



**DEMO**

First chapter only

# The 4-Hour Podcast Workflow

AI-Powered Recording, Editing, Show Notes, and Promotion in Half the Time



## **The 4-Hour Podcast Workflow**

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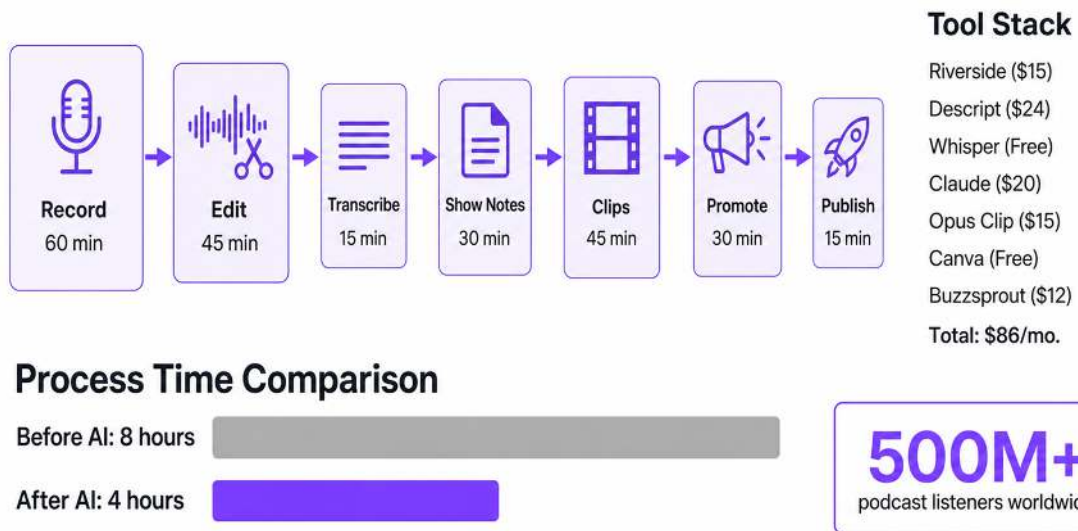
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# 1

## The Modern Podcast Production Stack



**Figure 1.** A seven-stage podcast pipeline—record, edit, transcribe, show notes, clips, promote, publish—runs 60 down to 5 minutes per stage, cutting total production from 8 hours before AI to 4 hours after, on an \$86/mo tool stack

## 1.1 The 8-Hour Problem

The average independent podcaster spends 8 hours producing a single episode. One hour recording. Two hours editing. One hour writing show notes. One hour creating social media clips. One hour designing graphics and writing promotional posts. One hour uploading, scheduling, and cross-posting. One hour on guest coordination and email.

Eight hours for a 45-minute episode. That math does not work for anyone with a day job, a family, or more than one creative project. It is the reason most podcasts die before episode 10—not because the host ran out of ideas, but because the production burden became unsustainable.

# 500M+

podcast listeners worldwide<sup>1</sup>—and the average podcast takes 8 hours to produce per episode

This book cuts that number in half. Not by cutting corners or reducing quality, but by replacing manual repetition with AI-powered automation. The recording and the conversation remain entirely human. Everything after the recording—editing, transcription, show notes, clips, promotion—is where AI transforms the workflow.

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<sup>1</sup>Edison Research, “The Infinite Dial,” 2025.

## 1.2 The 4-Hour Breakdown

Stage	Before	After	How
Pre-production	60 min	30 min	AI-assisted guest research and outline
Recording	60 min	60 min	Unchanged—this is the human part
Editing	120 min	30 min	AI-powered noise removal and editing
Transcription	30 min	5 min	AI transcription (Whisper/Deepgram)
Show notes	60 min	15 min	AI-generated from transcript
Social clips	60 min	20 min	AI clip detection and captioning
Promotion	60 min	15 min	AI-generated social posts and newsletter
Publishing	30 min	5 min	Automated distribution
<b>Total</b>	<b>480 min</b>	<b>240 min</b>	<b>50% time reduction</b>

### Key Insight

The 4-hour workflow does not replace the podcaster. It replaces the production assistant. Every task that requires creative judgment—the conversation, the editorial direction, the brand voice—remains human. Every task that is repetitive, mechanical, or template-based is automated. This is the distinction that separates AI-assisted production from AI-generated content.

## 1.3 The Tool Stack Overview

Stage	Tool	What It Does	Cost
Recording	Riverside.fm	Remote recording, separate tracks	\$15/mo
Editing	Descript	AI editing, filler word removal	\$24/mo
Transcription	Whisper (OpenAI)	Free, local transcription	Free
Show notes	Claude/ChatGPT	Generate from transcript	\$20/mo
Clips	Opus Clip	Auto-detect viral moments	\$15/mo
Promotion	AI + Canva	Social graphics and copy	Free
Hosting	Buzzsprout	Distribution to all platforms	\$12/mo
<b>Total</b>			<b>\$86/mo</b>

### Pro Tip

Start with the free stack before committing to paid tools. Whisper for transcription, the free tier of Descript for basic editing, Canva free for graphics, and Spotify for Creators for free hosting. Upgrade to the paid stack only when you are consistently publishing weekly and the time savings justify the cost.

## 1.4 Who This Book Is For

This workflow is designed for three types of podcasters:

1. **The solo creator:** You record, edit, promote, and publish everything yourself. Time is your scarcest resource.
2. **The busy professional:** You podcast alongside a full-time job. You need a system that fits in evenings and weekends.

3. **The small team:** You have a co-host or VA but no dedicated producer. You need a workflow that is easy to delegate.

Every chapter includes the manual approach (for understanding), the AI-assisted approach (for implementation), and the specific prompts and tool settings that make it work.

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