

# Start your Podcast

## Navigating the Path to a Successful Podcast Beyond the 5 - Day Challenge



- Challenge Replays
- Online Course
- One Day VIP Pass to Get It Done- Hands on Implementation Session
- Be a guest on the podcast to get exposure.

**One Time  
Payment of \$147**  
**[Click Here](#)**

Equip yourself with the knowledge and resources to continue improving your podcasting skills.

Stay competitive, innovate, and enhance your business over time.

Overall, by investing time and effort into launching and growing a podcast, you will unlock a range of benefits that directly contribute to the success and growth of your business.



Aldreama Harper-Business and Podcast Launch Strategist, OrganizedPreneur<sup>™</sup> Podcast Host



# Eisenhower Matrix Template for Podcasting Productivity

## 1) Prioritization Urgent and Important (Do First)

- Recording an episode that needs to be released tomorrow.
- Fixing technical issues that are preventing an episode from being uploaded.
- Responding to a time-sensitive interview opportunity with a guest.

## 2) Calenderization Important but Not Urgent

- Planning and scripting future podcast episodes.
- Researching topics and potential guests.
- Improving podcast quality through training or learning new editing techniques.

## 3) Delegation Urgent but Not Important

- Scheduling social media posts to promote episodes (can be handled by an assistant or automated tool).
- -Editing tasks that can be outsourced to a freelance editor.
- Routine administrative tasks like managing emails or coordinating schedules.

## 4) Elimination Not Urgent and Not Important

- Attending non-essential meetings or webinars that don't add value to your podcast.
- -Spending excessive time on social media beyond what's necessary for podcast promotion.
- Engaging in activities that don't contribute to podcast goals, like unnecessary rechecking of minor details.

# Daily Productivity Planner

Date \_\_\_\_\_

Task	Time to spend on task	Subject
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
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<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____

**Important Topics**

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**Notes**

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Aldreama Harper, Productivity Strategist  
Certified Organizational Specialist™  
OrganizedPreneur™  
Simplify | Systemize | Streamline



*Aldreama Harper*

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## Next Steps

- Listen to The "OrganizedPreneur™ Podcasting On Purpose" Audio Training==> [Click Here](#)
- Bonus Training "Get Leads with Podcasting" ==> [Click Here](#)
- Need help launching your podcast? Let's chat==> [Click Here](#)