



Instructions

1. To edit this template in Google Docs, click **File** in the top-left menu and select **Make a Copy**. Choose a location in your Google Drive and click **OK**.
 2. **Fill in all bracketed sections** with the appropriate information.
 3. **Remove any sections that are not applicable** (e.g., if there is no guest, remove the Guest Information section).
 4. **Keep the structure clean and easy to scan** by using concise descriptions and bullet points.
 5. **Choose only 2-3 calls to action** to maximize engagement instead of overwhelming listeners with too many options.
 6. **Remove all instructional text** (including this section) before publishing.
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Show Notes Template

[Write a short, compelling summary that hooks the reader. Highlight **why they should listen** and what they will gain from this episode. Mention key topics covered in an engaging way.]

Guest Information (if applicable)

- **Guest Name:** [Enter guest name or remove this section if no guest]
- **Bio:** [Provide a short bio of the guest]
- **Links:** [Include website, social media, or other relevant links]

Episode Outline

1. **[Topic 1]**
 - [Briefly describe the topic]
 - [Include relevant link/resource]
2. **[Topic 2]**
 - [Briefly describe the topic]
 - [Include relevant link/resource]
3. **[Topic 3]**
 - [Briefly describe the topic]

- [Include relevant link/resource]

Episode Sponsor (if applicable)

This episode is sponsored by **[Sponsor Name]**. [Provide a brief description of the sponsor and their offering.] [Include sponsor link]

Related Episodes & Additional Resources

- **[Episode Title]** – [Provide a brief description & link]
- **[Episode Title]** – [Provide a brief description & link]
- [List books, articles, tools, or other resources related to the episode]
- [Add additional relevant links or resources]

Transcript (if applicable)

For a full transcript of this episode, visit: [Include link to transcript or remove this section if not available]

Host & Show Info

- **Host Name:** [Enter host name]
- **About the Host:** [Provide a short bio of the host]
- **Podcast Website:** [Include website link]

Community & Calls to Action

(Choose 1-2 calls to action for best engagement. Too many options may reduce clicks.)

- **Primary CTA: Rate & Review on Apple Podcasts** – This is the most impactful way to support the show. [Include link]
- **Contact the show:** [Provide email or contact form link]
- **Sign up for our newsletter:** [Include newsletter link or remove if not applicable]
- **Follow us on social media** (Choose the most relevant platforms for your audience):
 - X (formerly Twitter): [@Handle]
 - Instagram: [@Handle]
 - Facebook: [Page link]
 - LinkedIn: [Profile link]
 - YouTube: [Channel link]
 - TikTok: [Profile link]
- **Join the conversation:** Comment on [Social Media Platform], send us a message at [Contact Info], or share your key takeaways using [Hashtag].
- **Share this episode with a friend!** If you enjoyed it, tag us on social media and let us know your favorite takeaway.