

How to Use This Template

- Open the template in Google Docs, then go to File → Make a Copy. Save it to your preferred folder in Google Drive.
- Replace all [bracketed placeholders] with your own episode details.
- Delete any sections that don't apply (for example, if there's no guest, remove the "Guest Information" section).
- Keep it skimmable: use short sentences, clear headings, and bullet points where possible.
- Limit yourself to **2–3 calls to action** so your listeners know exactly what to do next without feeling overloaded.
- Before publishing, remove this guidance text and ensure the final version flows naturally.

Storytelling Master Show Notes Template

Designed for those with a story to tell. Keep your listeners on track and engaged.

Episode Title

Hook (2-3 sentences)

Story Outline (use as a guide)

- 1. Beginning (Set the scene)
 - Introduce who's involved and the setting.

2. Middle (The challenge/journey)

• What happened, what obstacles were faced, what lessons emerged?



3. End (Resolution & reflection)

How it wrapped up, and what the listener can take away.

Timestamps (optional but powerful for narrative podcasts)

- [01:15] The moment everything changed
- [09:30] Facing the first challenge
- [18:40] Lessons learned along the way
- [28:10] The big turning point
- [35:50] Final reflections

Quotes & Highlights

← Pull out 2–3 key quotes that stand out (great for repurposing on social media).

Resources & Mentions

- [Link 1]
- [Link 2]

CTA (Call-to-Action)