

Tips to Produce the Best Audio & Save Time

Tips to produce the best audio recording:

- Don't record in an empty room or put a blanket/comforter behind you to absorb the sound (less echo)
- **Always check you microphone! (correct settings)**
- Plug in your microphone before opening Audacity
- Don't forget your CTA (Call to action)
- Drink enough water
- Be careful what you eat
- Don't record a show right after eating a meal
- Avoid cream, soda and alcohol
- Have water handy
- Go to the bathroom first
- Warm up your voice (vocal exercise, practice different volumes and tones, belly laugh)
- Clear your mind (breathe while in whole brain posture brain gym technique)
- Good posture helps speak clearly
- Read or say your content out loud to practice if nervous
- Pretend you are talking to a friend, client or a teaching a class
- Be prepared: bullet points or written notes, know your guest
- Watch the time, but be flexible, can do "part 2" on the next episode or cut it short
- Don't worry about being perfect, making mistakes shows you are human
- Be You!

Time-Saving Suggestions:

- Have a plan: Make a list of show topics/guests for 3-6 months
- It's best to have a month's worth of content in the vault, in case something happens or you don't feel like doing a show
- Do show notes ahead to save time, so you can copy paste (I use one document and copy/paste a lot)
- Can repurpose keywords (copy/paste and edit for changes)
- Batch your shows (pieces of same topic) This is better flow
- Use Libsyn to promote to social media, your email list, etc.
- CTA in first shows to opt-in and/or to connect in some way (can reuse these)