



TEMPLATE

Solo  
Podcast

Episode  
Outline & Script

#impact  
Best Practise

## Template - Solo Podcast Script & Outline

*This is a template that I use for crafting my solo-episodes. Sharing this outline I hope it will help you get an idea on how you can structure your Podcast solo episodes.*

*I usually begin by putting together a **Rough Outline** with the main elements of the episode. Afterwards I look into each individual point in more detail to put together the **Script**. Elements of the show that are more complex, I am writing down in full sentences, in a very conversational style, as if I am talking. These parts I want to read out as I am recording the episode. Other elements of the episode I am keeping loose and will then speak freely as I record or improvise as I go along.*

*Note: The episode script shared here is part of a Mini-Episode series for my "Starting a Podcast with impact programme". The individual episodes are only under 10 minutes but even for these short episodes I am putting a structure in place. Of course your script might be much longer and detailed according to your Podcast length.*

### **Rough Outline**

1. Welcome. Today's topic. Website Link.
2. Setting the scene. Context. Why this matters.
3. Topic / Learning segment
4. Thank you. Call to action (Subscribe). Website link.

## Script

### 1. Welcome. Today's topic. Website Link.

Welcome to Off the Record, I'm Regina Larko, your host, I am an audio fanatic, a sleepdeprived mom of 2 with another one on the way and I love to dance like no one's watching.

On my main channel #impact Podcast, I tell stories of other people. Here, I share mine and give a look behind the scenes what goes into the making of #impact Podcast and how it all started. In Season 1 I will bring you some actionable insights what steps to take to start a Podcast and what mistakes to avoid. You will hear what I would do differently if I could do it all over again. I hope this will save you lots of time when you look into starting your Podcast. Please laugh with me and please don't quote me on anything. Because this is off the record.

This Podcast is brought to you by Start your Podcast, make an impact - an online course not only helping you get your Podcast off the ground but making sure that it makes an impact from day 1. Find more information at [hashtagimpact.com/courses](https://hashtagimpact.com/courses)

### 2. Setting the scene. Context. Why it matters.

Context: So many people don't know WHERE to start when they set out to do a Podcast.

So where should we start: **This is the most common question I get from aspiring Podcasters and I think this is the question that holds most people back to get started.** Too many questions in their head so they simply don't go ahead. Today I will share my answer where you can start, it is actually really simple. You don't need anything for it, no equipment, no research, all you need at this point is you.

But first, let me tell you my off the record story and my mistake when I first started my Podcast:

I dreamt about starting a Podcast for years, but because I didn't know where to start, just like you, I didn't.

But at some point I was just too curious, I wanted to give it a try and I said to myself - **I WILL DO THIS. I WILL START A PODCAST, I COMMITTED.** So that's what I got right. This is the very first step you need to take, to commit to doing it, not just to starting but to actually commit to seeing it through and launching a show. So that's what I did right, but then, I made a mistake that cost me weeks...

I was still confused where to start now, should I buy a microphone, should I learn how to edit an audio file? I felt I just had to start somewhere, so I started with researching names for my Podcast.

I didn't even know yet what I wanted to talk about on my show exactly but I found myself spending hours and hours researching names and checking available .com domains. Not just names, no, I actually got super creative and came up with the most ridiculous tagline for all those different show names as well. In a sec I will share the most ridiculous one I came up with but I have to give some context for my ridiculous text creation.

*Share story about Vienna, walzing, ballroom dancing and about how Peter hated the Walze idea...*

### 3. Topic. Learning segment

**So what's the lesson here?** If you want to know where to start, You should NOT start with researching names for your Podcast!!! If I would have known That I could have saved 3 weeks easily because what I did next, was so much more effective.

I started to get clear on the vision for my show and what topics I wanted to address. From there it all came together. One day at a time.

- 1.) Commit to starting your Podcast and actually write it down. On a piece of paper. And put that note somewhere you can look at it regularly, maybe the fridge.
- 2.) Get very clear on the vision of your show and the goals you have for it to avoid disappointment along the way.
- 3.) Don't start with researching Podcast show names.

In the first chapter of my Online Course I am walking my mentees through discovering and defined why starting this Podcast is important to them and what they can expect to get out

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of the experience. My mentees put their vision in writing and set realistic goals and expectations for their production. They work with me through Podcast Project Management Best Practises to help you stay organised from day 1. Most importantly I help them find the courage to commit to starting their show - a show that will make an impact from day 1.

#### 4. Thank you. Call to action (Subscribe). Website link.

Find more resources to **get your Podcast with impact started on [hashtagimpact.com/courses](https://hashtagimpact.com/courses)** and if you are listening on your Phone, make sure to subscribe to this show so you don't miss out on the next episode when I share my quick tips how to find topics, title and target group for your Podcast.