

Episode Planning Template

A structured template to plan out each episode, including segments, key points, and call-to-actions.

Episode Information

- **Episode Title:**
- **Episode Number:**
- **Recording Date:**
- **Release Date:**
- **Host(s):**
- **Guest(s) (if any):**

Episode Overview

- **Main Topic:**
- **Episode Objective:**
 - What do you want your listeners to learn or take away from this episode?

Segments Breakdown

1. **Introduction**
 - **Duration:** (e.g., 2 minutes)
 - **Key Points:**
 - Brief overview of the episode
 - Host and guest introductions
 - Hook to engage listeners
2. **Segment 1:**
 - **Title:**
 - **Duration:** (e.g., 10 minutes)
 - **Key Points:**
 - Point 1
 - Point 2
 - Point 3
3. **Segment 2:**
 - **Title:**
 - **Duration:** (e.g., 10 minutes)
 - **Key Points:**
 - Point 1
 - Point 2
 - Point 3

4. **Segment 3:**

- **Title:**
- **Duration:** (e.g., 10 minutes)
- **Key Points:**
 - Point 1
 - Point 2
 - Point 3

5. **Conclusion**

- **Duration:** (e.g., 5 minutes)
- **Key Points:**
 - Summary of the episode
 - Final thoughts or tips
 - Tease the next episode

Call-to-Actions (CTAs)

- **Main CTA:**
 - What action do you want your listeners to take after listening? (e.g., visit your website, subscribe, follow on social media)
- **Secondary CTAs:**
 - Additional actions or promotions (e.g., join a newsletter, participate in a contest)

Additional Notes

- **Sponsor Messages:**
 - Information and duration for sponsor mentions
- **Listener Questions:**
 - Pre-selected questions from listeners to answer during the episode
- **Technical Notes:**
 - Any specific technical requirements or setup notes