

Podcast Presenter Checklist

Helpful Reminders & Tips for Presenting a Podcast

Before

- Prepare and practice**
Depending on your style, you may create a script or a simple outline. Outlining your talking points ensures you know what you want to share, share everything you planned to, and results in cohesive presentation.
- Join from a quiet space**
Preferably away from background noise, pets, etc.
- Silence your phone and smart devices**
Simple, but oh so important!
- Use the highest quality “microphone” at your disposal**
If you have an Apple device, use the Apple ear buds with a microphone built in during the conversation or similar headset. As a backup, call in from a cordless phone to prevent noise.
- Keep water near you**
Do you tend to get thirsty when talking? This one is for you!

During

- Address the audience**
This may sound simple but it can be easy to forget since you are not live. Be sure to refer to the “audience” or “listeners” and not reference a “call,” etc.
- Paint a picture**
Without slides, there are no physical cues to the audience that you are changing thoughts or topics. Use transitional language to indicate important takeaways and to introduce new information.
- Establish a healthy pace**
It is our natural tendency to speak quickly when presenting, especially in a conversational format like a podcast. Speak slowly to allow listeners time to digest what you are saying.
- Editing is your friend**
If you feel uncomfortable with phrasing you have used and want to start over, remember that you are not live and you have the freedom to do so. Just let everybody know, pause for a few seconds, and re-start your story.

After

- Share your podcast via social media channels**
You are a thought leader, share your expertise!