Title: Paul's Podcast Diary - Episode [*Episode number goes here*]

Date: [*Date goes here*]

Coming up this week:

1 - [*Headline 1 goes here*]
2 - [*Headline 2 goes here*]
3 - [*Headline 3 goes here*]

This week's writing word count …

> [Details here]

This week's editing update …

> [Details here]

My general writing news …

> [*Item 1 goes here*]
> [*Item 2 goes here*]
> [*Item 3 goes here*]

This week's listener mentions …

> [Details here]

Outro …

I'll have another diary update for you next Saturday – in the meantime have a great week of writing!

How simple is that? It's useful because it allows me to jot down notes and thoughts as each week passes. By the time I get to Friday – diary recording day – I've already got my show planned

and it doesn't take me any time to do it. The format also creates a framework for my show notes, but more on that later.

Here's the format I used for my crypto podcast, not a lot changes, but we used two presenters on that show, so you can see how I indicated who was speaking and when:

Episode XX: [INSERT SHOW TITLE]

Presenter 1: Welcome to the Crypto News Podcast Episode number XX for Saturday XX YY ZZ ... this episode is called [INSERT SHOW TITLE]

Presenter 2: Coming up in today's show:

Teaser 1
Teaser 2
Teaser 2

Presenter 1 leads - alternate stories: Top 5 Crypto News Stories from The Past Seven Days

5 > Headline + Text + article URL

4 > Headline + Text + article URL

3 > Headline + Text + article URL

2 > Headline + Text + article URL

1 > Headline + Text + article URL

This week's top story > Headline + Text + article URL

Presenter 2: This Week's Crypto Portfolio Performance:

[Portfolio value + Top crypto + Worst crypto]

Presenter 1 leads - alternate stories: This Week's Crypto Quickies

1 > Story summary + article URL

2 > Story summary + article URL

3 > Story summary + article URL

Presenter 2: Outro - That's it for another week on The Crypto News podcast.

Presenter 1: We'll be back next Saturday with more crypto news, tips and gossip.

Bye for now!