DIAMOND CO.

Podcast Chaos-to-Calm Planner

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# **Save 2 Hours Per Episode – Free Podcast Chaos-to-Calm Planner**
**Download a 5-page printable planner with ready-to-use outlines, a guest-research tracker, and a Google Calendar-syncable release schedule.**

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## **What's Inside the Planner (PDF)**
**Format:** 8.5x11 in (US Letter), A4-compatible, fillable fields (Adobe Acrobat)
**Pages:**
1. **Episode Planning Grid** (2 pages) – Fill in title, date, duration, and key notes for each episode.
2. **Guest Management Sheet** (1 page) – Track contact info, questions, and payment status.
3. **Scripting Checklist** (1 page) – Bullet-pointed prompts for hooks, story arcs, and CTAs.
4. **Promotion Tracker** (1 page) – Log platforms, dates, and engagement metrics.
5. **Release Schedule Calendar** (1 page) – Sync with Google Calendar using these steps:
   - Open the PDF.
   - Click the calendar icon on Page 5.
   - Export as `.ics` and import into Google Calendar.
   - Set reminders for episode deadlines.

**Preview:** [Insert thumbnail or link to sample PDF]

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## **How to Get It**
1. Enter your email (and optional name) below.
2. Click **"Get the Free Planner"** to download instantly.
3. No spam. Unsubscribe anytime. **Privacy Policy:** We use Mailchimp to deliver the planner and comply with GDPR. Your data is never shared.

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## **Social Proof**
*"This planner saved me 2 hours per episode. Worth its weight in gold!"*
– **Alex M., Host of "The Productive Podcast"**

*"Finally, a tool that actually works for chaotic podcasters!"*
– **Jamie L., Co-host of "Creative Chaos"**

*"I went from 5 hours of prep to 2—game-changer!"*
– **Taylor R., Producer of "The Side Hustle Show"**

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## **FAQs**
**Q: Is this print-only?**
A: Yes, but the PDF is optimized for printing or digital use.
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**Q: Can I edit the fields?**
A: Yes, use Adobe Acrobat or a PDF editor to fill in details.

**Q: How do I sync the calendar?**
A: Follow the instructions on Page 5 to export to Google Calendar.

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## **Next Steps**
1. **Download the Planner** (link to PDF).
2. **Share Feedback:** Help us improve by emailing [your@email.com].

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**venture:f1ff2ac9-bce4-4565-8368-99263cfdd080 stage:POLISH task:71c76cb5-be88-4a73-a645-
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