

Video content calendar

Plan recordings, clips, review dates and publication without a forced posting quota.

WHEN	FOR	UPDATED
When scheduling the next production cycle	Creators and production teams	2026-10-08

01 Plan from available recordings

4 CHECKS

- ☐ Create a row for a specific video idea and audience.
State the useful point and where it belongs. Do not fill a calendar with an arbitrary posting quota.
- ☐ Identify the source recording and the next unfinished stage.
Keep recording, editing, review and publication as separate commitments. Leave an unknown date blank rather than inventing a deadline.
- ☐ Assign an owner for the recording and the approval.
Confirm availability before treating a planned date as agreed. Record blockers beside the item.
- ☐ Publish only the approved version and retain its link.
Update the actual date after publication. A scheduled row is not evidence that the video went live.

02 Working table

4 OF 12 COLUMNS

Recording id	Audience problem	Main point	Source file

The Excel version has all 12: Recording id, Audience problem, Main point, Source file, Planned recording date, Review date, Publish date, Channel, Format, Call to action, Owner, Status. Fill its blank rows with observations from your project.

Next Plan outputs around one recording.

Use the same source footage for the episode and its shorts, then schedule publication after review.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up

<https://studio3.itskaivalya.com/signup?src=resource-video-content-calendar>

SCAN TO OPEN