that average figure for the South. It's the biggest by far of the regions, so start there.

1 MINUTE

In a very tight turnaround, at least highlight what's most important visually, then rewrite the headline to match. In Tableau, you can click the row, then export as PowerPoint for the view shown below. Or in PowerPoint, use semi-transparent white boxes.



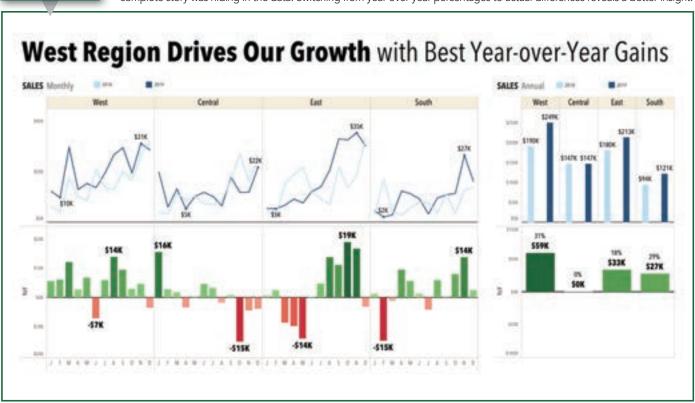


1 HOUR

With a bit more time, switch wide rows to tall columns, like this revision above. That makes highs higher and lows lower. Then change the colors to a standard palette of green "good," red "bad" and yellow for key highlights. Keep evolving that headline.

1 DAY

One day can make a huge difference. You can make a more meaningful fix to problematic visualizations. In this case, a more complete story was hiding in the data. Switching from year-over-year percentages to actual differences reveals a better insight.



THE SOLUTION: "Great seeing all that green!"

West Region Drives Our Growth with



DETAILS

Show the values and differences whenever you can

Here the line charts show the values, the bar chart shows the differences. That way, you see the volume driving the business and the biggest gaps that need attention.

Do the bare minimum in axis tick marks

Keep the focus on the content. With months, for example, the first letter is enough to know what you're looking at. An axis should simply frame the content.

n Best Year-over-Year Gains -

SALES Annual 2019 South West Central East South \$249K \$2506 \$213K 5200K \$190K \$180K \$27K \$147K \$147K \$150E \$121K \$94K \$100K \$50K \$100K 31% \$59K \$14K 18% \$50K **\$33K** \$27K 0% SOK -\$50x \$100K JJASOND

Work on the headline until the last minute

This is the story distilled to its essence, and it may be what's remembered most from the meeting. Keep fine-tuning it.

Make sure charts are tall enough to show differences

Going wide and short is a bad look for bar charts (and line charts). Carve out as much vertical space as you can.

Bold what's most important and remember green is good

When executives glance at the chart, these bold numbers and the biggest green/red differences should jump out.

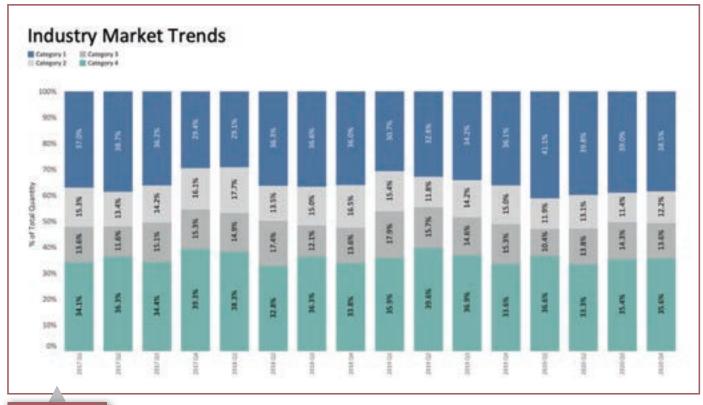
Total up the data for a conclusion to the story

A structure that often works is having the trends shown on the left, then what they literally amounted to on the right. Here, the approach reveals the bigger story.

Remember white space is important too

Yes, it gives breathing room to the charts to help the focus. But here, the white space is also essential to show that none of these regions was negative. Big news.

THE PROBLEM: "The discussion is going to go like this chart — sideways."

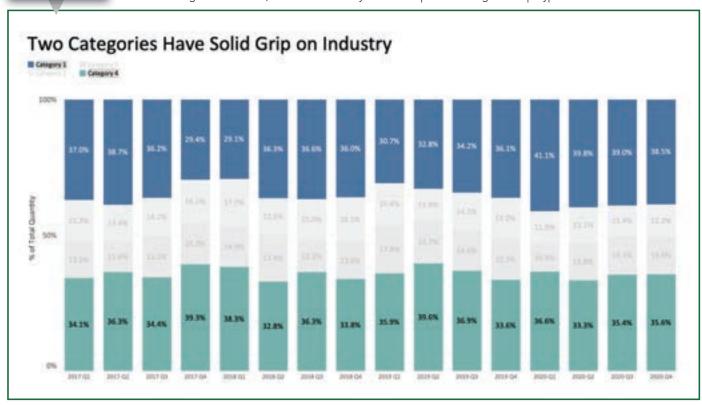


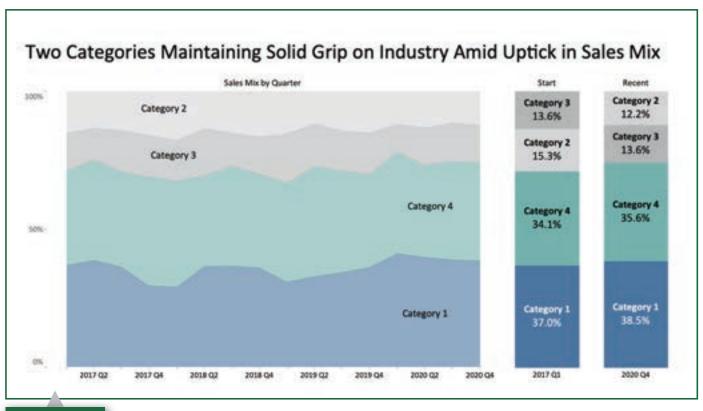
BEFORE

So many bars, so many numbers, so many sideways! All of that and the non-descriptive headline on this slide will make a whole meeting go sideways. This is a classic case of default settings for chart labels and for a chart type. Let's get this turned around.

1 MINUTE

At the very least, highlight the most important categories to start drawing the executives' attention to what matters. Then if there's a setting to "rotate label," click it until as many numbers as possible are right-side up. Type in an actual headline.



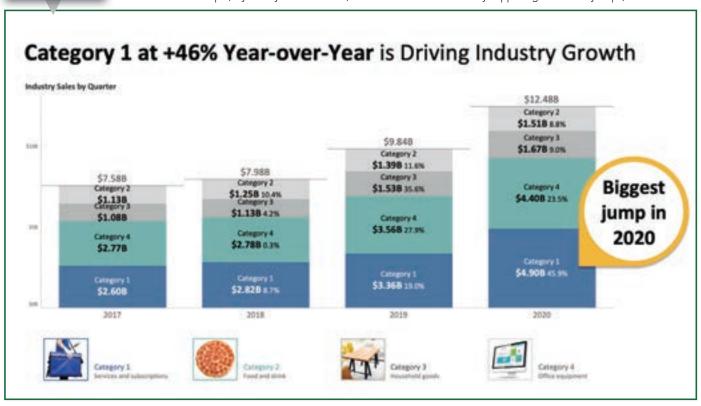


1 HOUR

One fast way to distill an overloaded bar chart is to turn it into an area chart. That's especially true in this case, where the overall trends are the story, not each bar segment's percentage value. Instead, show the percentages at the start and the end.

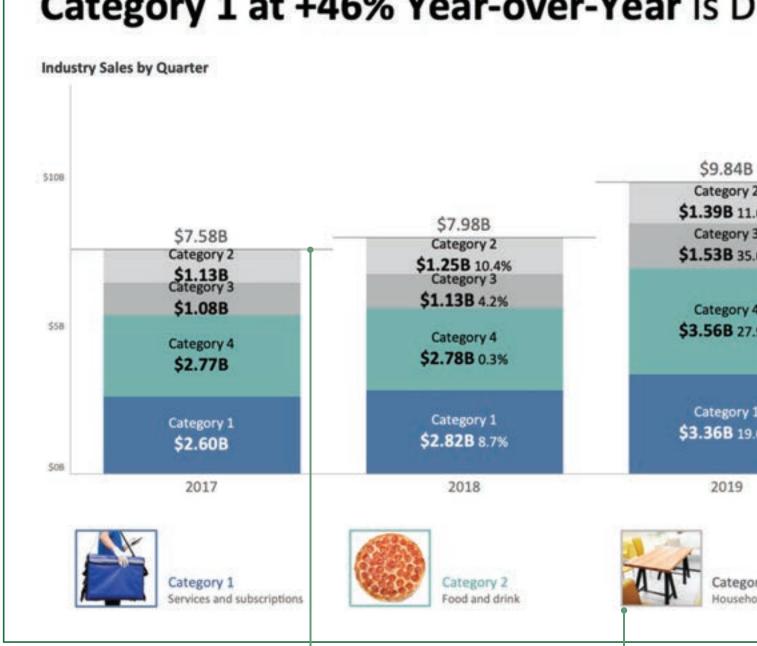
1 DAY

With a little more time, take a step back and question whether the share percentages are the story or whether it's the overall volume. In this example, if you only have one slide, the volume shows what's really happening. A visual key helps, too.



THE SOLUTION: "Now I see what's going on. Let's talk about what to do."

Category 1 at +46% Year-over-Year is D



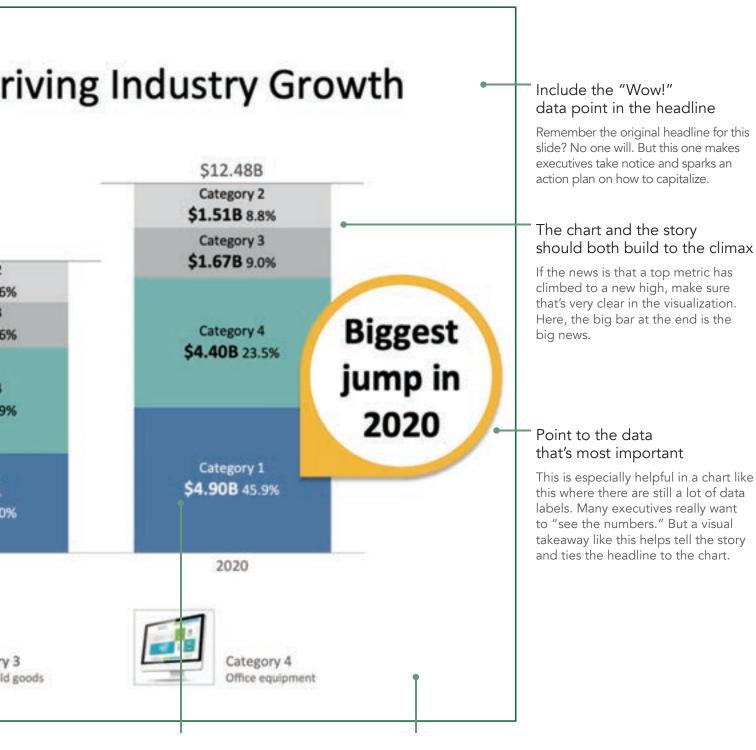
DETAILS

Use reference lines to show how everything adds up

Here, the category breakdown is the key. But executives will want to do the math to see what the total is. Do it for them in this subtle reference line.

Add visual elements if they help explain the story

No, that doesn't mean clip art of two hands shaking or of a bar chart with an arrow going up, up, up. Usually images of customers or products are the best bet.



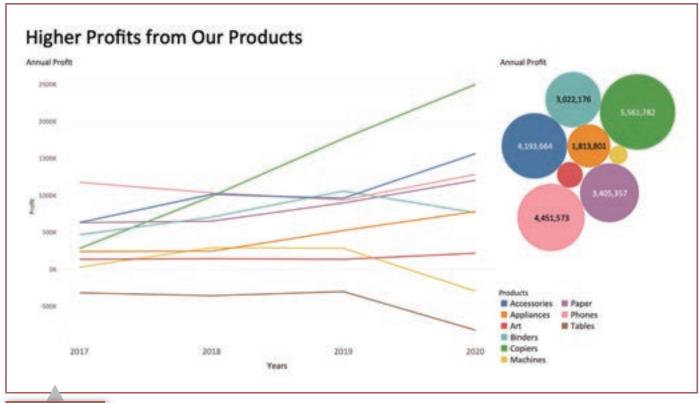
Give thought to how you're labeling the data

This label is more than a just a number. You can often eliminate a color legend by adding a name here. Sneak in a year-over-year %, too. It helps to make the most important number bigger and bolder.

If you have the time, keep honing the story

As Lorne Michaels said about Saturday Night Live, "The show doesn't go on because it's ready; it goes on because it's 11:30." Same with a last-minute rush before a meeting. But do all you can.

THE PROBLEM: "Oh no, the leadership team hates rainbows and bubbles."

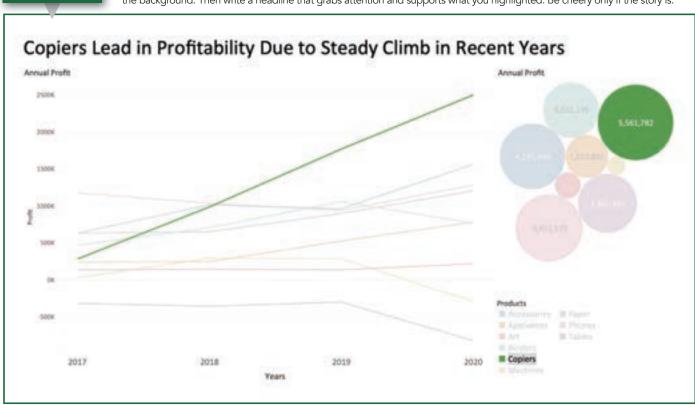


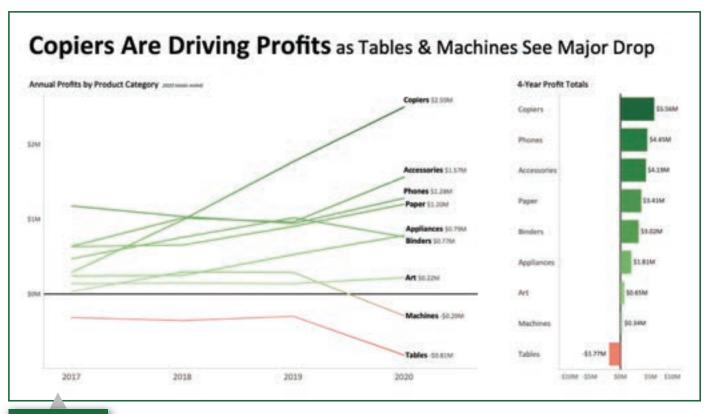
BEFORE

Whoever sets the default color palettes in Tableau, Excel and the like must be a cheery soul. But all the colors are usually color for color's sake and not to clarify what's good for business, what's bad, and what's background context. Bubbles?! Too cheery.

1 MINUTE

The advice is the same here as earlier examples: quickly highlight a couple key points and make the rest of the charts fade into the background. Then write a headline that grabs attention and supports what you highlighted. Be cheery only if the story is.



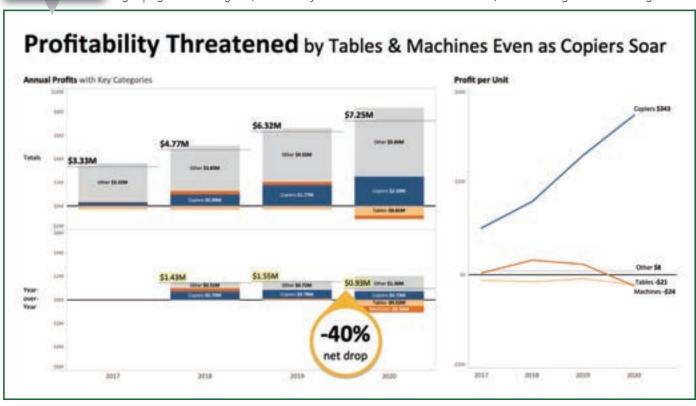


1 HOUR

Changing a rainbow palette to a default business palette of red/green/gray/black is worth this chunk of time. Then change those bubbles to bars so that people can compare the sizes better. Bubbles and pie charts have that same problem so avoid them.

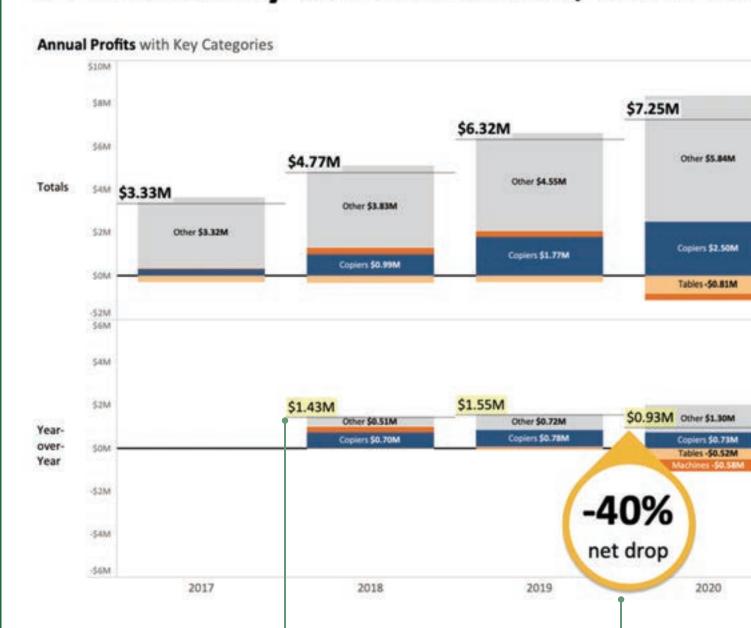
1 DAY

An effective tip that takes more time is grouping. In this case, maybe you can stop at the red/green approach above. But start grouping all those categories, and the story is distilled to its essence: Amid flat sales, there's one huge star and two dogs.



THE SOLUTION: "OK, let's scale that success and stop that bleeding."

Profitability Threatened by Tables & N



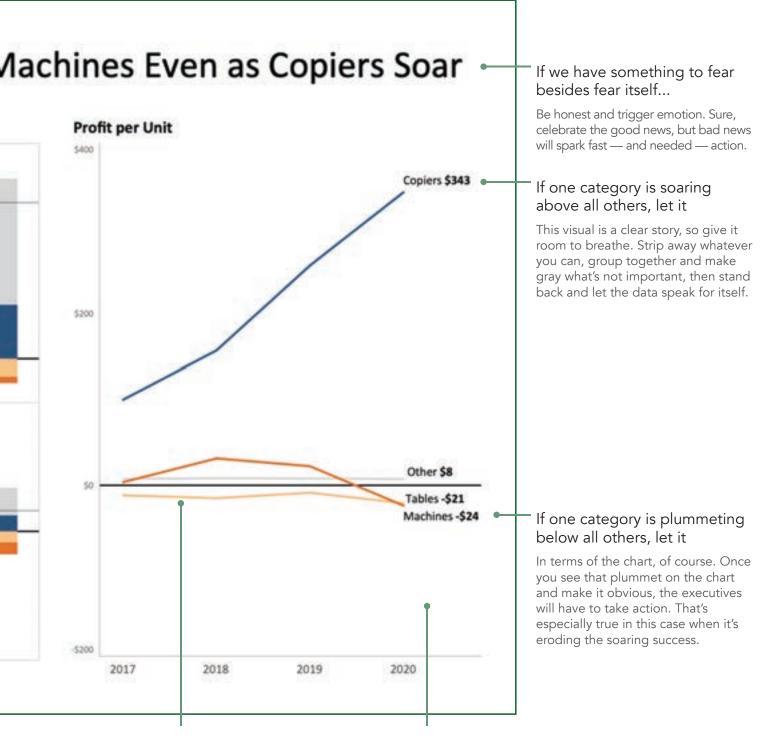
DETAILS

Use a yellow highlight only if you absolutely must

Even here, maybe it's too much. If this wasn't such a fast fix and there was one more day, there should be less bold and less yellow so only the critical data pops.

Point to what's important to the executives

This is an immense help in focusing attention and limiting distractions rather than having a business leader's eyes start roaming the chart on their own.



Don't start with a rainbow; start with gray and add

The crazy color palette can overwhelm data and an audience. So when you have the time, strip away all the color and add back in only what shows the story you need to tell.

Let the negative space contribute to the story

Besides showing how high the star is flying, the area below the \$0 line isolates what's falling behind and, thankfully, shows most categories have avoided this terrible fate.

FAST FIXES

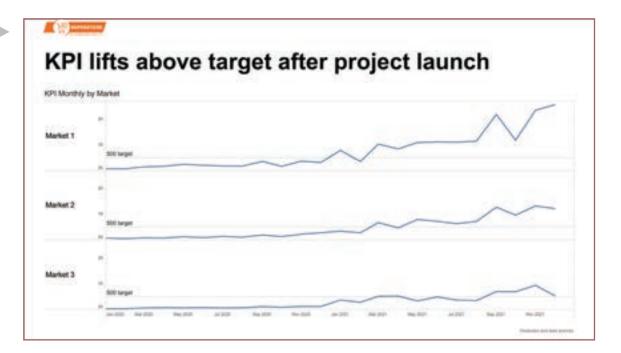
Make the Key Insights Jump Out

"Fix Data in a Flash" was the most popular feature in Issue 3, so here, we're launching an ongoing "Fast Fixes" column. Why was it so popular? Likely because everyone can relate to the pressure of having charts and slides that aren't quite ready for primetime, yet that big meeting is only 1 day, 1 hour or 1

minute away. With the adrenaline pumping and fingers flying over the keyboard, here are more ideas on what you can do quickly to make the story at least better, if not perfect. And yes, these again are based on real-world examples, drawn from actual extreme time crunches. Let's get going...

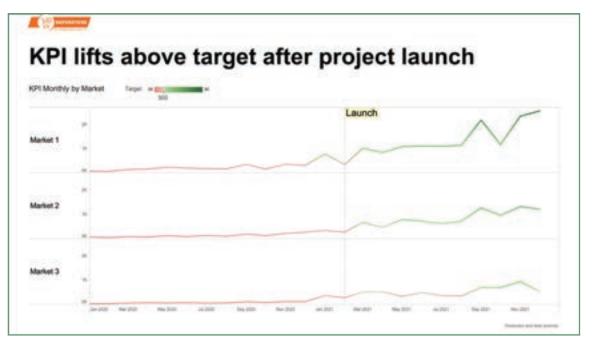
BEFORE

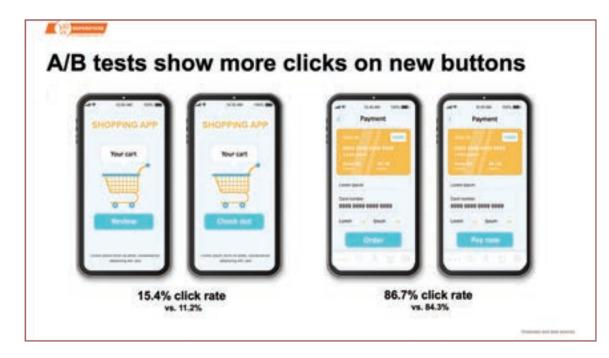
Thankfully, this slide already has a great story: The project worked in lifting the KPI across markets. Well done! The chart iust needs a little more work to showcase that achievement. Right now, that "target" is easy to miss and the launch date is missing.



1 MINUTE

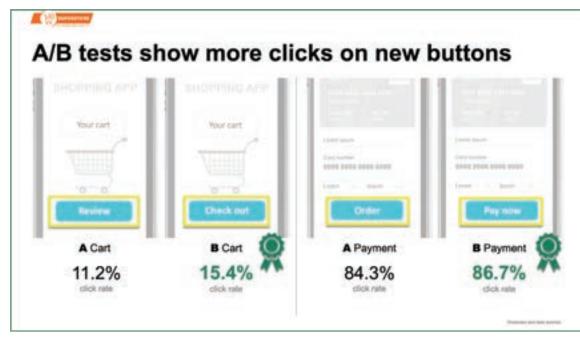
If you know a few tricks, you can make these two changes in 60ish seconds. First, add a reference line for the launch date to clarify the before and after time frames. Then drop on a redgreen diverging color and set the center to be the target value. Boom.





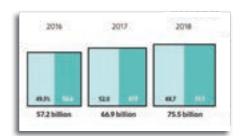
BEFORE

This slide already does a decent job of showing test results. The content is distilled to the user experience and the primary objectives. But an executive audience still has to work to zero in on what was the change and which won.



1 HOUR

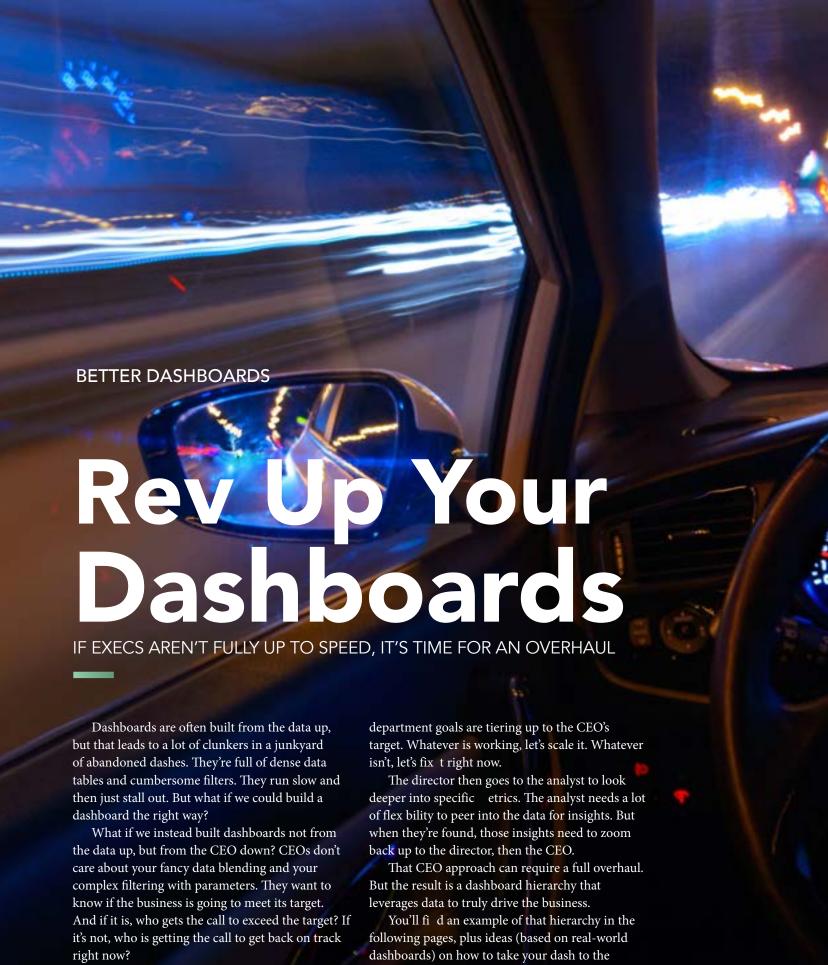
For a final polish, always try to make the story even clearer at a glance. In this case, still show what changed in context of the overall UX. but make the actual change pop out. Add clearer labels. And don't be afraid to use a ribbon for winners.



WHAT THE VIZ?!

If a pie chart and a bar chart had a baby ...

The struggle is real to show both mix and volume in one data visualization. The admirable team at The Wall Street Journal recently presented this solution. The mix is noted by the "%" label and the colors, while the growing volume is shown by the growing bars. Does it work? It may still be a struggle.



shop for quick fi es and rebuilds. Tuning up your

dashboards is key to turbocharging your business.

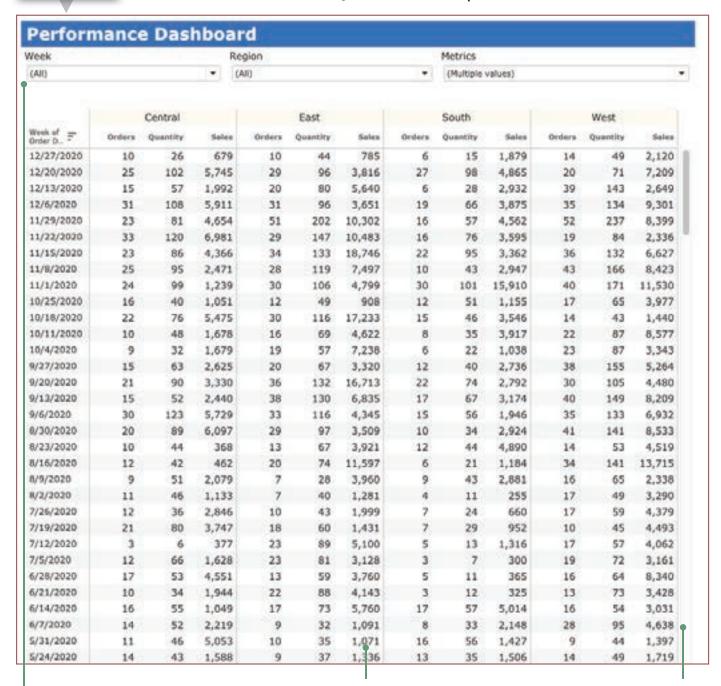
The CEO calls a director (or a C-level exec

or a VP), who then needs to see how his or her





Is it a dashboard or is it just a fancier spreadsheet?



Yes, it's filterable and sortable but...

This dashboard is really just a data table. It's an extreme example above, but you'll see this in the real world. Interactivity on a wall of numbers may have value for analysts and execs. But this approach isn't digestible, accessible, shareable, relatable or translatable for quick insights.

Maybe sales are on track, maybe they aren't

Some people's brains work where they can simply see this sales column and understand the trends. Most people, though, need this visualized as a line graph or bar chart to actually see what's happening. Again, this data table may be OK for analysts, but not for executives.

Long scrolling reinforces that this is just raw data

The rows keep coming, but the insights don't. If this is going to be considered a dashboard, it should be clearly marked as material for analysts to refine further. Otherwise, this is too much like Excel from the late 1900s. It has potential, but it needs to be distilled and visualized.



Visualize highlights and have a data table for deeper analysis



Make it "pretty" with meaningful visualizations

Charts aren't just for show. They're an accessible entry to the data, a quick read to know if this is good or bad for business. In one second, any business person can see the East is soaring and Central is lagging. That would take so much more time with a data table.

Draw attention to the biggest variances

Sure, there are very smart people who can glance at the table on the left hand page and see in their mind's eye what's doing well and what isn't. The rest of us need these helpful red and green bars. These variances are likely the story for the business and the key to success.

Keep a data table if you must, but don't make it the hero

Many business leaders will use a dashboard like this to see the big picture of what's going on, but then they'll want to dig into the numbers for ad-hoc analysis. That's great. Let them have the best of both worlds with the visuals up top, the data table below as a resource.



Which KPI is most important and how do they tie together?



You can go overboard with big KPI numbers

In the must-read *The Big Book of Dashboards* by Andy Cotgreave, Jeffrey Shaffer and Steve Wexler, the authors talk about the use of BANs (Big Ass Numbers). Often, they're effective in drawing attention to the top KPIs. Also often, people go too big, too much.

Who knows where this trend is heading next

Limiting a KPI to a big number and an up-or-down arrow is fine for a snapshot view, one moment in time. But executives need to prep for what's coming. Are we about to roll over a huge sales spike from last year? Do we face headwinds from seasonality? One arrow doesn't capture it.

The grid gives everything importance ... and nothing

Variations of this KPI grid do exist at business right now. And while some executives may like it, the grid places equal weight on each KPI when that's not how the business works. Certain KPIs are most important, others are secondary drivers, not primary metrics.



AFTER

Clarify the KPI hierarchy and the drivers for each key metric



Put the KPIs in order of what's most important

Reading a dashboard is like reading a book. The natural eye flow is left to right and top to bottom. Structure a dash in that flow. If revenue is the top KPI, put it at the top. Clarify the hierarchy so that, at a glance, anyone can differentiate actual KPIs from their respective drivers.

Show the trends alongside the KPIs

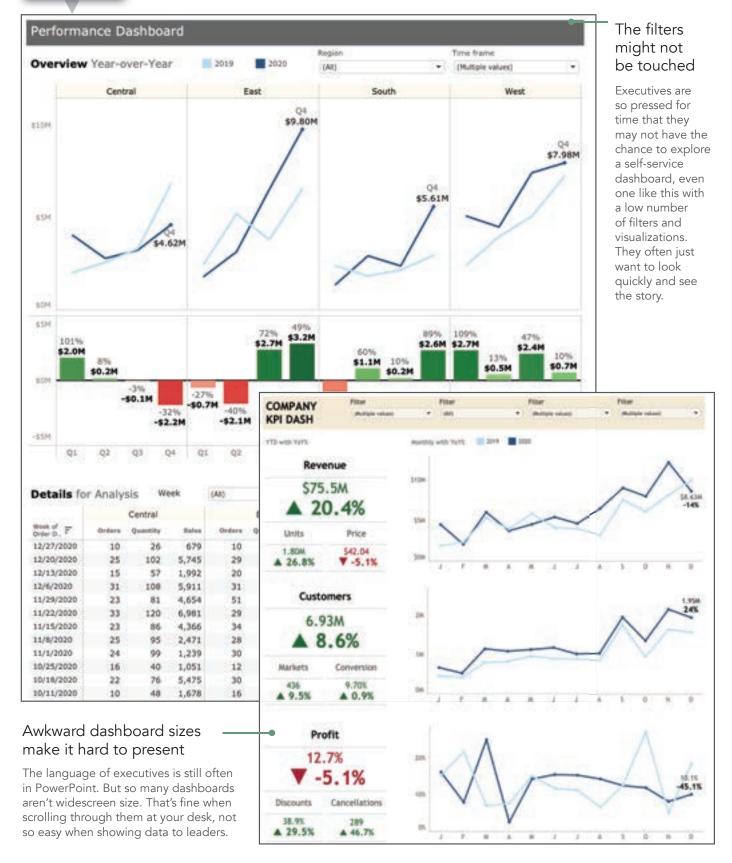
Snapshot views are fine, especially for year-to-date status. But seeing the KPIs plotted in a line chart across a wider time frame vs. prior year or a target completes the picture. It's simple to plot, and it's universal to understand. Then an exec sees not just that a KPI is up, but why.

Highlight key details in the visuals

Labeling the most recent data point with the value and the year-over-year percent is an effective default. Make sure each point in the line chart has more info when hovering over it. With this dash overhaul, we've used the same space to tell the big story, just with medium-ass numbers.

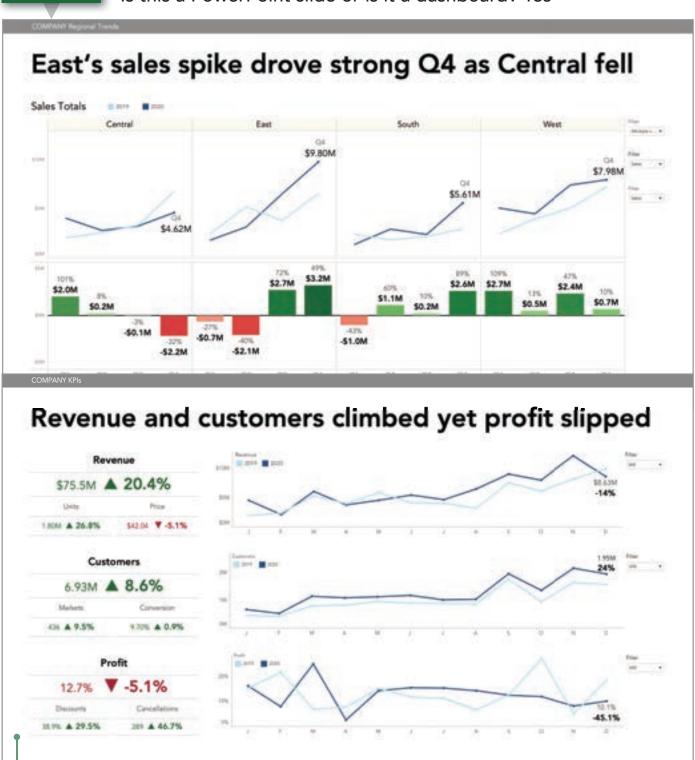
BEFORE

These dashes are better, but will execs use them?



AFTER

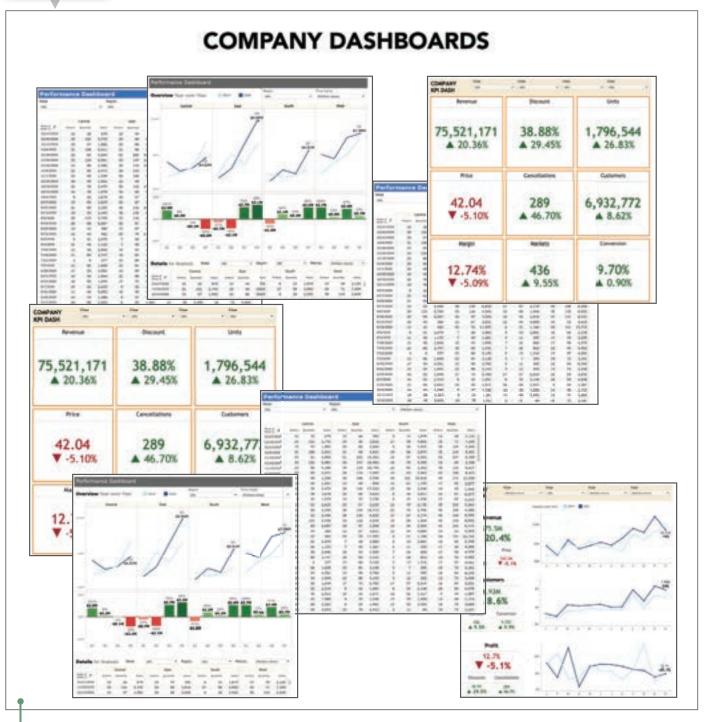
Is this a PowerPoint slide or is it a dashboard? Yes



Create an interactive hybrid of a dash that looks like a slide This can be a secret weapon. It has all the features of a dash — the filters, the info pop-ups, even the animations. Yet it's designed like a widescreen slide, so it's easy to understand, easy to present, easy to share. Not every dashboard needs this approach. But C-level, VPs and directors will love it because it speaks in their language.

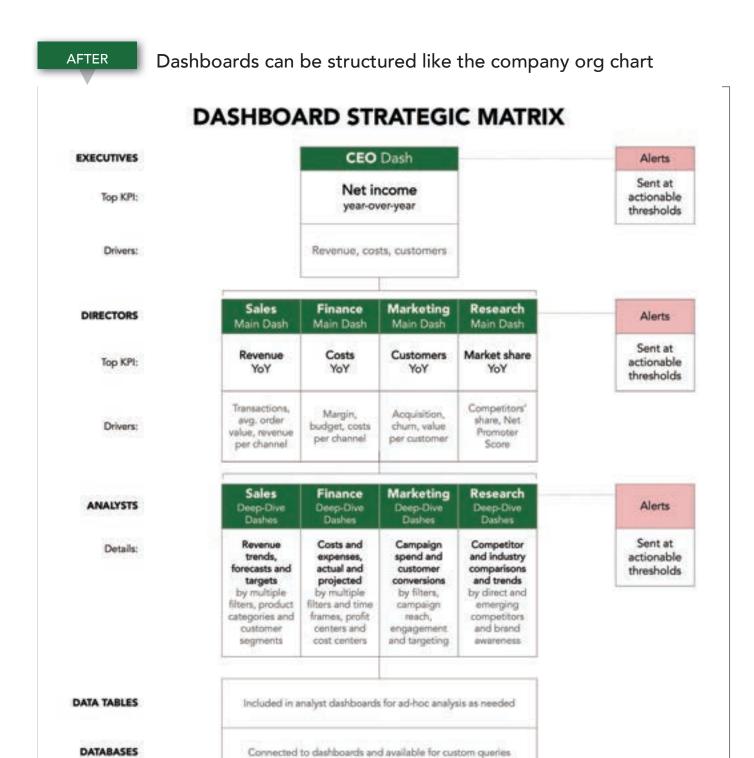


So many dashboards, so ready to be organized



It's easier to create dashes than it is to fit them together

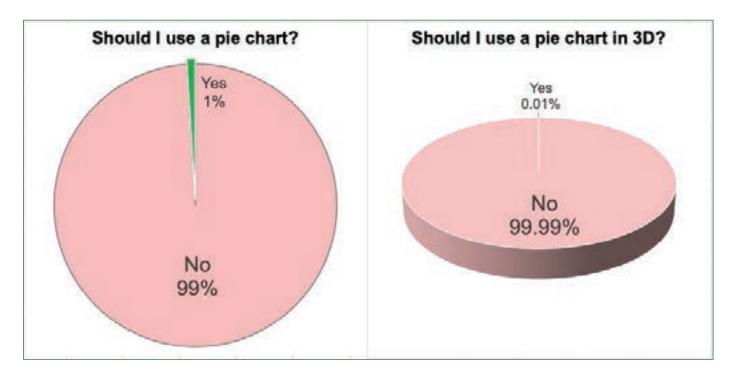
The proliferation of dashboard tools has led to a proliferation of dashboards. That can be hard for business leaders to navigate. What's happening with the business? Where do I go for specific questions about performance? If I see a red flag or a success story, what happens next? When those questions become overwhelming, it may be time for a top-down major dashboard overhaul. The good news is, those dashboard tools are making it easier and easier to rebuild dashboards so they're all in strategic alignment.



Start with the business, then overlay the dashboard needs Here's how a top-down dashboard structure can look. The key is building it off the company's org chart, with the CEO at top. One last car metaphor: Think of this like the chassis. It's the underlying framework for how your business moves. The purpose of dashboards is to help that business run faster and better. What is the CEO's top KPI? How does department leaders support that KPI? What metrics drive each department? This approach clarifies and prioritizes success metrics. Now, rebuild the dashboards.

QUESTIONS?

Should you give an exec a pie chart?



First, dashboard guru Nick Desbarats posted a chart on LinkedIn about when to use a pie chart. I replied with my smart-aleck "Yes, 1%" pie. Then not a day later, I saw a client deck loaded with not just pie charts, but 3-D pie charts. So I made the even more smartaleck chart you see above, then showed it to the client in (I hope) a helpful way and posted it on LinkedIn. The responses were fantastic. Highlights:

"I'll suggest better ways of presenting the data. Maybe they asked for a pie chart because they didn't know other options."

— Jennifer Chien, analyst at Cigna

"There are situations where a pie chart is a better way of displaying quantitative information than a bar chart and we have to respect that. For example, to compare if the sum of two category values (wedges) is more than 50% of the total. It is easier to spot that kind of an answer on a pie chart."

— Hrvoje Smolic, founder at Graphite Note

"Friends don't let friends use pie charts."

— Jason Krantz, CEO of Strategy Titan

"If the audience wants it, then give it. They may appreciate a more visual presentation. However, there are caveats."

— Irene Beatty, education director of Life Choices

"Agreed on never. I've yet to see a good reason to ever use one without an alternative approach. I've also conditioned my children to hate them as well."

—Aaron Simmons, senior associate at Data Meaning

"Does an executive want a pie or want to see sales broken down by product type? The choice of visual is a data professional's job."

> — Andrew Mason, data warehouse and BI manager

"You could get the response (which I have had in the past): 'Look, I'm the executive and I just want a pie chart."

— Carl Shovlin,

co-founder of Itology Technical Solutions

"I'm quite partial to exploding pie charts. Shhhh, it's my dark side."

— Dr. Leslie Wasson, director at Samuel Meritt University

"In my experience, the more impressive the chart, the less impressive the story."

— Kate Bruce,

content creator for Tech Futures Lab

Hope you enjoyed this edition! Share feedback, join the conversation and follow Data for Execs on LinkedIn.

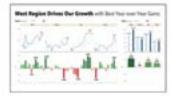


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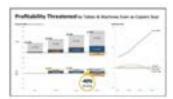
Executive Presentations

Powerful decks that tell the story of the data



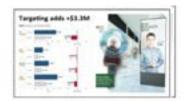
Slide Emergencies

Fast fixes for big meetings hoppening.



Deck Redesigns

Revemp your content to give it big. (mpact



Business Stories

Creating any deck from a clean state

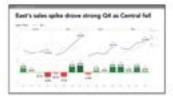
Innovative Dashboards

You've seen doshes in Tableau, but not like this



Dash Enhancements

improvements to your existing dashboards



Dash Overhauls

All-new Tableau builds for clearer insights.



Dashboard Matrix

Strategic averhaul to change your business

Data Storytelling

Leading the way and showing your team how to follow



Story Revisions

Reworking your existing content



All-New Stories

Translating your data into amazing stories



Story Workshops

Teaching your team the story technique