

Record Your First Podcast Episode

There's never been a better day to share your voice. Use our step-by-step checklist to record your first podcast episode today.

❑ **Decide on your show format.** *30 minutes*

When choosing your show format, consider the following questions: Will you be the only speaker or will you invite guests to your show? How long will your podcast be? How often will you release episodes? What will you talk about?

❑ **Set realistic goals.** *30 minutes*

Your podcast goals should be SMART goals: specific, measurable, attainable, relevant, and time-bound. For guidance on setting SMART goals read [this blog post](#) from podcasting master Daniel J. Lewis.

❑ **Identify your target audience.** *20 minutes*

Your target audience are people who are interested in your industry, product or service and likely to buy. [Use this worksheet](#) to map out the traits of your target audience.

❑ **Choose your recording device.** *5 minutes*

You don't need a lot of fancy equipment to record your first podcast episode. Record your episode on your phone or laptop.

❑ **Download your recording software.** *15 minutes*

If you're recording on your iPhone, try these apps: [Voice Recorder HD](#), [Voice Record Pro](#), [Boss Jock Studios](#). If you're recording on your computer, try these: [Screenflow](#), [Audacity](#), [Garage Band](#).

❑ **Write an outline or script of your content.** *1 hour*

When writing your outline or script, think about how you want your audience to feel at the end of the episode. Happy? Amused? Educated? Excited? Also, consider what your audience will learn during the episode. By thinking about your audience before you begin writing and then writing for your audience, you'll be more likely to create a podcast episode that your listeners will love. Here's more [tips on scripting and outlining](#).

❑ **Find a quiet place.** *5 minutes*

When choosing a place to record, find a room where there's no echo or reverberation.

❑ **Click record and start speaking.** *1 hour*

Avoid using filler words like “Ah,” “Um” and “Like.” And be yourself. But remember: the important thing is to start speaking. You don't need to be perfect the first time. You'll develop your voice with practice. If the sound of your voice makes you cringe and you're worried about speaking well, check out this advice on [how to sound great on your podcast](#).

Up your podcasting game even more:

Ready to do more? Use these resources to grow your podcast audience, start earning revenue and fine-tune your skills.

- [Email Marketing for Podcasters](#)
 - Now that you've recorded your first podcast episode, it's time to promote it. Join our email marketing for podcasters course to learn how to grow your podcast audience with email marketing.
- [Building an Audience: 7 Things We Learned at Podcast Movement](#)
 - Thinking about podcasting? Check out these tips from top podcasters like Marc Maron, John Lee Dumas and more.
- [How to Monetize Your Podcast: 5 Strategies for Success](#)
 - Trying to monetize your podcast? Check out these 5 strategies for success. You'll learn about podcast sponsorships, listener donations and more!