Pipeline SOP Worksheet

The five stages — your real numbers

1 · SCRIPT

Outline → AI draft → direct → five hooks → read-aloud gate. Video 1: ____ hrs → V5 target: ____

2 · RECORD

Voice session in the quiet zone. Video 1: ____ hrs → V5 target: ____

3 · HARVEST

Visuals collected, named by section. Video 1: ____ hrs → V5 target: ____

4 · EDIT

Seven-step assembly → ship gate → export. Video 1: ____ hrs → V5 target: ____

5 · PACKAGE

Title · thumbnail · description · publish. Target once learned: ~1 hr

Fill in REAL hours, fumbling included. The outlier stage is video two's speedup target — halved by video five, stable by ten.

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The three multipliers + asset bank

BATCH BY STAGE
Same stage, multiple videos, one session — for block-time creators.

ASSET BANK
Ten minutes after every video: template, hooks, layouts, b-roll finds.

DECISION FREEZE
Mid-pipeline redesigns go to the Idea Bank — never into the timeline.

My asset bank — started today

- [ ] CapCut template saved
- [ ] Five best hooks copied as patterns
- [ ] Slide/thumbnail layouts filed
- [ ] Visuals libraries bookmarked
- [ ] Reusable b-roll foldered

MY PRODUCTION MODE (batch / weekly / micro-batch) + why:

Pipeline SOP Worksheet

The SOP — one page, in pen

My pipeline

STAGE 1 — SCRIPT: tools + timing:

STAGE 2 — RECORD: setup + timing:

STAGE 3 — HARVEST: sources + timing:

STAGE 4 — EDIT: template + timing:

STAGE 5 — PACKAGE: (Module 4 fills this in):

Committed

Signed: _____ **Date:** _____

Update the timing column sixty seconds after every video — by video five this is a personal dataset no guru can sell you.

Pipeline SOP Worksheet

What to do with this document

Your next steps

- [ ] Time-map video 1 honestly — the outlier stage is the target
- [ ] Bank the assets now; ten minutes compounds forever
- [ ] Write the SOP in pen and staple it to your 30-day plan
- [ ] Schedule video 2's script session — the pipeline is real the second time it runs

Keep going (free)

Every lesson of the YouTube Creator Academy is free at braintrain-ai-academy.com/creator-academy — clarity, consistency, and honest expectations, module by module.

A NOTE FOR LATER

Documents like this one grow, module by module, into your Channel Playbook — the complete written plan for your channel. You can build every piece yourself with these lessons. And if you would ever like help designing it around your specific situation, BrainTrain AI Coach can guide you step-by-step. For now: run the worksheet. That is the whole assignment.