



AI TOOLKIT · CREATE

No. 90



The Podcast, Launched

*Your voice online,
no studio, no gear.*

10 prompts to plan, write, record, edit and publish your podcast with AI, from concept to your first episode online, even with no mic and no technical skills.

Free for the SYSTINFO community

Swipe



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GOOD TO KNOW

AI does the work, you bring the voice.

In 2026, starting a podcast no longer needs a studio. Free tools do the heavy lifting: NotebookLM turns your notes into an audio conversation, ElevenLabs lends a natural voice, Descript and Adobe Podcast clean up the sound, and hosts publish it to Spotify. What is left is what matters: your idea and your point of view.

- **Your angle is the difference**

AI produces generic output. Your experience, your examples and your tone are what make people listen and come back.

- **Be honest and stay legal**

Disclose an AI-generated voice, use royalty-free music, and never use copyrighted clips without permission.

- **Check before you publish**

AI can invent a fact or a quote. Reread, cross-check, and never paste private data into your tools.

The right habit: ship a short, imperfect first episode, then improve with each new one.



THE METHOD

Ten prompts, five steps.

No technical skill required. These 10 prompts take your podcast from concept to your first published episode: design the show, prep the episode, give it a voice, edit and package, then publish and grow. Just adapt the brackets.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Design the show**

· 2 prompts

02 **Prep the episode**

· 2 prompts

03 **Give it a voice**

· 2 prompts

04 **Edit and package**

· 2 prompts

05 **Publish and grow**

· 2 prompts



The Concept Found

PROMPT TO COPY

Role: you are a podcast producer helping a beginner find a concept.

Context: I know [topic or passion] well, I want to speak to [target audience], and I can sustain [length per episode].

Task: propose three distinct show concepts that are easy to keep up over time.

Format: for each concept, a one-line promise, the format, and why it could resonate.

What you get

A solid starting point. You pick one clear, sustainable show idea instead of going in circles.



The Title That Hooks

PROMPT TO COPY

Role: you are a specialist in memorable podcast names.

Context: my show is about [topic] for [audience], with a [warm, expert, funny] tone.

Task: propose short, easy-to-remember titles, plus a catchy description.

Format: eight possible titles, and a two-sentence description for the platforms.

What you get

An identity worth clicking. A strong title and clear description draw your first listeners in.



The Episode Plan

PROMPT TO COPY

Role: you are a scriptwriter who structures a gripping episode.

Context: this episode covers [specific topic] for [audience] and runs [10 minutes].

Task: build a clear flow, from the hook to the close, with the key moments.

Format: a timed outline, an opening hook, three parts, and a final call to action.

What you get

A thread that holds the listener. You know exactly what to say and in what order.



The Natural Script

PROMPT TO COPY

Role: you are a writer who writes for the ear, not the eye.

Context: from this outline [paste your outline], I want a text to read out loud.

Task: write a smooth script, with short sentences and a spoken tone.

Format: the ready-to-read text, marked breathing pauses, and one hard word explained simply.

What you get

A script that sounds real. You read without stumbling and without sounding like a recital.



The Voice, No Mic

PROMPT TO COPY

Role: you are a guide to AI voice tools for beginners.

Context: I have no mic and want a natural voice to read my script [paste it].

Task: explain how to get a free AI voice and turn my text into audio.

Format: the steps with a free tool, two tone settings to try, and the disclosure to add.

What you get

An audio episode with no gear. You can publish even without a studio, while staying honest about the AI voice.



The Clean Recording

PROMPT TO COPY

Role: you are a sound engineer advising a beginner recording on a phone.

Context: I want to record my real voice at home, in [room], with [phone or computer].

Task: give me the simple moves for clear sound, without buying equipment.

Format: five concrete tips before recording, and one free tool to clean the sound after.

What you get

Sound that is easy on the ears. A clean recording keeps your listeners to the end.



The Easy Edit

PROMPT TO COPY

Role: you are an editor who makes audio editing easy for a novice.

Context: I have a [length] recording with hesitations and gaps to cut.

Task: explain how to edit simply by editing the text rather than the audio track.

Format: the steps with a free tool, what to cut, and one mistake to avoid.

What you get

A crisp episode in less time. You trim the dull parts without complicated software.



The Full Package

PROMPT TO COPY

Role: you are an editorial lead preparing an episode for release.

Context: my episode is called [title] and is about [topic] for [audience].

Task: write everything that goes with the episode so it gets found and opened.

Format: an episode title, a keyword-rich description, the show notes, and a cover-art idea.

What you get

An episode that is found and noticed. A polished title, description and notes help you get discovered.



The Go-Live

PROMPT TO COPY

Role: you are a mentor guiding a first podcast publication.

Context: my episode is ready as an audio file and I want it on Spotify and the other apps.

Task: walk me step by step through hosting and distributing my podcast, for free.

Format: the steps in order, a recommended free host, and what to prepare beforehand.

What you get

Your voice finally online. You go from a file on your device to an episode people can hear anywhere.



The Promo That Works

PROMPT TO COPY

Role: you are a communications lead who specializes in podcasts.

Context: I just published the episode [title] and I want my first listeners, on no budget.

Task: propose a simple plan to spread the word about the episode this week.

Format: three short clips to share, one message per network, and one action to keep listeners coming back.

What you get

Listens that climb. A little well-aimed promotion beats an episode nobody sees.



THANK YOU · YOU ARE ON AIR



A few words, a big thank you.

These cards are offered to you, ad-free. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to say thank you on one of our networks. A public word, even a short one, encourages us to keep supporting you, one tip at a time.

Scan to join us and say thanks



WhatsApp



Mattermost



LinkedIn



Facebook