Interview Guidebook: Turning Conversations Into Captivating Stories

Interview Planning Calendar Template

This checklist is designed to help you stay organized and efficient in your interview planning. Use it as a flexible guide to manage your monthly, weekly, and daily tasks related to interviews.

- *Adapt the Checklist: Feel free to adjust the tasks to better suit your specific needs and the nature of your interviews.*
- *Stay on Track: Use the monthly, weekly, and daily sections to keep track of your progress and ensure you're meeting your interview goals.*
- *Reflect and Improve: Regularly review your completed tasks and identify areas for improvement, helping you refine your interview process over time.*

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SECTION 1: Monthly Planning Checklist

Focus on high-level tasks and milestones to be completed each month.

Define Monthly Goals

- ☐ Identify what you aim to achieve this month with your interviews.

Schedule Key Interviews

- ☐ Confirm dates and times for important interviews.

Set Deadlines

- ☐ Mark key deadlines for prep, content creation, and publication.

Review Progress

- ☐ Assess completed tasks at the end of each month and adjust plans as needed.

SECTION 2: Weekly Planning Checklist

Break down your monthly goals into manageable weekly tasks.

Schedule Interview Prep

- ☐ Allocate time for research and crafting questions.

Conduct Interviews

- ☐ Ensure you're prepared and on time for each interview.

Complete Follow-Up Tasks

- ☐ Send thank-you notes and review interview notes.

Reflect & Adjust

- ☐ Weekly check-in to reflect on what went well and what needs adjustment.

SECTION 3: Daily Planning Checklist

Detailed checklist for day-of-interview tasks.

Confirm Interview Time

- ☐ Double-check the time with the interviewee and adjust if necessary.

Test Technology

- ☐ Check all equipment, including audio, video, and recording tools.

Review Questions & Notes

- ☐ Go over your questions and key points to cover.

Prepare the Environment

- ☐ Ensure a quiet, distraction-free space.

Post-Interview Actions

- ☐ Save and back up notes, and update your task list with follow-up actions.

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SECTION 4: Notes

NOTES