

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	2026-10-05

01 Use the working sheet

3 CHECKS

- ☐ Start with a copy of this sheet.
The editable workbook includes instructions, clearly labelled MOCK examples and blank rows for your actual work.
- ☐ Record the source timestamp or recording identifier before writing the decision.
An exact reference lets another reviewer find the same moment rather than guessing which cut you mean.
- ☐ Keep the verification note with the decision.
Close the item only after checking the exported version, not just the edit instructions.

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. Its rows marked MOCK only show the format.

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](https://studio2.itskaivalya.com/signup?src=resource-shorts-planning-sheet)

30 free editing minutes when you sign up

<https://studio2.itskaivalya.com/signup?src=resource-shorts-planning-sheet>

SCAN TO OPEN