

Checklist

Based on “10 Great Tips for Acing your Next Podcast Interview”

- 1 You know what you “need to know.”**
- 2 You know what you need to have and have set it aside.**
- 3 Prepared ahead for interview and feel ready.**
- 4 Have set up equipment to record the interview.**
- 5 Have what you need to take notes during the interview.**
- 6 Made sure you know and have rehearsed your “Get Out of a Disaster” question.** (See sheet titled “No Fail Get Out of ‘Interview Disaster Technique No One Tells You About.”)
- 7 Made a list of potential questions and answers so you can carry on a conversation with your Host or Guest.**
- 8 Practiced ahead of time by interviewing someone or allowing someone to interview you.**
- 9 Made sure to send a thank you note.**
- 10 Celebrated your wins!** You did great! So go ahead and pat yourself on the back.