5 Steps to Crush Your DJ Mixtapes

(Cheat Sheet)

DJ MIXTAPE CHECKLIST (1 of 2)

STEP 1: PLAN

- ❏ Choose a title
- ❏ Schedule publish dates & tasks
- ❏ Create project folder and sub-folders
    - ❏ Production
    - ❏ Exports
    - ❏ Cover Art
    - ❏ Playlist
    - ❏ Video
- ❏ Create empty Rekordbox playlist
- ❏ Create cover art
- ❏ Create new DAW project for recording, editing, and mastering.

Click here if you'd like help setting up your systems.

STEP 2: PREPARE

- ❏ Curate the playlist
- ❏ Export playlist .txt file to the project folder
- ❏ Create empty Rekordbox playlist

STEP 3: PRODUCE

- ❏ Produce the mix
- ❏ Create YouTube video
- ❏ If track order has changed, update Rekordbox playlist and re-export .txt file
- ❏ Paste the .txt file content into a spreadsheet
- ❏ Add track start times to spreadsheet
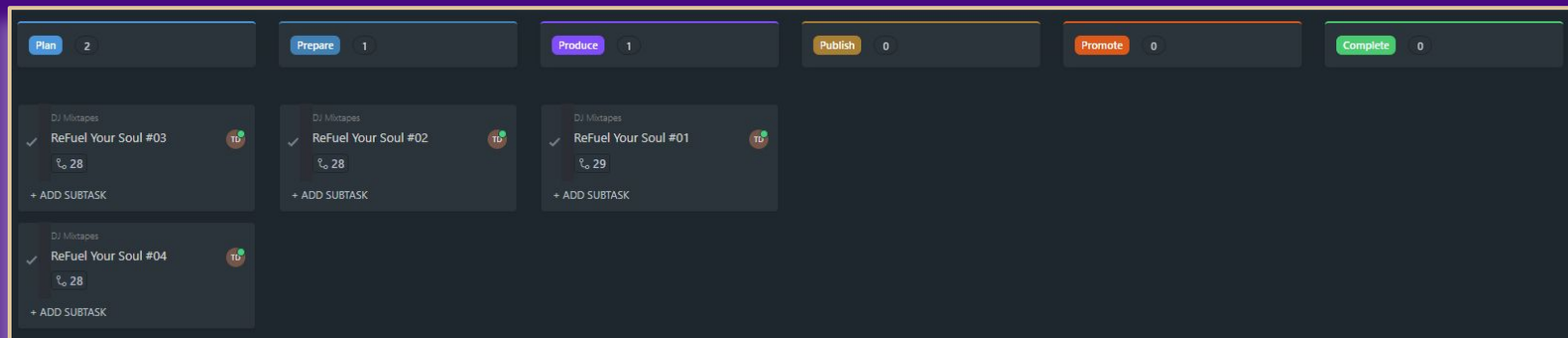
DJ MIXTAPE CHECKLIST (2 of 2)

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STEP 4: PUBLISH

- ❏ Produce the mix
- ❏ Create thumbnail
- ❏ Write description
- ❏ Publish to Mixcloud
- ❏ Publish to YouTube
- ❏ Publish to Soundcloud

STEP 5: PROMOTE

- ❏ Create images that highlight the tracks
- ❏ Write captions
- ❏ Create a blog post on website
- ❏ Schedule FB Page, IG, and Tik Tok in Later
- ❏ Share to Facebook profile

Plan 2	Prepare 1	Produce 1	Publish 0	Promote 0	Complete 0
DJ Mixtapes ✓ ReFuel Your Soul #03 ☏ 28 + ADD SUBTASK	DJ Mixtapes ✓ ReFuel Your Soul #02 ☏ 28 + ADD SUBTASK	DJ Mixtapes ✓ ReFuel Your Soul #01 ☏ 29 + ADD SUBTASK			
DJ Mixtapes ✓ ReFuel Your Soul #04 ☏ 28 + ADD SUBTASK					

A Quick Guide to Having More Time for Music Production

ELIMINATE DISTRACTIONS. STOP MULTITASKING.

The art of multitasking is a myth. Our brains are wired to single-task. When we are in a music production session, we can get a lot more music made when we eliminate distractions.
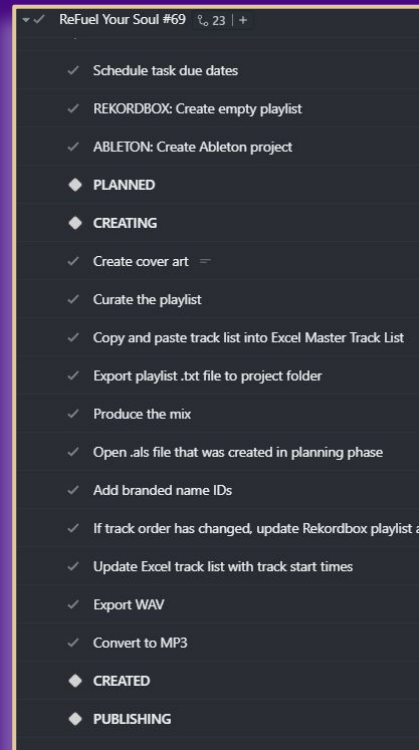
➤ Exit all applications and browser windows except your DAW.
➤ Put your phone on silent mode or turn it off.
➤ Break up your sessions into different types of work. When you are writing music or making beats, don't also worry about arrangement, sound design, or mixing.
➤ Use checklists to break down work into micro-tasks.
➤ Set time limits for each chunk of work. Use a timer.
➤ Get into the habit of finishing tracks. Limit your WIPs.
➤ Consider outsourcing final mixing and mastering so you can focus more on creating.
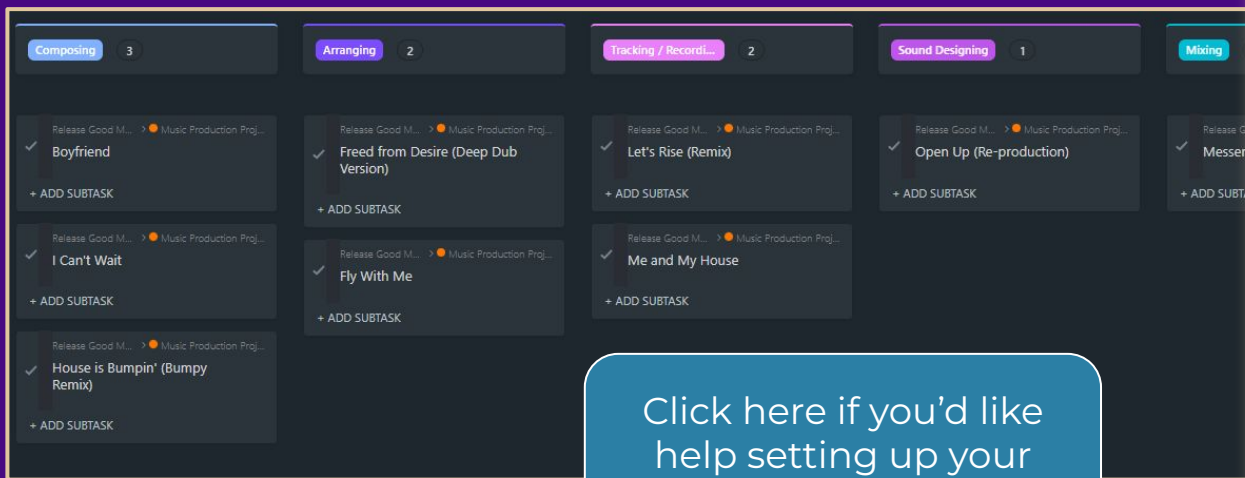
GET ORGANIZED. USE SYSTEMS.

Using systems and getting organized clears our mind to let creativity flow. A system can be as simple as a checklist or as robust as a full-on work management tool like Airtable or ClickUp.

➤ Create a templated file folder structure and a DAW template for saving time when starting new projects.
➤ Save frequently used sounds to a "Favorites" folder
➤ Use checklists for common production tasks.
➤ Organize the checklists into production stages.
➤ Use keyboard shortcuts. Set your own.
➤ Track stages of multiple open projects with a Kanban-style board
➤ Create other workflows for tracking demo submissions
➤ Schedule regular sessions in your calendar and have a plan for what you'll finish with each session
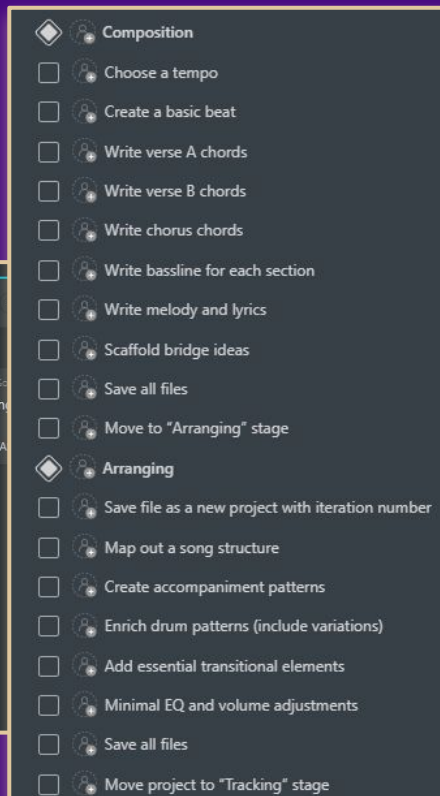
MANAGE PROJECTS LIKE A BOSS.

To manage multiple ongoing projects, use a board to see where projects are. Many tools allow for nesting checklists and tasks within a larger task or project. ClickUp, Airtable, and SmartSuite all offer board, list, and calendar views.

Composing 3

Release Good M... ❯ ● Music Production Proj...
Boyfriend
+ ADD SUBTASK

Release Good M... ❯ ● Music Production Proj...
I Can't Wait
+ ADD SUBTASK

Release Good M... ❯ ● Music Production Proj...
House is Bumpin' (Bumpy Remix)
+ ADD SUBTASK

Arranging 2

Release Good M... ❯ ● Music Production Proj...
Freed from Desire (Deep Dub Version)
+ ADD SUBTASK

Release Good M... ❯ ● Music Production Proj...
Fly With Me
+ ADD SUBTASK

Tracking / Recordi... 2

Release Good M... ❯ ● Music Production Proj...
Let's Rise (Remix)
+ ADD SUBTASK

Release Good M... ❯ ● Music Production Proj...
Me and My House
+ ADD SUBTASK

Sound Designing 1

Release Good M... ❯ ● Music Production Proj...
Open Up (Re-production)
+ ADD SUBTASK

Mixing

Release Go...
Messen
+ ADD SUBTA

◈ Composition
☐ 🔒 Choose a tempo
☐ 🔒 Create a basic beat
☐ 🔒 Write verse A chords
☐ 🔒 Write verse B chords
☐ 🔒 Write chorus chords
☐ 🔒 Write bassline for each section
☐ 🔒 Write melody and lyrics
☐ 🔒 Scaffold bridge ideas
☐ 🔒 Save all files
☐ 🔒 Move to "Arranging" stage
◈ Arranging
☐ 🔒 Save file as a new project with iteration number
☐ 🔒 Map out a song structure
☐ 🔒 Create accompaniment patterns
☐ 🔒 Enrich drum patterns (include variations)
☐ 🔒 Add essential transitional elements
☐ 🔒 Minimal EQ and volume adjustments
☐ 🔒 Save all files
☐ 🔒 Move project to "Tracking" stage

Click here if you'd like help setting up your own system.

BE INTENTIONAL WITH SOCIAL MEDIA AND INTERNET USE

This may seem obvious, but most of us (myself included) waste a lot of time on social media. We tell ourselves that we need to be active on social media to reach and connect with our audience, but that's just a story. Internet and YouTube rabbit holes are another big time waster.

➢ Plan and create social media posts a week or a month in advance.
➢ Block specific time in your calendar for creating social media content and then a separate time in your calendar for responding to comments on your social media posts.
➢ Use a scheduler like Later.com to schedule your posts in advance with one app – without having to log into your social media accounts
➢ Don't scroll on feeds without a purpose. Look for specific posts that provide opportunities to engage with your community in meaningful ways.
➢ Delete social media apps from your phone. You can post content to most platforms from web apps or scheduling tools.