



Checklist 4 - Create Your Podcast Outline For The First Episode

Project Name: _____

Date: _____

Yes No

Determining the outline of your first episode is important in that it guides you on creating an engaging podcast with your listeners. An outline further prevents you from making errors and forgetting stuff that matters to the podcast. This checklist provides a how to in the development of an outline:

Step 1 – The Structure

- 1 Write out the structure of the episode.

- 2 Decide whether to include intro or outro sound bumpers in the first episode.

- 3 Determine whether to introduce the episode with a summary.

- 4 Decide whether to announce the podcast tagline at the onset of the episode.

Notes



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- 5 Determine the format of the episode (should it be an interview or solo commentary).

Step 2 – The Podcast Content

- 6 Give your episode a title.

- 7 Write a description of the episode.

- 8 Select 3-4 tags that accurately describe the episode.

- 9 Consider the material that interests your listeners and write it down.

- 10 If you are bringing in a guest, research the guest accordingly.

- 11 Take your time researching your content to get it right.

Notes



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12 Prepare your personal notes for the show.

13 Divide your notes into sections to create a flow for the podcast.

14 Assign timelines on the notes to avoid losing track of time during the podcast.

15 Write a script for the podcast.

16 Finalize the show-notes to recap the key takeaways for your listeners.

Step 3 – Length And Release Of The Podcast

17 The content of the podcast should dictate the length of the podcast.

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- 18 However, avoid boring your listeners with extremely long content.
- 19 Understand your listeners to know their routine and establish when they listen.
- 20 Are your listeners listening while commuting, working out or doing house chores? (this determines the duration (30 mins-1 hour).
- 21 Determine the intensity of your podcast to evaluate whether or not it calls for intensive and focused listening.
- 22 Consider the appropriate time to release your podcast (morning, evening, lunch break).

Notes