

FREE WORKFLOW PLAYBOOK

The 5-Step Edit System

A practical workflow playbook for Premiere Pro editors. Five steps, five checklists, and the right tool for each bottleneck — so every edit runs on a system instead of willpower.

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| 1 | PREP | Set up once, never hunt for files again |
| 2 | SELECT | Find the best moments before you touch the timeline |
| 3 | STRUCTURE | Lock the story before you make it pretty |
| 4 | POLISH | Make it look expensive without keyframing everything |
| 5 | DELIVER | Export everything in one pass, not one export night |
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By **Piotr Toczynski** · Cut to the Point · 13+ years editing · 150K+ CTPP users

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STEP 1 — PREP

Set up once, never hunt for files again

THE PAIN

The first hour of every edit disappears into finding footage, and every "where is that clip?" moment mid-edit breaks your creative flow.

THE FIX

Build one reusable project template and naming convention, then reuse it on every single job. Organization is a system you set up once — not a task you redo per project.

DO THIS

- ☐ Create a master folder template: **01_Footage, 02_Audio, 03_GFX, 04_Project, 05_Exports** — and duplicate it for every new job.
- ☐ Rename camera cards on ingest using a consistent pattern: **YYMMDD_project_camera**.
- ☐ Generate proxies for anything above 4K or shot in H.265 before you start cutting.
- ☐ Save a Premiere project template with your bins, label colors, and sequence presets already in place.
- ☐ Set autosave to every 5 minutes with 20 versions — future you will thank you.

TOOLS FOR THIS STEP

Post Haste

Stamps out your folder template for every new project.

digitalrebellion.com/posthaste

FREE

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STEP 2 — SELECT

Find the best moments before you touch the timeline

THE PAIN

Scrubbing through hours of interview or podcast footage in real time — and the best take still ends up buried and forgotten.

THE FIX

Work transcript-first. Read and rate moments instead of rewatching footage, and only let your A-takes enter the edit.

DO THIS

- ☐ Transcribe all talking-head footage before making a single cut.
- ☐ Mark keeper moments with markers or label colors as you review the transcript.
- ☐ Pull every keeper into a selects stringout sequence.
- ☐ Rank selects **A / B / C** — A-takes drive the story, B-takes fill gaps, C-takes stay out.
- ☐ Start the edit from your selects sequence, never from raw bins.

TOOLS FOR THIS STEP

AI Editor **CTTP**

\$59

Transcribes, ranks, and lifts the strongest moments from long recordings — the selects pass, automated.

cuttothepoint.com/ai-editor

Premiere Text panel

Built-in

Built-in transcription works for the manual route — slower, but free.

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STEP 3 — STRUCTURE

Lock the story before you make it pretty

THE PAIN

Endless tinkering on a cut with no spine — and hours of polish wasted on scenes that get deleted in the next revision.

THE FIX

Cut a radio edit first: if the story works with your eyes closed, it will work with visuals. No music, no graphics, no color until the structure is locked.

DO THIS

- ☐ Assemble your A-selects in story order — rough is fine.
- ☐ Do an audio-only pass: listen to the whole cut without looking at the screen.
- ☐ Cut anything that does not move the story forward, even if it looks great.
- ☐ Get the runtime within 10% of target before any polish.
- ☐ Show the locked structure to one outside viewer before moving to step 4.

TOOLS FOR THIS STEP

The Editing Chef

CTTP

\$249

If story structure is your weak point, this 12-week mentorship is built around exactly this skill.

cuttothepoint.com/editing-chef

Discipline

FREE

This step needs no software — just the rule: nothing pretty until the story is locked.

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STEP 4 — POLISH

Make it look expensive without keyframing everything

THE PAIN

Hand-keyframing text, transitions, and movement burns hours per video — and still looks inconsistent from project to project.

THE FIX

Build your look from a tested preset system and save hand-animation for hero moments only. Consistency comes from reusable building blocks, not heroic effort.

DO THIS

- ☐ **Motion pass:** punch-ins, speed ramps, and transitions at story beats only — not on every cut.
- ☐ **Text and graphics pass:** one consistent animation language across the whole video.
- ☐ **Color pass:** LUT on an adjustment layer, then per-shot corrections underneath.
- ☐ **Audio pass:** clean the dialogue, then set levels — dialogue around -6 dB, music ducked under it.
- ☐ Watch the full cut once at 100% zoom before calling it done.

TOOLS FOR THIS STEP

Ultimate Presets

CTTP

\$59

250+ GPU-accelerated presets for text, motion, transitions, and color — the engine of the polish step.

cuttothepoint.com/ultimate

Essential Motion 3.1

CTTP

FREE

Free motion preset pack — the starting point if you want to test the system first.

cuttothepoint.com/em3

RX by iZotope

Paid

Industry standard for dialogue cleanup and noise removal.

Soundly

Freemium

Sound effects library and manager for fast SFX passes.

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STEP 5 — DELIVER

Export everything in one pass, not one export night

THE PAIN

The client wants the master, thirty social clips, and audio stems — and you are building duplicate sequences and babysitting exports until 2 AM.

THE FIX

Batch everything through Adobe Media Encoder and never duplicate a sequence just to export a piece of it.

DO THIS

- ☐ Export the master with a preset you have tested on this delivery spec before.
- ☐ Batch-export selected timeline clips as individual files — no duplicate sequences.
- ☐ Export audio stems for the mix, voiceover, and language versions in one pass.
- ☐ Verify the first and last file of every batch before sending anything.
- ☐ Archive the project: consolidate, transfer, and store with your folder template intact.

TOOLS FOR THIS STEP

Clip Exporter **CTTP**

\$20

Batch-exports selected timeline clips with effects, custom presets, and source-based names.

cuttothepoint.com/clip-exporter

Track Exporter **CTTP**

\$20

Turns individual Premiere audio tracks into clean stem deliverables.

cuttothepoint.com/track-exporter

Adobe Media Encoder

Included

Queue everything here so Premiere stays free for the next edit.

Your workflow stack, step by step

Every tool in this playbook, mapped to the step it solves. Start free, add tools only where your edit actually slows down.

STEP 1	Post Haste	Folder templates on autopilot	FREE
STEP 2	AI Editor	Transcript-first selects, automated	\$59
STEP 3	The Editing Chef	12-week mentorship for story structure	\$249
STEP 4	Essential Motion 3.1	Free motion presets to start	FREE
STEP 4	Ultimate Presets	250+ GPU-accelerated presets	\$59
STEP 5	Clip Exporter	Batch-export timeline clips	\$20
STEP 5	Track Exporter	Audio stems without the friction	\$20

Run the whole system with one bundle

AI Editor + Clip Exporter + Track Exporter — the three workflow plugins from this playbook — together for **\$79**. Add Ultimate Presets for the polish step and the system is complete.

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