

Checklist

Podcast

Concept & Planning

- ☐ Define the episode topic and title
- ☐ Identify the target audience for this episode
- ☐ Set the episode goal (explain, convince, feel etc.)
- ☐ Choose the structure
- ☐ Draft a rough outline or script
- ☐ Prepare key questions or talking points

Guest Preparation (if attending)

- ☐ Confirm guest availability and schedule recording
- ☐ Share episode topic and format with guest
- ☐ Send guest questions or discussion guide

Technical Setup

- ☐ Check microphone and headphones
- ☐ Test recording software
- ☐ Record a short test clip to check levels

Recording Prep

- ☐ Have water and notes ready
- ☐ Silence phone and notifications
- ☐ Start with a clear intro and hook
- ☐ Stick to the outline but allow natural flow

