When you have finished your interview, use this log to “chunk” your audio. As you listen to your audio, record a start time of the track and stop the audio when a new topic begins. Note the ending time and jot down a phrase to help you remember what that segment was about. Your stop time will become your new start time for the next segment.

Ex:

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| --- | --- | --- | --- | --- |
| **START TIME** | **END TIME** | **TOPIC** | **COMMENTS** | **KEEP?** |
| 00:36 | 2:08 | Introduction | Noisy background | Redo |
| 2:08 | 3:15 | Childhood – brother Bob |  | Yes |
| 3:15 | 5:21 | Childhood – parents | Needs editing | parts |
| 5:21 | 7:18 | How he got into his business | Needs editing | parts |

While this process might seem a bit tedious, in the end it will save you lots of time when putting together your storyboard and final profile.

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| **START TIME** | **END TIME** | **TOPIC** | **COMMENTS** | **KEEP?** |
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| **START TIME** | **END TIME** | **TOPIC** | **COMMENTS** | **KEEP?** |
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