

# Podcast-to-shorts planner

Choose clips with a complete point, source timestamps and a reason to watch.

| WHEN                               | FOR                             | UPDATED    |
|------------------------------------|---------------------------------|------------|
| After the full episode is reviewed | Podcast and interview producers | 2026-10-08 |

## 01 Select passages that stand alone

4 CHECKS

- ☐ Listen to a candidate passage with the surrounding question.  
Record its source boundaries and the point it makes. Keep qualifications that affect the speaker's meaning.
- ☐ Write the opening a new viewer needs.  
Check that pronouns and references make sense without the full episode. Do not invent a quote or an outcome.
- ☐ Check the intended picture frame and caption placement.  
Keep faces, gestures and demonstrations visible. Reject a fixed crop that loses the point.
- ☐ Review the exported clip before approving the row.  
Check first and last words, complete meaning, captions and sound. Keep the source recording for later corrections.

## 02 Working table

4 OF 11 COLUMNS

| Clip id | Start seconds | End seconds | Opening line |
|---------|---------------|-------------|--------------|
|         |               |             |              |
|         |               |             |              |
|         |               |             |              |
|         |               |             |              |
|         |               |             |              |
|         |               |             |              |

The Excel version has all 11: Clip id, Start seconds, End seconds, Opening line, Main point, Needed context, Supporting quote, Frame shape, Caption notes, Ending, Review status. Fill its blank rows with observations from your project.

### Next Find a complete idea for every short.

Studio selects candidate highlights from the uploaded episode. Review their meaning, framing and captions.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up

<https://studio3.itskaivalya.com/signup?src=resource-shorts-planning-sheet>

SCAN TO OPEN