

# PODCAST EPISODE PLANNER

This planner belongs to

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YEAR .....

MON	
TUES	
WED	
THURS	
FRI	
SAT	
SUN	



# WEEKLY POSTING PLANNER

WEEK: \_\_\_\_\_

	CHANNEL	SHORTS	STORY	LIVE/EVENT
MON				
TUES				
WED				
THURS				
FRI				
WEEKEND				

NOTES:

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# PODCAST PLANNER

DATE: \_\_\_\_\_

M / T / W / TH / F / S / S

NAME:	
EPIISODE #:	DATE PUBLISHED:
LENGTH:	DATE RECORDED:
GUEST INFO:	GUEST CONTACT:

CONCEPT:

INTRO:

TOPIC 1:

RECORDING LIST:

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TOPIC 2:

EDITING LIST:

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TOPIC 3:

PUBLISHING LIST:

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OUTRO:

# PODCAST IDEA PLANNER

DATE: \_\_\_\_\_

M / T / W / TH / F / S / S

IDEA 1:

TOPIC:	
IDEA	PLANNED SCRIPTED RECORDED EDITED REVIEWD PUBLISHED
SPONSOR	

NOTES:

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IDEA 2:

TOPIC:	
IDEA	PLANNED SCRIPTED RECORDED EDITED REVIEWD PUBLISHED
SPONSOR	

NOTES:

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# CONTENT PLANNER

DATE: \_\_\_\_\_

M / T / W / TH / F / S / S

IDEA 1:

NAME:

GUEST INFO:

GUEST CONTACT:

CONCEPT:

PLANNED:    QUESTIONS PREPARED:    RECORDED:    EDITED:    PUBLISHED:

IDEA 2:

NAME:

GUEST INFO:

GUEST CONTACT:

CONCEPT:

PLANNED:    QUESTIONS PREPARED:    RECORDED:    EDITED:    PUBLISHED:



# INTERVIEW PLANNER

DATE: \_\_\_\_\_

M / T / W / TH / F / S / S

NAME:
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## GUEST DETAILS:

NAME:	
PHONE #:	EMAIL:
GUEST BIO:	

EPISODE #:

INTERVIEW DATE:

PLANNED:    QUESTIONS PREPARED:    RECORDED:    EDITED:    PUBLISHED:

TOPICS:

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QUESTIONS:
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# PODCAST INCOME TRACKER

MONTH OF:

DATE	SOURCE	CATEGORY	AMOUNT
			TOTAL

MONTH OF:

DATE	SOURCE	CATEGORY	AMOUNT
			TOTAL











# PODCAST FOLLOWER TRACKER

YEAR: \_\_\_\_\_

MONTH	PLATFORM N.1	PLATFORM N.2	PLATFORM N.3
JAN			
FEB			
MAR			
APR			
MAY			
JUNE			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			

NOTES:



# PODCAST SUBSCRIBER OVERVIEW

YEAR: \_\_\_\_\_

MONTH	DATE - 1ST	DATE- 30TH/31ST	BALANCE	INCREASE FROM LAST MONT
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

NOTES:

# STATISTICS LOG

YEAR: \_\_\_\_\_

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

NOTES:

# ANNUAL PODCAST OVERVIEW

YEAR: \_\_\_\_\_

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

# SOCIAL MEDIA AUDIT

DATE: \_\_\_\_\_

M / T / W / TH / F / S / S

YOUTUBE CHANNEL

RESULT FROM CURRENT PLATFORM:

LIKES:

SHARES

COMMENTS

VIEWS

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NEW PLATFORMS TO TRY:

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REASONS

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WHAT CHANGES DO YOU NEED?

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ENGAGEMENT ANALYZATION:

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# 30 DAYS PODCAST POST CHALLENGE

MAIN GOAL

BUSINESS INTRODUCTION	TEAM INTRODUCTION	PERSONAL INSIGHT	PRODUCT PROMOTION	STORY BEHIND THE BRAND
QUICK TIP	CUSTOMERS TESTIMONIALS	CREATE A POLL	MOTIVATIONAL POST	FUN FACTS
Q&A	VIRTUAL EVENTS	CURATED CONTENT	BLOG POST	EDUCATIONAL POST
HELPFUL TIPS	BEHIND THE SCENES	SHARE NEWS LETTER	PROMOTE NEWSLETTER	FREE SHOUT-OUT
SHARE A TUTORIAL	PRODUCT PROMOTION	CAREER THROWBACK	OFFER A FREEBIE	ENGAGING POST
INSPIRATIONAL QUOTE	BUSINESS TIPS	EXCLUSIVE PROMOTION	CUSTOMER OF THE MONTH	THANK YOU FOLLOWERS

# POSTING SCHEDULE

DATE: \_\_\_\_\_

M / T / W / TH / F / S / S

THE FOLLOWING DAYS AND TIMES ARE GENERAL BEST TIMES TO POST ON EACH SOCIAL MEDIA PLATFORM AND ACCOUNT.

CHANNEL:

ACCOUNT:

BEST DAYS TO POST:

S

M

T

W

T

F

S

BEST TIMES TO POST:

8 AM

11 AM

1 PM

3 PM

5 PM

PLATFORM:

ACCOUNT:

BEST DAYS TO POST:

S

M

T

W

T

F

S

BEST TIMES TO POST:

8 AM

11 AM

1 PM

3 PM

5 PM

# YOUTUBE POSTING SCHEDULE

MONTH: \_\_\_\_\_

MONTHLY FOCUS: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_

WEEK 1
MON:
TUES:
WED:
THUR:
FRI:
W.END :

WEEK 2
MON:
TUES:
WED:
THUR:
FRI:
W.END :