

Chapter 1 Worksheets



Starter Gear Worksheet

Goal: Identify your current gear, budget, and immediate needs.

Category	Current Setup	Notes / Issues	Next Step
Microphone			
Headphones			
Recording Device			
Room/Environment			
Budget			

Prompts:

- What's your current mic? Does it meet your needs?
- Do your headphones isolate enough for editing?
- Are you recording into a DAW, handheld recorder, or both?
- What's your budget for upgrades in the next 3 months?



Room Treatment Cheat Sheet

Goal: Improve your recording space with simple, low-cost fixes.

Quick Wins (DIY):

- Place a rug under your chair/table
- Hang a blanket or quilt behind you
- Add bookshelves or soft furniture to absorb reflections
- Close curtains/blinds to reduce window reflections

Intermediate Fixes:

- Foam panels on first reflection points (side walls, ceiling)
- Bass traps in corners
- Diffusion (bookshelves, angled panels)

Pro Tips:

- Treat the space *behind you* first—it matters more than the wall in front.
- Record a 10-second clap test before/after changes to hear the difference.



Upgrade Path Matrix

Goal: Plan your growth in stages so you don't overspend or stall.

Stage	Microphone	Monitoring	Room Treatment	Recording Path
Starter	USB mic (Samson Q2U, ATR2100x)	Closed-back headphones	DIY blankets/rugs	DAW or handheld recorder
Growth	XLR mic + interface	Mid-range headphones	Foam panels + bass traps	DAW + backup recorder
Pro	Broadcast mic + mixer	Studio monitors + headphones	Full acoustic treatment	Multi-track DAW + redundant recorders

Prompts:

- Which stage are you in now?
- What's your next logical upgrade?
- Which purchases can serve multiple roles (starter, travel, backup)?

Chapter 2 Worksheets



Folder Structure Template

Goal: Keep every episode organized in a predictable way.

Code

/Podcast/

 /2025/

 /EP02_WorkflowDemo/

 raw_audio.wav

 edit_v1.mp3

 edit_final.mp3

 published.mp3

 show_notes.txt

Checklist:

- Create a **year folder** (e.g., 2025).
- Inside, create a **folder per episode**.
- Keep **all assets** (audio, notes, exports) inside that folder.
- Archive completed episodes to external drive + cloud.



DAW Session Template

Goal: Save time by starting every edit with the same setup.

Template Elements:

- **[] Tracks:**
 - Host Mic (mono)
 - Guest Mic (mono)
 - Music Bed (stereo)
 - FX/Clips (stereo)
- **[] FX Chains:**
 - Host Mic: EQ (low cut), Compression (3:1), Limiter
 - Guest Mic: EQ (presence boost), Compression (3:1), Limiter
 - Music Bed: EQ (low shelf), Volume automation (-12 dB under voice)
- **[] Markers:**
 - Intro, Segment 1, Segment 2, Outro
- **[] Export Settings:**
 - Master WAV (archive)
 - MP3 (distribution, -16 LUFS target)

Prompts:

- Save this as a **template project** in your DAW.
- Duplicate it for each new episode.
- Pre-load intro/outro music so it's always ready.

Chapter 3 Worksheets



Redundancy Checklist

Goal: Ensure every recording session is captured safely in multiple ways.

Before Recording

- DAW session open and armed
- External recorder connected (Zoom H6, PodTrak, etc.)
- Each mic assigned to its own track
- Headphones monitoring both paths

During Recording

- Verify meters moving on DAW and recorder
- Quick test clip saved and played back
- Backup power (laptop charger, spare batteries) ready

After Recording

- Save DAW session immediately
- Copy raw files to external drive
- Confirm external recorder files are intact



Backup Schedule Template

Goal: Automate and standardize backups so nothing gets lost.

Frequency	Action	Tool / Location	Notes
Daily	Copy active project folder to external SSD	FreeFileSync / ChronoSync	Run after each session
Weekly	Sync entire "Podcast" folder to cloud	Dropbox / Google Drive / OneDrive	Ensure version history is enabled
Monthly	Archive completed episodes to long-term storage	External HDD / NAS	Label clearly by year/season

Prompts:

- What's your **daily backup habit**?
- Which **cloud service** will you use?
- Where will you store **long-term archives**?



Versioned Folder Structure

Goal: Keep raw, edited, and published files separate and recoverable.

Code

/Podcast/

/2025/

/EP03_GuestName/

/Raw/

host_track.wav

guest_track.wav

/Edits/

edit_v1.mp3

edit_v2.mp3

edit_final.mp3

/Published/

episode03_final.mp3

show_notes.txt

Checklist:

- Raw files never overwritten
- Each edit saved as a new version
- Published files stored separately
- Folder archived after publishing

Chapter 4 Worksheets



Editing Preset Pack

Goal: Give participants a baseline set of EQ, compression, and limiter settings they can load into any DAW.

Track Type	EQ Preset	Compression Preset	Limiter Preset
Host Mic	Low cut @ 80 Hz, slight presence boost @ 3–5 kHz	Ratio 3:1, threshold -18 dB, ~3–4 dB reduction	Ceiling -3 dB
Guest Mic	Low cut @ 100 Hz, gentle high-shelf @ 8 kHz	Ratio 3:1, threshold -20 dB, ~2–3 dB reduction	Ceiling -3 dB
Music Bed	Low shelf -3 dB below 200 Hz	Light compression if needed	Ceiling -6 dB
FX/Clips	Match tonal balance to host	Optional light compression	Ceiling -3 dB

Prompts:

- Save these as **named presets** in your DAW.
- Adjust thresholds to taste—aim for consistent reduction, not over-squash.
- Always A/B test with bypass to confirm improvements.



Loudness Normalization Guide

Goal: Ensure every episode is consistent and platform-ready.

Target Levels:

- **Podcasts (mono/stereo):** -16 LUFS (integrated)
- **Peaks:** -3 dBFS
- **Music beds under voice:** -12 dB relative to dialogue

Checklist:

- Normalize final mix to -16 LUFS
- Check peaks don't exceed -3 dBFS
- Verify music bed sits comfortably under voice
- Export both WAV (archive) and MP3 (distribution)

Quick Test:

- Play your episode next to a professional podcast.
- Adjust until your loudness feels consistent.



Export Checklist

Goal: Standardize exports so nothing gets missed before publishing.

Before Export

- Remove unused tracks and regions
- Double-check intro/outro placement
- Verify metadata (episode number, title)

Export Settings

- WAV: 44.1 kHz, 16-bit, stereo (archive)
- MP3: 128–192 kbps CBR, stereo (distribution)
- Normalize to -16 LUFS

After Export

- Listen to first 30 seconds and last 30 seconds
- Confirm file name matches naming convention
- Save to episode folder (Raw / Edits / Published)
- Back up to external + cloud

Chapter 5 Worksheets



Publishing Pipeline Map

Goal: Visualize the flow of an episode from export to distribution.

Code

[DAW Export]



[Master WAV + MP3]



[Upload to Host]



[Host Generates RSS Feed]



[Directories: Apple · Spotify · Google · Others]



[Listeners Subscribe & Download]

Checklist:

- Export WAV (archive) + MP3 (distribution)
- Upload to hosting platform
- Confirm RSS feed is active
- Verify episode appears on Apple/Spotify within 24 hrs



Show Notes Template

Goal: Standardize show notes for SEO, clarity, and listener engagement.

Episode Title: EP05 · Publishing & Hosting Made Simple

Episode Description:

- 1–2 sentence summary of the episode
- Key takeaways in bullet form
- Links to resources, guests, or tools

Template:

Code

Welcome to Episode [##]: [Title]

In this episode:

- [Key takeaway 1]
- [Key takeaway 2]
- [Key takeaway 3]

Resources & Links:

- [Affiliate link or resource]
- [Guest website/social]
- [Your website or guide]

Subscribe & Review:

If you enjoyed this episode, subscribe and leave a review!

Prompts:

- Keep titles short and keyword-rich.
- Always include links + call to action.
- Use consistent formatting across episodes.



Metadata Checklist

Goal: Ensure every episode is properly tagged and professional.

Episode Metadata

- Title: Clear, descriptive, keyword-rich
- Description: Concise, engaging, includes links
- Episode Number: Matches naming convention
- Artwork: 3000×3000px, readable at small sizes
- Tags/Keywords: Relevant to topic and audience

File Metadata (MP3 tags)

- Title: EP05 · Publishing & Hosting Made Simple
- Artist: Your podcast/brand name
- Album: Podcast series title
- Year: Current year
- Genre: Podcast / Education / Business

With these three worksheets, Chapter 5 participants will:

- Understand the publishing pipeline at a glance.
- Write consistent, SEO-friendly show notes.
- Tag and present episodes professionally across platforms.

Chapter 6 Worksheets



Personal Monetization Roadmap

Goal: Identify one monetization method to start with and map a 90-day plan.

Timeframe	Action	Notes
Week 1–2	Choose one monetization method (affiliate, premium, sponsorship, product/service)	Keep it simple—start with what feels natural
Week 3–4	Create supporting assets (affiliate links, bonus content, ad cart, product draft)	
Week 5–6	Test with audience (share links, pilot bonus episode, run first ad)	
Week 7–8	Collect feedback & track results	
Week 9–12	Refine and expand (double down on what works, drop what doesn't)	

Prompts:

- Which method feels most natural to your show?
- What's the smallest, lowest-risk way to test it?
- How will you measure success (clicks, signups, sales, engagement)?



Ad Cart Scripts

Goal: Draft short, natural ad reads that fit your show's tone.

15-Second Ad (Affiliate/Product):

Code

This episode is brought to you by [Product/Service].

I use it myself, and it's made [specific benefit] so much easier.

Check the link in the show notes to try it out.

30-Second Ad (Service/Consulting):

Code

If you're ready to take your podcast to the next level,

I offer [service] to help you [specific outcome].

Whether you're just starting or scaling up,

I'll give you the tools and support you need.

Learn more at [website/link].

Prompts:

- Keep it conversational, not salesy.
- Always include a clear call to action.
- Rotate ads so they don't feel repetitive.



Service Menu Template

Goal: Package your skills into clear, sellable offerings.

Service	Description	Price	Notes
1-on-1 Consulting	60-minute session to troubleshoot your podcast workflow	\$___	Includes follow-up notes
Editing Package	Edit, mix, and master one episode (up to 60 min)	\$___	Includes loudness normalization
Launch Kit	Setup + 3 coaching calls + publishing pipeline	\$___	Great for new podcasters
Workshop/Training	Group session on [topic]	\$___	Can be virtual or in-person

Prompts:

- Start with 2–3 services you can deliver confidently.
- Price based on value, not just time.
- Keep descriptions short and outcome-focused.

Chapter 7 Worksheets



Upgrade Decision Matrix

Goal: Decide if an upgrade is truly needed or just “shiny object syndrome.”

Question	Yes → Upgrade	No → Wait
Is my current gear limiting audio quality?	Consider upgrading mic/interface	Stay with current setup
Am I spending more time troubleshooting than creating?	Upgrade to simplify workflow	Optimize current system
Do I need more flexibility for guests/remote/video?	Add mixer, extra mics, or camera	Stick with current rig
Will this purchase save time or open new creative doors?	Worth considering	Hold off

Prompts:

- Circle the upgrades that solve real problems.
- Cross out anything that’s just “nice to have.”
- Revisit this matrix every 6 months.



Remote Interview Checklist

Goal: Ensure remote recordings sound professional and run smoothly.

Before the Interview

- Send guest a prep email with mic/room tips
- Confirm platform (Riverside, SquadCast, Zoom)
- Test your own setup (mic, headphones, internet)
- Ask guest to wear headphones

During the Interview

- Record locally (DAW or external recorder)
- Record platform backup (cloud)
- Monitor levels throughout
- Keep a backup communication channel (phone/text)

After the Interview

- Save and label files immediately
- Send thank-you + release form (if needed)
- Back up raw files to external + cloud



Creative Expansion Map

Goal: Brainstorm and plan creative experiments to keep the show fresh.

Experiment Types:

- Limited series (e.g., 5-part deep dive)
- Themed season (e.g., “Tools of the Trade”)
- Narrative storytelling episode
- Live stream Q&A
- Collaboration with another podcaster
- Behind-the-scenes or bonus content

Map Template:

Code

Experiment Idea: _____

Goal: _____

Resources Needed: _____

Timeline: _____

Success Measure: _____

Prompts:

- Choose one experiment per quarter.
- Keep scope small—pilot before scaling.
- Track results and audience feedback.