

# Handout 3 Audio NCD Diary Planner



Please use one planning sheet for each of the podcast episodes you prepare as part of your NCD Diary.

 <span style="float: right;"><b>NCD</b> <i>diaries</i></span>				
<b>Planner for Audio NCD Diaries</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NCD Diary series</td> <td style="width: 33%;">Publication date</td> <td style="width: 33%;">Episode #</td> </tr> </table>	NCD Diary series	Publication date	Episode #
NCD Diary series	Publication date	Episode #		
Episode title	Advocacy Agenda theme			
Guests (if any):	Episode duration (min):			
Main message	Call to action			
<b>Introduction</b> <i>How will you help your listeners to understand the topics addressed?</i>	<b>Script checklist</b> Solo episode or with guests? Opening music <b>Introduction</b> Transition (music or audio) <b>Topic 1</b> Verbal transition to next topic <b>Topic 2</b> Verbal transition to next topic <b>Topic 3</b> Closing remarks including call to action <b>Closing music</b>			

<b>Topic</b>	<b>Podcast creation milestone checklist</b>
<i>What are the key points of your first topic?</i>	<i>Title (and tagline)</i> <hr style="border-top: 1px dotted #ccc;"/> <i>Set up a recording studio in a closed, quiet room</i> <hr style="border-top: 1px dotted #ccc;"/> <i>Record</i> <hr style="border-top: 1px dotted #ccc;"/> <i>Edit</i> <hr style="border-top: 1px dotted #ccc;"/> <i>Review the episode by listening to it and taking notes</i> <hr style="border-top: 1px dotted #ccc;"/> <i>Make final edits based on feedback</i> <hr style="border-top: 1px dotted #ccc;"/> <i>Publish final version on your chosen audio platform</i>

**Topic 1**

**Podcast creation milestone checklist**

*What are the key points of your first topic?*

---

---

---

---

---

---

---

---

---

---

**Topic 2**

**Podcast creation milestone checklist**

*What are the key points of your second topic?*

---

---

---

---

---

---

---

---

---

---

**Topic 3**

**Podcast creation milestone checklist**

*What are the key points of your third topic?*

---

---

---

---

---

---

---

---

---

---

**Notes**